

**ADDENDUM NO. 11**

**TO THE AGREEMENT DATED MAY 14, 2021  
BETWEEN GREATER ORLANDO AVIATION AUTHORITY  
AND VANASSE HANGEN BRUSTLIN, INC.**

**Project: FY24 On-Call Permitting Assistance, Orlando International Airport**

**THIS ADDENDUM** is effective this 13<sup>th</sup> day of December, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** ("Authority"), and **VANASSE HANGEN BRUSTLIN, INC.** ("Consultant").

**WITNESSETH:**

**WHEREAS**, by Agreement dated May 14, 2021, Authority and Consultant entered into an agreement for Consultant to provide Continuing Environmental Consulting Services; and

**WHEREAS**, under the Agreement, Consultant agreed to perform such additional services for the Authority as are contained in any additional scope of work established by the Authority in any addendum to the Agreement and accepted in writing by the Consultant; and

**WHEREAS**, the Authority and the Consultant desire to enter into this Addendum to the Agreement to provide for additional services to be rendered by the Consultant under the terms of said Agreement.

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants herein contained, the Authority and the Consultant do hereby agree as follows:

1. Consultant shall perform additional services in accordance with the terms of the Agreement and the attached Exhibit "A." Consultant shall be paid for such additional services according to the payment terms set forth in the Agreement.

2. Consultant shall be compensated for such additional services in the **NOT TO EXCEED amount of FORTY THOUSAND AND NO/100 DOLLARS (\$40,000.00)**, broken down as follows:

<b>Professional Fees:</b>	<b>NTE:</b>	<b>\$39,733.00</b>
<b>Professional Fees:</b>	<b>LS:</b>	<b>\$0.00</b>
<b>Reimbursable Expenses:</b>	<b>NTE:</b>	<b><u>\$267.00</u></b>
<b>Total:</b>		<b>\$40,000.00</b>

3. A. Consultant hereby certifies that it is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel, as defined in Florida Statutes § 287.135, as amended;

AND

B. (applicable to agreements that may be \$1,000,000 or more) - Consultant hereby certifies that it is: (1) not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as defined in Florida Statutes § 287.135; and (2) not engaged in business operations in Cuba or Syria, as defined in Florida Statutes § 287.135, as amended.

4. Authority may terminate the Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

In the event the Agreement is for One Million Dollars (\$1,000,000.00) or more, Authority may terminate this Agreement for cause and without the opportunity to cure if the Consultant is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria.

5. Except as expressly modified in this Addendum, the Agreement dated May 14, 2021 and all prior addenda will remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto by their duly authorized representatives, have executed this Addendum this day of Dec 18, 2023.

**GREATER ORLANDO AVIATION AUTHORITY**

*Kevin J. Thibault*

By:

boxSIGN 1V3Q39J4-4KQZY2WR

Kevin J. Thibault, P.E.  
Chief Executive Officer

Approved as to Form and Legality  
(for the benefit of GOAA only)  
this day of Dec 18, 2023

*Karen Ryan*

By:

boxSIGN 1JBRUK51-4KQZY2WR

**NELSON MULLINS BROAD AND  
CASSEL, Legal Counsel  
Greater Orlando Aviation Authority**

**VANASSE HANGEN BRUSTLIN, INC.**

*Fabricio Ponce*

By:

boxSIGN 15XP3V72-4KQZY2WR

Signature (Duly Authorized Rep.)

**Fabricio Ponce**

Printed Name

**Managing Director - Atlanta**

Title



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**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4392

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Brad Friel, Senior Vice President, Multi-Modal Planning and Environmental  
(Prepared by Dan Carrington)

DATE: November 21, 2023

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**ITEM DESCRIPTION**

Request for Recommendation to Aviation Authority Board of Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. to provide FY24 On-Call Permitting Assistance at Orlando International Airport (MCO)

**BACKGROUND**

In 2021, the firms providing Continuing Environmental Consulting Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On April 21, 2021, the Aviation Authority Board approved a Continuing Environmental Consulting Services Agreement with each of the following firms:

- Breedlove, Dennis and Associates, Inc.
- Bio-Tech Consulting, Inc.
- DRMP, Inc.
- The Transit Group, Inc. d/b/a Ecological Associates, Inc.
- EXP U.S. Service, Inc.
- MSE Group, LLC
- Terracon Consultants, Inc.
- Vanasse Hangen Brustlin, Inc.

