

**ADDENDUM NO. 7
TO THE AGREEMENT DATED FEBRUARY 23, 2021
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND WOOLPERT, INC.**

Project: FY24 Planning, Engineering & Construction Staff Extension and On-Call Support for Computer Aided Design (CAD), Geographic Information Systems (GIS), Building Information Modeling (BIM) & Related Services, Orlando International Airport

THIS ADDENDUM is effective this 1st day of October, 2023, by and between the **GREATER ORLANDO AVIATION AUTHORITY** (“Authority”), and **WOOLPERT, INC.** (“Consultant”).

WITNESSETH:

WHEREAS, by Agreement dated February 23, 2021, Authority and Consultant entered into an agreement for Consultant to provide CAD, GIS, BIM and Related 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 **FOUR HUNDRED FIFTY-EIGHT THOUSAND NINE HUNDRED FOUR AND NO/100 DOLLARS (\$458,904.00)**, broken down as follows:

Professional Fees:	NTE:	\$458,904.00
Professional Fees:	LS:	\$0.00
Reimbursable Expenses:	NTE:	<u>\$0.00</u>
Total:		\$458,904.00

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 February 23, 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 Aug 18, 2023.

GREATER ORLANDO AVIATION AUTHORITY



By: boxSIGN 1V93914-15QZ3RZX
Kevin J. Thibault, P.E.
Chief Executive Officer

Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Aug 17, 2023

By: boxSIGN 13RCK5E-15QZ3RZX
**NELSON MULLINS BROAD AND
CASSEL, Legal Counsel
Greater Orlando Aviation Authority**

WOOLPERT, INC.



By: boxSIGN 13L95589-15QZ3RZX
Signature (Duly Authorized Rep.)
Eric Risner, PS, IAM, PMP
Printed Name
Vice President
Title



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Tuan Nguyen, P.E., Assistant Vice President of Engineering
(Prepared by Alex Sorondo)

DATE: August 1, 2023

ITEM DESCRIPTION

Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the CAD, GIS, BIM & Related Services Agreement with Woolpert Inc. for FY 2024 Planning, Engineering & Construction Staff Extension and On-Call Support for Computer Aided Design (CAD), Geographic Information Systems (GIS), Building Information Modeling (BIM) & Related Services for Orlando International Airport

BACKGROUND

In 2021, the firms providing Computer Aided Drafting (CAD), Geographic Information System (GIS), Building Information Modeling (BIM) and Related Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On February 2, 2021, the Aviation Authority Board approved a Computer Aided Drafting (CAD), Geographic Information System (GIS), Building Information Modeling (BIM) and Related Services Agreement with the following firms:

- CAD Concepts, Inc. dba CCI Engineering Services
- DRMP-AVCON JV, LLC
- Epic Engineering & Consulting Group, LLC
- Montgomery Consulting Group, Inc.
- Woolpert, Inc.

These no-cost base agreements established the negotiated hourly rates. These services typically consist of working in the Aviation Authority's offices and using the Aviation Authority equipment to perform and assist the Aviation Authority staff with providing CAD, GIS, BIM and Related Services for the:

- Preparation and updating of the airport facility conceptual layout drawings, Airport Layout Plan (ALP) drawings, graphics, aerial photography and geospatial imagery, base maps, exhibits, floor plans, utility systems and building inventories; and
- Integration and management of the airport facility data, airport addressing, land use maps, property surveys and maps, easements and leasehold exhibits, facility management data layers and data attributes, geospatial space planning systems and airport airspace.

ISSUES

Consultant's proposal, dated July 20, 2023, is to provide Onsite CAD, GIS, BIM and Related Technical Support Services.

If approved, these services would be effective October 1, 2023 and would last through September 30, 2024.

