

**GREATER ORLANDO AVIATION AUTHORITY
PROCUREMENT COMMITTEE**

DATE: February 27, 2024

DAY: Tuesday

TIME: 9:30 A.M.

PLACE: Carl T. Langford Board Room, Orlando International Airport, One Jeff Fuqua Blvd., Orlando, FL 32827

I. CALL TO ORDER / ROLL CALL / ANNOUNCEMENTS

II. CONSIDERATION OF MINUTES FOR NOVEMBER 21, AND DECEMBER 19, 2023, AND JANUARY 2, JANUARY 9, JANUARY 23, AND JANUARY 30, 2024.

III. CONSENT AGENDA

- A. Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Support Services of the Advanced Air Mobility Taskforce for both Orlando International Airport and Orlando Executive Airport.

IV. NEW BUSINESS

- A. Request for Recommendation to the Aviation Authority Board to Approve the Award of Single Source SG-00235 for the implementation of the Digital Airport Platform and upgrade of the Orlando Airports and MCO Cares websites to Move Agency Amsterdam B.V.

NOTE: If a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal. Any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is to be based. Any appeal must be received in writing by the Chief Executive Officer, Mr. Kevin J. Thibault, via email kevin.thibault@goaa.org with copy to yovannie.rodriguez@goaa.org by 4:00 p.m., March 5, 2024.

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1st of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. The policy, forms, and instructions are available on the Aviation Authority's offices web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

(Pursuant to Florida Statute 286.0113 (2)(b)1., the portion of the Procurement Committee meeting, when interviews are being conducted, will be exempt from public meeting requirements.)

Any member of the public who wishes to address the committee on an agenda item being considered at this meeting must notify the committee in writing by submitting a completed Appearance Request Form. This form may be requested from and submitted to the Recording Secretary via email at PC@goaa.org, or in person on the date of the meeting. Each speaker will be allowed up to three minutes, and speakers will be limited to no more than five speakers per group or joint effort; excluding businesses and other such entities, which will be limited to one speaker to represent the entity, as a whole.

The next Procurement Committee Meeting is scheduled for Tuesday, March 5, 2024, at 9:30 a.m.

On **TUESDAY, NOVEMBER 21, 2023**, the **PROCUREMENT COMMITTEE** met at the Orlando International Airport in Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 9:55 a.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee (PC) members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Kathleen Sharman, Chair
Max Marble, Senior Vice President, Capital Programs
Jeff Daniels, Assistant Vice President, Facilities
Jay Cassens, Vice President, Real Estate and Commercial Properties

Also participating:

Dan Gerber, Legal Counsel (Rumberger, Kirk & Caldwell)
Karen Ryan, Legal Counsel (Nelson Mullins Riley & Scarborough)
Dan Carrington, GOAA, Environmental Compliance
Kevin Thompson, GOAA, Multi-Modal Planning
Riccy Rodriguez, GOAA, Facilities
Fransheska Brown, Recording Secretary

CONSIDERATION OF MEETING MINUTES FOR OCTOBER 31, 2023

Upon motion of Mr. Daniels, second by Mr. Marble, vote carried to approve the PC Minutes from the meetings held on October 31, 2023.

NEW BUSINESS

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO PROCURE A SH8000 STRIP HOG WATER BLASTING SYSTEM FROM WATERBLASTING LLC, DBA HOG TECHNOLOGIES UTILIZING SOURCEWELL CONTRACT #111522-WTB.

This item was deferred.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR AN INTERIM UPDATE OF THE ORLANDO INTERNATIONAL AIRPORT LAYOUT PLAN.

B. Mr. Thompson presented the memorandum. Discussion ensued.

Upon motion of Mr. Cassens, second by Mr. Marble, vote carried to recommend to the Aviation Authority Board approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Interim Update of the Orlando International Airport Layout Plan, for the total not-to-exceed fee amount of \$13,840.00, with funding from previously-approved Operations and Maintenance Funds.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR A PARKING CAPACITY ANALYSIS, AT THE ORLANDO INTERNATIONAL AIRPORT.