These no-cost base agreements established the negotiated hourly rates. The continuing environmental consulting services may include, but are not limited to, evaluation and assessment of wildlife issues, uplands and wetlands evaluation, habitat analysis, threatened and endangered species issues, jurisdictional wetland determinations, water quality analysis, land management, and monitoring of wetlands mitigation on facilities operated or purchased by the Aviation Authority and all other related services including coordination with the Aviation Authority, its Consultants, the City of Orlando and all agencies having jurisdiction over the facilities. The Services may also include preparation of required notices and reports, coordination and providing assistance with requirements of authorities having jurisdiction over various mitigation sites, documentation of existing environmental conditions, preparation of environmental studies, technical support, and assistance with permitting activities which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

**EXHIBIT A**

## ISSUES

Consultant's proposal dated September 18, 2023 is to provide as needed permitting assistance, including preparing, processing, tracking and complying with Federal, State and local permits at Orlando International Airport (MCO).

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. exceeds the \$250,000 threshold; thus, this agenda item requires Board approval.

If approved, these services would be effective the date of Aviation Authority Board approval.

## SMALL BUSINESS

The MWBE/LDB/VBE participation has been reviewed by the Office of Small Business Development (OSBD). The findings and recommendation are attached.

## ALTERNATIVES

None.

## FISCAL IMPACT

The fiscal impact is \$40,000.00 Funding is from previously-approved Operation and Maintenance Funds.

## RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board an approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. for the services contained herein and the amount as shown below:

<b>Not-to-Exceed Fees</b>	<b>\$39,733.00</b>
<b>Lump Sum Fees</b>	<b>\$0.00</b>
<b>Not-to-Exceed Expenses</b>	<b>\$267.00</b>
<b>TOTAL</b>	<b>\$40,000.00</b>
<b>AAC – Compliance Review Date</b>	<i>SJ</i> 11/14/23
<b>AAC – Funding Eligibility Review Date</b>	11/14/23

## ATTACHMENTS

Attachment A: Finance Form

Attachment B: OSBD Memo



September 18, 2023

Mr. Brad Friel  
Greater Orlando Aviation Authority  
Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

RE: Environmental Permitting Assistance for Orlando International Airport

Dear Mr. Friel:

Vanasse Hangen Brustlin, Inc. (VHB) has prepared a scope and fee for the for as-needed environmental permitting assistance in FY 2024. The Greater Orlando Aviation Authority (GOAA) has been conducting a range of permitting and permitting compliance activities on a number of their properties at Orlando International Airport.

In FY 2024, GOAA will require an environmental consultant to assist them in preparing, processing, tracking and complying with federal, state, and local environmental permits and approvals. VHB staff are currently assisting on on-going projects that will continue in FY 2024. Based upon the current projects and known pending projects, VHB submits this scope of work to provide as-needed assistance to GOAA in their environmental permitting efforts at Orlando International Airport.

The budget for this effort is \$40,000 as outlined in Exhibit B.

Thank you for this opportunity and please don't hesitate to contact me if you have any questions.

Most respectfully provided,

**Vanasse Hangen Brustlin, Inc.**

Gary M. Serviss  
Southeast Region Environmental Services Director

Engineers | Scientists | Planners | Designers

225 E. Robinson Street, Suite 300  
Landmark Center Two  
Orlando, Florida 32801  
P 407.839.4006  
F 407.839.4008

## EXHIBIT A

### **Scope of Work for Permitting on Greater Orlando Aviation Authority Properties Prepared by Vanasse Hangen Brustlin, Inc. for The Greater Orlando Aviation Authority**

The Greater Orlando Aviation Authority (GOAA) has been conducting a range of permitting and permitting compliance activities on a number of their properties at Orlando International Airport. GOAA will require an environmental consultant to assist them in preparing, processing, tracking, and complying with federal, state, and local environmental permits and approvals. Vanasse Hangen Brustlin, Inc. (VHB) staff are currently assisting on several on-going projects that will continue in FY 2024.