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 \$458,904.00. Funding is from Operation and Maintenance Funds, contingent upon Aviation Authority Board adoption of the FY2024 Aviation Authority budget.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board approval of an Addendum to the CAD, GIS, BIM & Related Services Agreement with Woolpert, Inc. for the services contained herein and the amount as shown below:

Not-to-Exceed Fees	\$458,904.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$458,904.00
AAC – Compliance Review Date	<i>JSS</i> 7/25/23
AAC – Funding Eligibility Review Date	7/25/23

ATTACHMENTS

- Attachment A: Finance Form
- Attachment B: OSBD Memo

ATTACHMENT A
FINANCE FORM

Date:	<u>July 17, 2023</u>	Requestor's Extension:	<u>3463</u>
Requestor's Name:	<u>Tuan Nguyen, P.E.</u>	Preparer's Extension:	<u>3142</u>
Preparer's Name:	<u>Alex Sorondo</u>	Solicitation #:	<u>N/A</u>
Requestor's Department:	<u>Engineering</u>	Contract # / Name:	<u>CAD, GIS, BIM & Related Services</u>
Description:	<u>FY On-Call CAD, GIS, BIM Services</u>	Procurement Committee Date:	<u>August 1, 2023</u>
Vendor:	<u>Woolpert, Inc.</u>	Agenda Item #:	<u></u>

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.716.170.5310009.000.000000		\$458,904.00				
Total Requisition:		\$458,904.00				
Requisition Number:						
Funding Approver: Subject to Board Approval and Availability of Funds						
OMB Notes:						



MEMORANDUM

To: Members of the Procurement Committee

From: Edelis Molina, Sr. Small Business Administrator

Date: August 01, 2023

Re: Request for Approval of an Addendum to the CAD, GIS, BIM & Related Services Agreement with Woolpert, Inc. for FY23 Engineering & Construction Staff Extension and On-Call Services for Computer Aided Design (CAD), Geographic Information Systems (GIS), Building Information Modeling (BIM) & Related Services for Orlando International Airport

The Small Business Development Department (SBDD) has reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Woolpert, Inc. does not propose small business participation on this addendum as the services being provided are staffing support.

Our analysis indicates that Woolpert, Inc. is eligible for award of the subject addendum.



GREATER ORLANDO AVIATION AUTHORITY

Proposal

Technical Staff Extension FY 2024

Greater Orlando Aviation Authority (GOAA)

July 20, 2023



WOOLPERT

ARCHITECTURE | ENGINEERING | GEOSPATIAL



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Change Control

Change Record			
Date	Author	Version	Change Reference
07/11/2023	Prateek Sharma	1.0	Initial Draft
07/20/2023	Prateek Sharma	1.1	Incorporated GOAA comments



Program Objective

Greater Orlando Aviation Authority manages Orlando International (MCO) and Orlando Executive (ORL) airports. The Aviation Authority over the years has amassed huge volumes of CAD and GIS data representing the airside and landside facilities at its airports. Over the past few years, GOAA has also been receiving BIM deliverables for major new construction like the SITF and Terminal C landside and airside buildings. A small group of CAD/GIS/BIM analysts currently handle all of the Authority's CAD/GIS/BIM needs. With Orlando International's a new terminal now being operational, and terminal expansion being currently planned, the Authority's need for skilled CAD, GIS & BIM staff is also increasing due to overall airport growth. GOAA has requested Woolpert for two on-site staff extension positions to support ongoing tasks related to CAD, GIS and BIM data development, updates and assisting Authority departmental staff with their data needs. These staff extensions will support GOAA with day to day graphics production, airspace analysis, address assignment, GIS data maintenance and development, planning support (such as airport layout plan updates), lease updates, Exhibit A property map updates, BIM model updates, BIM data extraction, BIM exhibit production, modifying existing BIM models to GOAA's BIM standards, reviewing incoming BIM deliverables, etc. Under this proposal Woolpert will provide two staff members to work as staff extension in GOAA offices.

Task 1: Plan and Manage Task

This task would involve project setup, project plan, invoicing and other administrative activities.