C. Mr. Thompson presented the memorandum. Discussion ensued.

Upon motion of Mr. Marble, second by Mr. Cassens, vote carried to recommend to the Aviation Authority Board approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for a Parking Capacity Analysis, for the total not-to-exceed fee amount of \$83,504.00, with funding from previously-approved Operations and Maintenance Funds.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR A PARKING PRICING STUDY AT ORLANDO INTERNATIONAL AIRPORT.

D. Mr. Thompson presented the memorandum. Discussion ensued.

Upon motion of Mr. Daniels, second by Mr. Cassens, vote carried to recommend to the Aviation Authority Board approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for a Parking Pricing Study, for the total not-to-exceed fee amount of \$87,100.00, with funding from previously-approved Operations and Maintenance Funds.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE AN ADDENDUM TO THE CONTINUING ENVIRONMENTAL CONSULTING SERVICES AGREEMENT WITH VANASSE HANGEN BRUSTLIN INC. TO PROVIDE WATER QUALITY AND FLOW MONITORING SERVICES FOR FY 2024, AT THE ORLANDO EXECUTIVE AIRPORT.

E. Mr. Carrington presented the memorandum. Discussion ensued.

Upon motion of Mr. Daniels, second by Mr. Marble, vote carried to recommend to the Aviation Authority Board approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. to provide Water Quality and Flow Monitoring Services for FY 2024, for the total of \$113,704.40, which includes the not-to-exceed fee amount of \$56,449.00, and the not-to-exceed expense amount of \$57,255.40 with funding from previously-approved ORL Revenue Funds.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE AN ADDENDUM TO THE CONTINUING ENVIRONMENTAL CONSULTING SERVICES AGREEMENT WITH VANASSE HANGEN BRUSTLIN INC. TO PROVIDE FY 2024 ON-CALL PERMITTING ASSISTANCE, AT THE ORLANDO INTERNATIONAL AIRPORT.

F. Mr. Carrington presented the memorandum. Discussion ensued.

Upon motion of Mr. Daniels, second by Mr. Marble, vote carried to recommend to the Aviation Authority Board approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. to provide FY 2024 On-Call Permitting Assistance, for the total of \$40,000.00, which includes the not-to-exceed fee amount of \$39,733.00, and the not-to-exceed expense amount of \$267.00, with funding from previously-approved Operations and Maintenance Funds.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO AWARD AN INVITATION FOR BID 23-387-IFB, DATA CENTER HVAC SERVICES TO INNOVATIVE SUPPORT SYSTEMS, INC.

G. Ms. Rodriguez presented the memorandum. Discussion ensued.

Upon motion of Mr. Marble, second by Mr. Daniels, vote carried to recommend to the Aviation Authority Board approval to Award Invitation for Bid 23-387-IFB, Data Center HVAC Services to Innovative Support Systems, Inc., for the total not-to-exceed amount of \$4,650,760.00, with funding from Operations and Maintenance Funds. Funds anticipated to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund.

ADJOURNMENT

No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 10:15 a.m.

Kathleen M. Sharman, Chair
Procurement Committee
Chief Financial Officer

On **TUESDAY, DECEMBER 19, 2023**, the **PROCUREMENT COMMITTEE** met at the Orlando International Airport in Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 9:34 a.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Kathleen Sharman, Chair
Marquez Griffin, Vice Chair
Max Marble, Senior Vice President, Capital Programs
Jeff Daniels, Assistant Vice President, Facilities

Also participating:

Karen Ryan, Legal Counsel (Nelson Mullins Riley & Scarborough)
Dan Gerber, Legal Counsel (Rumberger, Kirk & Caldwell)
Debbie McKeown, GOAA Project Controls
Juliana Pena, GOAA Information Technology
Shiv Persaud, GOAA Information Technology
Fransheska Brown, Recording Secretary

CONSENT AGENDA

A. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR FY 2024 ON-CALL SUPPORT SERVICES FOR CONCESSIONS DEPARTMENT AT THE ORLANDO INTERNATIONAL AIRPORT.