VHB submits this scope of work to provide as-needed assistance to GOAA in their environmental permitting efforts at Orlando International Airport during FY 2024. Provided below are some of the projects and activities where VHB may provide consulting services to GOAA as requested.

#### **1.0 SCOPE OF WORK**

**1.1 Permit History and Compliance Tracking** – GOAA has a long history of obtaining environmental permits from the US Army Corps of Engineers (ACOE), South Florida and St. Johns River Water Management Districts (SFWMD and SJRWMD), as well as local government approvals. VHB shall review existing and active permits and approvals to define the compliance related issues for GOAA properties.

GOAA has developed a revised permit tracking system that provides weekly updates. VHB will review and provide comments on the tracking system outputs.

**1.2 Permitting Assistance** – There are many permitting activities that may require VHB's assistance in the near term of this scope of work. Anticipated permitting efforts may include:

1. Permitting support for the consistent review of ACOE previously permitted wetland boundaries and projects with the Florida Department of Environmental Protection.
2. Extension of expiring permits.
3. Gopher tortoise, surveys, permitting and relocation.
4. Permitting in support of airport development.
5. Emergency access is required by FAA to all water bodies and improvements to the Mud Lake access will require design and permitting.
6. Wildlife hazard removal associated with airport projects.

**1.3 Miscellaneous Services** – In addition to the above larger tasks, there are a number of smaller items that come up and require a quick response.

## **2.0      COMPENSATION**

Services provided to complete the scope of work identified in Task 1.0 shall be invoiced approximately monthly on an hourly fee plus expense reimbursement basis per VHB's approved rate table. For cost purposes, a budget of \$40,000 is initially established for this assignment.

\*It is anticipated the above named personnel will be utilized in the accomplishment of this assignment. However, as the assignment is actually being accomplished, it may become necessary to supplement or change personnel in the best interest of completing the project.



# VHB

## EXHIBIT B

### Greater Orlando Aviation Authority

*Permitting on GOAA Properties*

### Staffing Cost Estimate

	Role	Firm	Total Hours	Hourly Rate	Total Fee
	Principal in Charge	VHB	2	\$422.00	\$844.00
	Sr. Project Manager	VHB	95	\$241.00	\$22,895.00
	Senior Scientist II	VHB	56	\$188.00	\$10,528.00
	Environmental Specialist IV	VHB	30	\$123.00	\$3,690.00
	GIS Manager	VHB	4	\$165.00	\$660.00
	Project Administrator	VHB	12	\$93.00	\$1,116.00
			<b>199</b>		<b>\$39,733.00</b>

### SPECIALTY CONSULTANTS

<b>SUBTOTAL</b>	<b>\$39,733.00</b>
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<b>REIMBURSABLE EXPENSES:</b>	<b>\$267.00</b>
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<b>TOTAL:</b>	<b>\$40,000.00</b>
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VHB

EXHIBIT B  
Greater Orlando Aviation Authority  
Permitting on GOAA Properties  
Breakdown of Fixed Fees