Assumptions:

- All work will be completed remotely.

Task 2: Technical Staff Extension

Woolpert will provide one technical staff member to assist GOAA with day-to-day BIM related tasks. These tasks will include but not be limited to, BIM data extraction, BIM exhibit production, modifying existing BIM models, reviewing incoming BIM deliverables, etc.

In addition, Woolpert will also provide one on site staff member to assist GOAA with day-to-day CAD and GIS related tasks. These tasks will include but not be limited to, CAD & GIS exhibit production, CAD & GIS data development, airspace analysis, address assignment, etc.

Assumptions:

- Woolpert staff member will work on site in GOAA's offices.
- GOAA will provide Woolpert staff member login credentials and access to GOAA's network as is necessary in performance of duties assigned.
- GOAA will provide Woolpert staff member with a dedicated workspace, including computer workstation and telephone assigned to this staff member, as well as access to printers & plotter and other peripherals as necessary.
- GOAA PM will provide Letter of Introduction necessary for obtaining GOAA badge for Woolpert's on-site staff member



Deliverables:

- Deliverables will be determined based tasks assigned during the course of day to day activities of the technical staff extension.

Task 3: On call Support

GOAA will advise Woolpert when services are required. Woolpert will assist GOAA with its on call support needs as they may arise. Support may include, but is not limited to the following:

- Airspace Analysis
- Addressing
- Data development
- Developing processes pertaining to CAD, GIS & BIM data
- Providing recommendations and solutions related to data and applications

Assumptions:

- All work will be completed remotely.
- GOAA will provide Woolpert with a written request for the services desired.
- GOAA will provide Woolpert access to data and/or GOAA's network as is necessary for completing the task.
- The GOAA's project manager will ensure site readiness and staff participation as needed for the requested services

Deliverables:

- Deliverables will be determined based on each request.



Schedule

October 1, 2023 – September 30, 2024

Cost

The following table provides a breakdown of the task order cost.

	Senior Geospatial SME (HOME)	Senior GIS Analyst (FIELD)	Senior BIM Specialist (FIELD)	Sr. Admin. Assistant (HOME)
Hourly Rate	\$255.00	\$104.00	\$122.00	\$73.00
Total Fee	\$13,260.00	\$204,672.00	\$240,096.00	\$876.00
Total Hours	52	1968	1968	12
Task 1: Plan & Manage Task	12	0	0	12
Project Management	12	0	0	12
Task 2: Technical Staff Extension	0	1968	1968	0
Technical Staff Extension (GIS)	0	1968	0	0
Technical Staff Extension (BIM)	0	0	1968	0
Task 3: On call Support Services	40	0	0	0
On call Support Services	40	0	0	0

Task Summary	Senior Geospatial SME (HOME)	Senior GIS Analyst (FIELD)	Senior BIM Specialist (FIELD)	Sr. Admin. Assistant (HOME)	LABOR (T&M)
Task 1: Plan & Manage Task	\$3,060.00	\$0.00	\$0.00	\$876.00	\$3,936.00
Task 2: Technical Staff Extension	\$0.00	\$204,672.00	\$240,096.00	\$0.00	\$444,768.00
Task 3: On call Support Services	\$10,200.00	\$0.00	\$0.00	\$0.00	\$10,200.00
Total	\$13,260.00	\$204,672.00	\$240,096.00	\$876.00	\$458,904.00

DBE/MWBD/LDB Participation

The limited scope of required services does not provide an opportunity for DBE/MWBD/LDB participation on this project.

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 Greater Orlando 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 one (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 Greater Orlando Aviation Authority, whichever is later.

Consultant: Eric Risner

By: Woolpert, Inc.