Upon motion of Mr. Daniels, second by Mr. Marble, vote carried to approve Consent Agenda Item A.

Vote carried to approve an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for FY 2024 On-Call Support Services for Concessions Department, for the total not-to-exceed fees amount of \$47,440.00, with funding from previously-approved Operations and Maintenance Funds.

NEW BUSINESS

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE THE FIRST RENEWAL OPTION FOR PURCHASING AGREEMENT PS-649 AVIATION SPECIALTY CONSULTING SERVICES AND FEDERAL GOVERNMENTAL RELATIONS CONSULTING SERVICES, WITH CAMPBELL-HILL AVIATION GROUP, LLC.

A. Ms. Pena presented the memorandum. Discussion ensued.

Upon motion of Mr. Griffin, second by Mr. Marble, vote carried to recommend to the Aviation Authority Board approval of the First Renewal Option for Purchasing Agreement PS-649 Aviation Specialty Consulting Services and Federal Governmental Relations Consulting Services, with Campbell-Hill Aviation Group, LLC, for the total not-to-exceed fees amount of \$286,000.00, with funding from previously-approved Operations and Maintenance Funds.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO AWARD THE PROCUREMENT OF SINGLE SOURCE SG-00242 FOR THE HARDWARE DEVICES ASSOCIATED WITH THE QUEUE MANAGEMENT SYSTEM (QMS) TO SITA INFORMATION NETWORKING COMPUTING, USA.

B. Mr. Persaud presented the memorandum. Discussion ensued.

Upon motion of Mr. Marble, second by Mr. Griffin, vote carried to recommend to the Aviation Authority Board approval of an Award of the procurement of Single Source SG-00242 for the hardware devices associated with the Queue Management System (QMS) to SITA Information Networking Computing, USA, for the total not-to-exceed fees amount of \$502,854.24, with funding from previously-approved Capital Expenditure Funds.

INFORMATION ITEMS

The following items were presented for information only:

- A. Office of Small Business Participation Memorandum for the Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an interim update of the Orlando International Airport Layout Plan. [Original Procurement 11/21/2023, Item No. NB-B].
- B. Office of Small Business Participation Memorandum for the Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for a parking capacity analysis, at the Orlando International Airport. [Original Procurement 11/21/2023, Item No. NB-C].
- C. Office of Small Business Participation Memorandum for the Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. f for a parking pricing study at Orlando International Airport. [Original Procurement 11/21/2023, Item No. NB-D].
- D. Office of Small Business Participation Memorandum for the Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. to provide Water Quality and flow Monitoring for FY 2024, at the Orlando Executive Airport. [Original Procurement 11/21/2023, Item No. NB-E].
- E. Office of Small Business Participation Memorandum for the Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. to provide FY 2024 On-Call Permitting Assistance, at the Orlando International Airport. [Original Procurement 11/21/2023, Item No. NB-F].

ADJOURNMENT

No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:42 a.m.

Kathleen M. Sharman, Chair
Procurement Committee
Chief Financial Officer

On **TUESDAY, JANUARY 2, 2024**, the **PROCUREMENT COMMITTEE** met at the Orlando International Airport in Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 9:34 a.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Kathleen Sharman, Chair
Iranetta Dennis, Vice President, Small Business
Jeff Daniels, Assistant Vice President, Facilities

Also participating:

Jo Thacker, Legal Counsel (Nelson Mullins Riley & Scarborough)
Dan Gerber, Legal Counsel (Rumberger, Kirk & Caldwell)
Debbie McKeown, GOAA Project Controls
Eric McClung, GOAA Airport Operations
Tom O'Day, GOAA Maintenance Contracts
Fransheska Brown, Recording Secretary

CONSENT AGENDA

Consent Agenda Items A and B were considered in one motion made by Mr. Daniels, second by Ms. Dennis, and approved.

A. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE CONTINUING TRANSPORTATION PLANNING SERVICES AGREEMENT WITH HDR ENGINEERING, INC. FOR FISCAL YEAR 2024 ON-CALL HORIZONTAL DEVELOPMENT PLAN REVIEW SERVICES AT THE ORLANDO INTERNATIONAL AIRPORT.