Permitting on GOAA Properties

Position:	Principal in Charge		Sr. Project Manager		Senior Scientist II		Environmental Specialist IV		GIS Manager		Project Administrator		Director of Water Resources		Senior Project Engineer		Project Engineer		Total		
Rate (\$/Hour):	\$422.00		\$241.00		\$188.00		\$123.00		\$165.00		\$93.00		\$229.00		\$171.00		\$163.00		Manhours	Cost	Avg. Hourly Rate
	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost			
Tasks																					
1. Permit History and Compliance Tracking	2	\$844.00	16	\$3,856.00	8	\$1,504.00	6	\$738.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	32	\$6,942.00	\$217
2. Permitting Assistance	0	\$0.00	72	\$17,352.00	40	\$7,520.00	16	\$1,968.00	4	\$660.00	8	\$744.00	0	\$0.00	0	\$0.00	0	\$0.00	140	\$28,244.00	\$202
3. Miscellaneous Services	0	\$0.00	7	\$1,687.00	8	\$1,504.00	8	\$984.00	0	\$0.00	4	\$372.00	0	\$0.00	0	\$0.00	0	\$0.00	27	\$4,547.00	\$168
	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	#DIV/0!
	0	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	#DIV/0!
	0	\$0.00	0	\$0.00		\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	#DIV/0!
Sub-Total	2	\$844.00	95	\$22,895.00	56	\$10,528.00	30	\$3,690.00	4	\$660.00	12	\$1,116.00	0	\$0.00	0	\$0.00	0	\$0.00	199	\$39,733.00	
Not-To-Exceed Expenses (company name)																				\$267.00	
Not-To-Exceed Expenses (subconsultant)																				\$0.00	
TOTAL NOT-TO-EXCEED FEE	2	\$844.00	95	\$22,895.00	56	\$10,528.00	30	\$3,690.00	4	\$660.00	12.0	\$1,116.00	0	\$0.00	0	\$0.00	0	\$0.00	199	\$40,000.00	

Expense Breakdown

Reproduction										
8 1/2 x 11 B&W Copies	25	Copies @	\$0.10	=	\$2.50					
8 1/2 x 11 Color Copies	3	Copies @	\$1.50	=	\$4.50					
11 x 17 Color Copies	4	Copies @	\$2.50	=	\$10.00					
24x36 Blueprints	0	Copies @	\$9.00	=	\$0.00					
							Sub-Total	Reproduction		\$17.00
Field Vehicles	5	Days @	\$50.00	=	\$250.00					\$250.00
Postage		Reports	@	\$5.00	per letter =	\$0.00				\$ -
Delivery service	0	trips	@	\$	per trip =					\$
							Sub-Total	Misc		\$250.00
TOTAL EXPENSES										
										\$267.00

VHB

EXHIBIT B

GREATER ORLANDO AVIATION AUTHORITY

*Permitting on GOAA Properties*

Subconsultants

	Task 1	Task 2	Task 3	Task 4	Total
TOTAL FEE	\$0.00	\$0.00			\$0.00

## TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Aviation Authority, whichever is later.

Consultant Vanasse Hangen Brustlin, Inc.

By: 

Print Name: Gary M. Serviss

Date: November 14, 2023

# ATTACHMENT A

## FINANCE FORM

Date:	10/05/2023	Requestor's Extension:	3463
Requestor's Name:	Dan Carrington	Preparer's Extension:	3463
Preparer's Name:	Dan Carrington	Solicitation #:	
Requestor's Department:	Planning	Contract # / Name:	Continuing Environmental Consulting Services Agreement
Description:	FY24 On-Call Permitting Assistance	Procurement Committee Date:	10/24/2023
Vendor:	Vanasse Hangen Brustlin Inc	Agenda Item #:	

### NON-PROJECT FUNDS: O&M

Account Code Format: 712	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.711.170.5310010.000.000000		\$40,000.00				
<b>Total Requisition:</b>		\$40,000.00				
<b>Requisition Number:</b>		95612				
<b>Funding Approver:</b>	JWR					
<b>OMB Notes:</b>						

**REVIEWED**

By Magaly at 8:30 am, Nov 16, 2023

Operating Unit: GUAA							
Requisition Distributions Summary							
Number	Line	Distrib	Charge Account	Description	Quantity	Price	Amount
95612	1	1	301.712.170.5310010.000.000000	FY24 PC 11/21/23 - VHB On-Ca	40000	1	40,000.00
Internal Requisition - 95612							
Seq	Date	Rev	Action	Performed By	Note		
3				RESERVE BUDGET			
2	15-NOV-2023 13:3		Submit	Wages, Alice M	FY24 PC 11/21/23 - VHI		
1	15-NOV-2023 13:3		Reserve	Wages, Alice M			