Print Name: Eric Risner, Vice President

Date: 07/11/2023



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: August 16, 2023

ITEM DESCRIPTION

Recommendation of the Procurement Committee to Approve an Addendum to the Computer Aided Drafting (CAD), Geographic Information System (GIS), Building Information Modeling (BIM) and Related Services Agreement with Woolpert, Inc. for Fiscal Year (FY) 2024 CAD, GIS, BIM and Related Services

BACKGROUND

On February 2, 2021, the Aviation Authority Board approved CAD, GIS, BIM, and Related Consulting Services Agreements with the following firms, following a competitive award process in compliance with state statutes and Aviation Authority policies:

- CAD Concepts, Inc. dba CCI Engineering Services
- DRMP-AVCON JV, LLC
- EPIC Engineering and Consulting Group, LLC (*MWBE/LDB*)
- Montgomery Consulting Group, Inc. (*MWBE/LDB*)
- Woolpert, Inc.

The agreements are structured as a no-cost base agreement with negotiated hourly rates. Services that are within the advertised scope are negotiated on an as-needed or annual basis, and awarded as addenda to the base agreement. The terms of the agreements shall be for a period of three years with optional renewal periods of two additional one-year terms, to be exercised at the discretion of the Aviation Authority and accepted by both parties.

Woolpert, Inc. will provide services that include, but are not limited to, working in the Aviation Authority's offices and using the Aviation Authority equipment to perform and assist the Aviation Authority staff with the following services:

- Preparation and updating of the airport facility conceptual layout drawings, Airport Layout Plan (ALP) drawings, graphics, aerial photography and geospatial imagery, base maps, exhibits, floor plans, utility systems and building inventories.
- Integration and management of the airport facility data, airport addressing, land use maps, property surveys and maps, easements and leasehold exhibits, facility management data layers and data attributes, geospatial space planning systems and airport airspace.

ISSUES

A fee has been negotiated with Woolpert, Inc. for a total amount of \$458,904 for FY 2024 CAD, GIS, BIM and Related Services. These services include, but are not limited to, preparation of ongoing updates of CAD drawings and GIS data sets; database consolidation planning and data integration into the Aviation Authority's Enterprise GIS system; related GIS and CAD planning, analysis, and input as needed;

preparation and updating of the airport facility conceptual layout drawings, Airport Layout Plan (ALP) drawings, graphics, aerial photography and geospatial imagery, base maps, exhibits, floor plans, utility systems and building inventories; integration and management of the airport facility data, airport addressing, land use maps, property surveys and maps, easements and leasehold exhibits, facility management data layers and data attributes, geospatial space planning systems and airport airspace; and, assistance of Aviation Authority staff on various projects as requested. Services will be provided from October 1, 2023, through September 30, 2024. At the discretion of the Aviation Authority, the level of provided services may be adjusted during the fiscal year, depending on fluctuations of Aviation Authority staffing levels.

On August 1, 2023, the Procurement Committee recommended approval of an Addendum to the CAD, GIS, BIM and Related Services Agreement with Woolpert, Inc. for FY 2024 CAD, GIS, BIM and Related Services, as outlined in the memorandum.

SMALL BUSINESS

The Aviation Authority has reviewed the proposal from Woolpert, Inc., and determined that, due to the onsite staffing support services, Woolpert, Inc. does not propose any MWBE/LDB/VBE participation on this addendum, and certifies that Woolpert, Inc. is in good standing as it relates to its small business participation.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$458,904. Funding is from Operations and Maintenance Fund (subject to adoption of the FY 2024 Aviation Authority Budget by the Aviation Authority Board under separate item).

RECOMMENDED ACTION

It is respectfully requested that the Aviation Authority Board resolve to accept the recommendation of the Procurement Committee and approve an Addendum to the Computer Aided Drafting (CAD), Geographic Information System (GIS), and Building Information Modeling (BIM) Related Services Agreement with Woolpert, Inc. for FY 2024 CAD, GIS, BIM, and Related Services for a total not-to-exceed fee amount of \$458,904, with funding from Operations and Maintenance Fund; and authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.