Vote carried to approve an Amendment to Addendum No. 9 to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for Fiscal Year 2024 On-Call Horizontal Development Plan Review Services, for the total not-to-exceed fee amount of \$20,000.00, with funding from previously-approved Operations and Maintenance Funds.

B. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE CONTINUING CIVIL ENGINEERING SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR DEVELOPMENT AND STORMWATER ANALYSIS AT THE ORLANDO EXECUTIVE AIRPORT.

Vote carried to approve an Addendum to the Continuing Civil Engineering Services Agreement with Kimley-Horn and Associates, Inc. for Development and Stormwater Analysis at the Orlando Executive Airport, for the total not-to-exceed fee amount of \$73,787.00, with funding from previously approved Operations and Maintenance Funds.

NEW BUSINESS

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AMENDMENT NO. 3 TO PURCHASING CONTRACT PS-329, PARKING ACCESS AND REVENUE CONTROL SYSTEM, WITH SKIDATA, INC. FOR THE UPGRADE OF PARKING ACCESS AND REVENUE CONTROL SYSTEM SERVERS AND NETWORK INFRASTRUCTURE AT THE ORLANDO INTERNATIONAL AIRPORT

A. Mr. McClung presented the memorandum. Discussion ensued.

Upon motion of Mr. Daniels, second by Ms. Dennis, vote carried to recommend to the Aviation Authority Board approval of Amendment No. 3 to Purchasing Contract PS-329, Parking Access and Revenue Control System with Skidata, Inc. for the Upgrade of Parking Access and Revenue Control System Servers and Network Infrastructure, for the total not-to-exceed amount of \$312,386.00, with funding from the Discretionary Funds.

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD FOR APPROVAL OF AMENDMENT NO. 2 TO PURCHASING CONTRACT 07-21, ELEVATOR, ESCALATOR, MOVING WALKWAY INSPECTION AND TEST WITNESSING SERVICES, WITH BUREAU VERITAS NATIONAL ELEVATOR INSPECTION SERVICES FOR THE FIRST RENEWAL OPTION AT THE ORLANDO INTERNATIONAL AIRPORT.

B. Mr. O' Day presented the memorandum. Discussion ensued.

Upon motion of Mr. Daniels, second by Ms. Dennis, vote carried to recommend to the Aviation Authority Board approval of Amendment No. 2 to exercise the First Renewal Option for Purchasing Contract 07-21 Elevator, Escalator, Moving Walkway Inspection and Test Witnessing Services with Bureau Veritas National Elevator Inspection Services, for the total not-to-exceed amount of \$178,351.00, with funding from the Operations and Maintenance Funds.

ADJOURNMENT

No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:45 a.m.

Kathleen M. Sharman, Chair
Procurement Committee
Chief Financial Officer

On **TUESDAY, JANUARY 9, 2024**, the **PROCUREMENT COMMITTEE** met at the Orlando International Airport in Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 9:30 a.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Kathleen Sharman, Chair
Marquez Griffin, Senior Vice President, MCO Operations
Jeff Daniels, Assistant Vice President, Facilities
Iranetta Dennis, Vice President, Small Business

Also participating:

Jo Thacker, Legal Counsel (Nelson Mullins Riley & Scarborough)
Dan Gerber, Legal Counsel (Rumberger, Kirk & Caldwell)
Debbie McKeown, GOAA Project Controls
Staci Wilkerson, GOAA Marketing
Fransheska Brown, Recording Secretary

CONSENT AGENDA

Consent Agenda Items A and B were considered in one motion made by Mr. Daniels, second by Ms. Dennis, and approved.

A. REQUEST FOR APPROVAL OF AN AMENDMENT TO ADDENDUM NO. 44 TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR ADDITIONAL FISCAL YEAR 2024 ON-CALL GENERAL CONSULTING SERVICES AT THE ORLANDO INTERNATIONAL AIRPORT.

Vote carried to approve an Amendment to Addendum No. 44 of the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call General Consulting Services, for the total not-to-exceed fee amount of \$50,000.00, with funding from previously-approved Operations and Maintenance Funds.

B. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR FISCAL YEAR 2024 ON-CALL GENERAL CONSULTING SERVICES AT THE ORLANDO EXECUTIVE AIRPORT.

Vote carried to approve an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call General Consulting Services at the Orlando Executive Airport, for the total not-to-exceed fee amount of \$10,000.00, with funding from previously approved Operations and Maintenance Funds.

NEW BUSINESS

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD OF APPROVAL OF THE FIRST RENEWAL OPTION AND INCREASE IN VALUE FOR PURCHASING AGREEMENT PS-647, ADVERTISING PRODUCTION SERVICES WITH SIX DEGREES MARKETING INSIGHTS AND CREATIVE, LLC D/B/A SIX THE AGENCY.

A. Ms. Wilkerson presented the memorandum. Discussion ensued.

Upon motion of Mr. Daniels, second by Ms. Dennis, vote carried to recommend to the Aviation Authority Board approval of the First Renewal Option and Increase in Value for Purchasing Agreement PS-647 Advertising Production Services with SIX Degrees Marketing Insights and Creative, LLC d/b/a SIX The Agency, for the total not-to-exceed amount of \$501,000.00, with funding from previously approved Operations and Maintenance Funds.

ADJOURNMENT

No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:48 a.m.

Kathleen M. Sharman, Chair
Procurement Committee
Chief Financial Officer

On **TUESDAY, JANUARY 23, 2024**, the **PROCUREMENT COMMITTEE** met at the Orlando International Airport in Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 9:40 a.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Kathleen Sharman, Chair
Marquez Griffin, Senior Vice President, MCO Operations
Iranetta Dennis, Vice President, Small Business
Jeff Daniels, Assistant Vice President, Facilities
Judith-Ann Jarrette, Vice President, ORL Operations
Robert Furr, Vice President, Engineering and Architecture

Also participating:

Jo Thacker, Legal Counsel (Nelson Mullins Riley & Scarborough)
Ian Brooks, GOAA Information Technology
Fransheska Brown, Recording Secretary

CONSIDERATION OF MEETING MINUTES FOR JULY 5, 2023 (23-384-RFP); SEPTEMBER 26, 2023 (H361); OCTOBER 30, 2023 (23-533-RFP); AND DECEMBER 20, 2023 (24-137-RFP)

Upon motion of Mr. Daniels, second by Mr. Griffin, vote carried to approve the Procurement Committee Minutes for July 5, 2023 (23-384-RFP); September 26, 2023 (H361); October 30, 2023 (23-533-RFP); and December 20, 2023 (24-137-RFP), as presented.

CONSENT AGENDA

A. REQUEST FOR APPROVAL OF AN AMENDMENT TO ADDENDUM NO. 8 TO THE CONTINUING ENVIRONMENTAL CONSULTING SERVICES AGREEMENT WITH MSE GROUP, LLC, FOR ADDITIONAL FY 2024 WILDLIFE HAZARD ASSESSMENT SURVEY AND REPORT AT THE ORLANDO INTERNATIONAL AIRPORT.

Upon motion of Mr. Griffin, second by Mr. Daniels, vote carried to approve Consent Agenda Item A.

Vote carried to approve an Amendment to Addendum No. 8 to the Continuing Environmental Consulting Services Agreement with MSE Group, LLC, for Additional FY 2024 Wildlife Hazard Assessment Survey and Report, for the total amount of \$26,472.00, which includes the not-to-exceed fee amount of \$23,502.00 and the not-to-exceed expense amount of \$2,970.00, with funding from previously approved Operations and Maintenance Funds.

[Ms. Dennis joined the meeting]

NEW BUSINESS

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE THE PURCHASE OF COMPUTER HARDWARE, SOFTWARE MAINTENANCE, SUPPORT, MAINTENANCE AND SUPPORT RENEWALS AND LICENSE RENEWALS.

A. Mr. Brooks presented the memorandum. Discussion ensued.

Upon motion of Ms. Jarrette, second by Mr. Griffin, vote carried to recommend to the Aviation Authority Board approval of the Purchase of Computer Hardware, Software Maintenance, Support, Maintenance and Support Renewals and License Renewals, for the total amount of \$13,360,196.42, with funding from previously approved Operations and Maintenance Funds.