## Addenda / Amendments Awarded per Agreement - Summary for Committee

### Vanasse Hangen Brustlin, Inc. -- Agreement No. 202104-CE8 Continuing Environmental Consulting Services

Add	Amd	Proj.	Description	PSC/CCM	Board	Exec.	PO#	\$ Amount	Cumul. per Add. \$ Amount	
000	000	-	Continuing Environmental Consulting Services	PSC	04/01/21	04/21/21	05/14/21	\$0.00	\$0.00	
001	000	-	FY21 On Call Permitting Assistance	CCM	05/25/21	NA	06/08/21	93534	\$20,000.00	\$20,000.00
002	000	-	FY21 Water Quality and Flow Monitoring	CCM	05/25/21	NA	06/08/21	93530	\$55,564.50	\$55,564.50
003	000	-	FY22 On Call Permitting Assistance	CCM	09/28/21	NA	10/05/21	94067	\$20,000.00	\$20,000.00
003	001	-	Additional FY22 On Call Permitting Assistance	CCM	03/01/22	NA	03/08/22		\$20,000.00	\$40,000.00
003	002	-	Additional FY22 On Call Permitting Assistance	CCM	08/23/22	NA	08/31/22		\$20,000.00	\$60,000.00
004	000	-	FY22 Water Quality and Flow Monitoring	CCM	10/26/21	NA	11/02/21	94078	\$107,252.80	\$107,252.80
005	000	-	State 404 Wetland Permitting Assistance	CCM	03/22/22	NA	03/29/22	94630	\$28,745.00	\$28,745.00
006	000	-	Mud Lake Conservation Easement Release Permitting Assistance	CCM	05/31/22	NA	06/14/22	94768	\$85,115.00	\$85,115.00
006	001	-	Additional Mud Lake Conservation Easement Release Permitting Assistance	CCM	11/07/23	NA			\$40,000.00	\$125,115.00
007	000	-	Implement Airport Wildlife Hazard Management Plan	CCM	06/28/22	NA	07/05/22	94765	\$14,953.00	\$14,953.00
008	000	-	FY23 Water Quality and Flow Monitoring	CCM	09/27/22	NA	10/20/22	95352	\$110,661.40	\$110,661.40
009	000	-	FY23 On Call Permitting Assistance	CCM	11/15/22	NA	12/07/22	95681	\$40,000.00	\$40,000.00
Total for Vanasse Hangen Brustlin, Inc. for Agreement No. 202104-CE8								\$562,291.70		

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## *Addenda / Amendments Awarded per Agreement - Summary for Committee*

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### ***Terms of Agreement***

		<i>Original Duration</i> <i>1st Extension</i> <i>2nd Extension</i>	<i>Current</i> <i>Expiration</i>
<b>Continuing Agreement Consultant - Environmental</b>			
Vanasse Hangen Brustlin Inc.	/14/21	Original Duration: : :	/14/24



## GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4392

### MEMORANDUM

TO: Members of the Aviation Authority

FROM: Kathleen M. Sharman, Interim Chair, Procurement Committee/Chief Financial Officer

DATE: December 13, 2023

### ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve Multiple Addenda to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin, Inc. at the Orlando International Airport (MCO), Orlando Executive Airport (ORL) and other facilities operated by the Aviation Authority

### BACKGROUND

On April 21, 2021, the Aviation Authority Board approved Continuing Environmental Consulting Services Agreements with the following firms, following a competitive award process in compliance with state statutes and Aviation Authority policies.

- Breedlove, Dennis and Associates, Inc. (VBE)
- Bio-Tech Consulting, Inc.
- DRMP, Inc.
- The Transit Group, Inc. d/b/a Ecological Associates, Inc.
- EXP U.S. Service, Inc.
- MSE Group, LLC
- Terracon Consultants, Inc.
- Vanasse Hangen Brustlin, Inc.

Services may include, but are not limited to, evaluation and assessment of wildlife issues, uplands and wetlands evaluation, habitat analysis, threatened and endangered species issues, jurisdictional wetland determinations, water quality analysis, land management, and monitoring of wetlands mitigation on facilities operated or purchased by the Aviation Authority and all other related services including coordination with the Aviation Authority, its Consultants, the City of Orlando and all agencies having jurisdiction over the facilities. The Services may also include preparation of required notices and reports, coordination and providing assistance with requirements of authorities having jurisdiction over various mitigation sites, documentation of existing environmental conditions, preparation of environmental studies, technical support, and assistance with permitting activities which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

Since April 2021, a total of 9 addenda, and applicable amendments, to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin, Inc. have been approved. A summary of these approvals can be provided upon request.