ADJOURNMENT

No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:47 a.m.

Kathleen M. Sharman, Chair
Procurement Committee
Chief Financial Officer

On **TUESDAY, JANUARY 30, 2024**, the **PROCUREMENT COMMITTEE** met at the Orlando International Airport in Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 9:30 a.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Kathleen Sharman, Chair
Marquez Griffin, Senior Vice President, MCO Operations
Jeff Daniels, Assistant Vice President, Facilities
Judith-Ann Jarrette, Vice President, ORL Operations
Robert Furr, Vice President, Engineering and Architecture

Also participating:

Karen Ryan, Legal Counsel (Nelson Mullins Broad & Cassel)
Kelly Loll, GOAA Procurement
Marie Dennis, GOAA Finance
Fransheska Brown, Recording Secretary

CONSENT AGENDA

A. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE CONTINUING MEP ENGINEERING SERVICES AGREEMENT WITH MATERN PROFESSIONAL ENGINEERING, INC. TO PROVIDE FISCAL YEAR 2024 ON-CALL MECHANICAL, ELECTRICAL AND PLUMBING ENGINEERING SERVICES AT THE ORLANDO EXECUTIVE AIRPORT.

Upon motion of Mr. Griffin, second by Mr. Daniels, vote carried to approve Consent Agenda Item A.

Vote carried to approve an Addendum to the Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. to provide Fiscal Year 2024 On-Call Mechanical, Electrical and Plumbing Engineering Services at the Orlando Executive Airport, for the total not-to-exceed fee amount of \$19,844.00, with funding from previously approved ORL Revenue Funds.

NEW BUSINESS

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE MIGRATION TO UKG PRO WORKFORCE MANAGER, GOOGLE CLOUD PLATFORM FOR UKG TELESTAFF, AND THE IMPLEMENTATION OF UKG PRO PEOPLE CENTER (24-298-OEC) THROUGH THE UTILIZATION OF US COMMUNITIES AGREEMENT #18220.

A. Ms. Dennis presented the memorandum. Discussion ensued.

Upon motion of Mr. Griffin, second by Ms. Jarrette, vote carried to recommend to the Aviation Authority Board to (1) approve Migration to UKG Pro Workforce Manager, Google Cloud Platform for UKG TeleStaff, and the Implementation of UKG Pro People Center (24-298-OEC) through the Utilization of US Communities Agreement #18220; (2) authorize for implementation in the total not-to-exceed amount of \$350,000.00, with funding from previously approved Capital Expenditure Funds; and, (3) authorize for SaaS fees for 60 months in the total not-to-exceed amount of \$1,250,000.00, with funding from previously-approved Operations and Maintenance Fund..

REQUEST FOR APPROVAL TO DEEM 24 HOURS, INC. AND TRYFACTA, INC. AS NON-RESPONSIVE TO THE REQUEST FOR PROPOSAL 23-380-RFP, JANITORIAL MAINTENANCE SERVICES FOR TERMINALS A AND B AT THE ORLANDO INTERNATIONAL AIRPORT.

B. *[A handout was provided, which includes a revised Memorandum.]* Ms. Loll presented the memorandum. Discussion ensued.

Upon motion of Ms. Jarrette, second by Mr. Daniels, vote carried to deem 24 Hours, Inc. and Tryfacta, Inc. as non-responsive to the Request for Proposal 23-380-RFP, Janitorial Maintenance Services for Terminals A and B at the Orlando International Airport; there is no fiscal impact.

ADJOURNMENT

No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:43 a.m.

Kathleen M. Sharman, Chair
Procurement Committee
Chief Financial Officer



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, Sr. Vice President of Multi-Modal Planning and Environmental
(Prepared by Chris DeLoatche)

DATE: February 27, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Support Services of the Advanced Air Mobility Taskforce for both Orlando International Airport and Orlando Executive Airport.