### ISSUES

Per the Aviation Authority's Policy 450.04, the Aviation Authority Board must approve all contract addenda and applicable amendments that result in the value of any contract being increased, in the



aggregate, by \$250,000 or more over the contract value. The Procurement Committee (PC) recommended approval of addenda to the above-referenced agreement, as follows:

- Addendum for Water Quality and Flow Monitoring for Fiscal Year (FY) 2024 at ORL, for the total amount of \$113,704.40, which includes the not-to-exceed fee amount of \$56,449 and the not-to-exceed expense amount of \$57,255.40, with funding from previously-approved ORL Revenue Funds. Services will consist of water quality monitoring associated with the Numeric Nutrient Rule for Florida's Lakes and Flowing Waters during FY 2024. Samples will be taken at different locations throughout ORL for quarterly and bi-annual parameters. Services will include, but are not limited to, water quality monitoring, discharge measurements, continuous stage/ discharge monitoring and data downloads, and preparation of associated annual reports. The Aviation Authority has reviewed the proposal from Vanasse Hangen Brustlin, Inc., and determined that Vanasse Hangen Brustlin, Inc. proposes 7% Minority and Women Business Enterprise (MWBE) participation on this Addendum and certifies that Vanasse Hangen Brustlin, Inc. is in good standing as it relates to its small business participation. *[Reference PC Meeting held November 21, 2023, Agenda Item No. III-E].*
- Addendum for FY 2024 On-Call Permitting Assistance at MCO, for the total not-to-exceed fee amount of \$40,000, which includes the not-to-exceed fee amount of \$39,733 and the not-to-exceed expense amount of \$267, with funding from previously-approved Operations and Maintenance Funds. Services will include, but are not limited to, on an as-needed basis, permitting assistance, including preparation, tracking, and compliance with federal, state and local permitting regulations and requirements at MCO. The Aviation Authority has reviewed the proposal from Vanasse Hangen Brustlin, Inc., and determined that Vanasse Hangen Brustlin, Inc. does not propose any small business participation on this Addendum because of the on-call nature of the required services to be provided. The Small Business Department certifies that Vanasse Hangen Brustlin, Inc. is in good standing as it relates to its small business participation on those addenda on which small business participation is required in its professional services agreement. *[Reference PC Meeting held November 21, 2023, Agenda Item No. III-F].*

As this addendum will result in an aggregate increase to the Aviation Authority's Agreement with Ricondo & Associates, Inc. exceeding \$250,000, Aviation Authority Board approval is required, as outlined in the memorandum.

## **SMALL BUSINESS**

Individual small business participation is included for each of the addenda listed above.

## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

The fiscal impact is \$153,704.40. Funding is from previously-approved ORL Revenue Funds and previously-approved Operations and Maintenance Funds.

## **RECOMMENDED ACTION**

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee for the approval of Addenda to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin, Inc. for the following services, and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel:

- (a) Water Quality and Flow Monitoring for FY 2024 at ORL, for the total amount of \$113,704.40, which includes the not-to-exceed fee amount of \$56,449 and the not-to-exceed expense amount of \$57,255.40, with funding from previously-approved ORL Revenue Funds; and,
- (b) FY 2024 On-Call Permitting Assistance at MCO, for the total not-to-exceed fee amount of \$40,000, which includes the not-to-exceed fee amount of \$39,733 and the not-to-exceed expense amount of \$267, with funding from previously-approved Operations and Maintenance Funds.

## MEMORANDUM

**TO:** Members of the Procurement Committee

**FROM:** Edelis Molina, Manager Small Business Programs

**DATE:** November 21, 2023

**RE:** Request for Recommendation to Aviation Authority Board of Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. to provide FY24 On-Call Permitting Assistance at Orlando International Airport (MCO)

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Vanasse Hangen Brustlin, Inc. does not propose small business participation on this addendum due to the on-call nature of the services to be provided.

Our analysis indicates that Vanasse Hangen Brustlin, Inc. is eligible for award of the subject addendum.