BACKGROUND

In December 2020, Ricondo & Associates, Inc. was selected by the Aviation Authority Board through a competitive award process to provide General Consulting Services. Tasks are awarded on an as-needed or annual basis.

This no-cost base agreement established the negotiated hourly rates. The services provided as part of this agreement may include advising and supporting the Aviation Authority through assessments, studies, master planning, concept development, and preparation of design/build criteria packages, extension of staff, and other efforts as assigned for the development, management, and operation of the existing and future facilities. The services may also include interfacing with the Aviation Authority's committees and the Aviation Authority's departments, and coordinating and providing documentation required by federal, state, and local agencies including the FAA; Transportation Security Administration (TSA); Florida Department of Transportation (FDOT); the Orlando Utilities Commission (OUC); the Division of Strategic Business Development; City of Orlando; Orange County, Florida; and, other agencies as required. The selected general consultant will be prohibited from providing preparation of construction documents, and Owner's Authorized Representative (OAR) Services for the Aviation Authority, and shall be precluded from submitting bids or proposals for any such services to the Aviation Authority.

ISSUES

Consultant's proposal, dated January 2nd 2024, is to provide support services for the newly formed Advanced Air Mobility (AAM) Task Force. The scope of work will include Ricondo's role, including the coordination of Task Force meetings and external outreach activities, preparation of meeting materials, and general support of the Task Force from through September 2024.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the General Consulting Services Agreement with Ricondo and Associates, Inc. does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

If approved, these services would be effective the date of Procurement Committee approval.

PC
CONSENT ITEM A
2/27/2024

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 \$59,139.00. Funding is from previously-approved Operations and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve an addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the services contained herein and amount as shown below:

Not-to-Exceed Fees	\$59,139.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$59,139.00
AAC – Compliance Review Date	<i>SJ</i> 02/08/24
AAC – Funding Eligibility Review Date	02/08/24

ATTACHMENTS

Attachment A: Finance Form

ATTACHMENT A

FINANCE FORM

Date:	February 06, 2024	Requestor's Extension:	3139
Requestor's Name:	Brad Friel	Preparer's Extension:	2255
Preparer's Name:	Chris DeLoatche	Solicitation #:	N/A
Requestor's Department:	Multi-Modal Planning and Enviro.	Contract # / Name:	General Consulting Services
Description:	AAM Task Force	Procurement Committee Date:	February 27, 2024
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

NON-PROJECT FUNDS: CIP

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.711.170.5310005.000.000000		\$59,139.00				
Total Requisition:		\$59,139.00				
Requisition Number:		96195				
Funding Approver:	<i>Andrea Harper</i>					
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
96195	PC 2/27/24 AAM Task	In Process	07-FEB-2024 11:49:53	USD	59,139.00	Wages, Alice M

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: February 27, 2024

RE: Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Support Services of the Advanced Air Mobility Taskforce for both Orlando International Airport and Orlando Executive Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. proposes 15% MWBE participation on this addendum.

Our analysis indicates that Ricondo & Associates, Inc. is eligible for award of the subject addendum.

MWBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS**PLEASE COMPLETE THIS FORM**

This form should be used to report Construction and Engineering /Professional Services activities.

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7179

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Support Services of the Advanced Air Mobility Taskforce for both Orlando International Airport and Orlando Executive Airport.

1. Construction Information:

Addendum Amount: _____

2. MWBE Goal by Group Representation:

Asian Pacific American	_____	Actual Result	_____
Asian Subcontinent American	_____	Actual Result	_____
Black American	_____	Actual Result	_____
Caucasian Female American	_____	Actual Result	_____
Hispanic American	_____	Actual Result	_____
Native American	_____	Actual Result	_____
Other	_____	Actual Result	_____
Total MWBE Participation	-	Actual Result	_____

3.a. Prime Contractor Information:

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____

3.b. Name and Address of MWBE Subcontractor

Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____

3.c. *Identity:

Work Item(s): _____
Amount of Subcontract _____
Percent of Prime Contract (%): _____

4. Engineering/Professional Services Information:

Addendum Amount: \$59,139.00

5. MWBE Goal by Group Representation:

Asian Pacific American	-	Actual Result	0%
Asian Subcontinent American	-	Actual Result	0%
Black American	-	Actual Result	0%
Caucasian Female American	8,928.00	Actual Result	15%
Hispanic American	-	Actual Result	0%
Native American	-	Actual Result	0%
Other	_____	Actual Result	0%
Total MWBE Participation	8,928.00	Actual Result	15%

6.b. Engineering / Professional Service Firm Information:

Name: Ricondo & Associates, Inc.
Address: 1146 Corporate Blvd Suite 140
City, State, Zip: Orlando, FL 32817
Telephone: (407) 381-5730

6.b. Name and Address of MWBE Subconsultant

Name: Graphics Support Services, Inc., DBA GSS Creative
Address: 20 N Clark ST Suite 1500
City, State, Zip: Chicago, IL 60602
Telephone: 312-553-2111

6.c. *Identity:

Caucasian Female American
Work Item(s): Graphic Designer
Amount of Subcontract \$8,928.00
Percent of Prime Contract (%): 15%

* In Items 3.c. and 6.c. above specify the identity of MWBE Subcontractors and E/PS Firms (e.g. Black American, Hispanic American, Asian Subcontinent American, Asian Pacific American, Caucasian Female American, Native American & Other)

January 2, 2024

Mr. Bradley Friel, A.A.E., AICP
Senior Vice President
Multi-Modal Planning & Environmental
Greater Orlando Aviation Authority
11314 Terminal C Service Road
Orlando, FL 32824

RE: Advanced Air Mobility Task Force Support Services Scope of Work and Budget

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to the Greater Orlando Aviation Authority (Aviation Authority) to support their newly formed Advanced Air Mobility (AAM) Task Force. The scope of work herein documents Ricondo's role, including the coordination of Task Force meetings and external outreach activities, preparation of meeting materials, and general support of the Task Force from January 2024 through September 2024. Below is a breakdown of the anticipated services to be provided.

General Coordination and Support

Ricondo will provide general support to the AAM Task Force, including assistance with formulation, communications, and meeting logistics.

Internal Task Force Meetings

Ricondo will support up to nine (9) monthly meetings of the AAM Task Force between January 2024 and September 2024. Two (2) Ricondo staff will attend each meeting to facilitate discussions and record minutes. Ricondo will present pertinent technical analyses as requested to support discussions and decision-making of the AAM Task Force. This proposal assumes that research and analyses would need to be completed as part of this effort in advance of the meetings.

Ricondo will prepare meeting materials (e.g., agendas, presentations, etc.) in advance of each meeting and prepare draft meeting notes to be reviewed by Aviation Authority staff. Final meeting notes will be prepared based on Authority comments and will include a summary of action items.

External Outreach Meetings

Ricondo will assist Authority staff with scheduling and coordinating up to three (3) stakeholder outreach meetings, both with internal and external stakeholder groups. Two (2) Ricondo staff will attend each meeting. Ricondo will prepare meeting materials (e.g., agendas, presentations, etc.) in advance of each meeting and prepare draft meeting notes to be reviewed by Aviation Authority staff. Final meeting notes will be prepared based on Authority comments.

Deliverables

- Meeting agendas, presentations, and minutes

Schedule

This project is to be completed by September 30, 2024.

Exclusions

- Conceptual renderings are assumed to be part of the on-call consulting services contract, separate from this task.

Professional Fees

As noted in **Table 1**, the Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumption is \$59,139.

TABLE 1 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
Ricondo/Senior Director	\$295.00	9	\$ 2,655.00
Ricondo/Manager	\$180.00	153	\$ 27,540.00
Ricondo/Senior Consultant	\$139.00	144	\$ 20,016.00
GSS/Senior Graphics Designer	\$124.00	72	\$ 8,928.00
TOTAL COSTS			\$ 59,139.00
Disadvantaged Business Enterprise (DBE) Participation			15.1 %

We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information regarding this proposal, please contact me at 407-583-6824 or via email at scarreau@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.



Sébastien Carreau
Director



Mr. Bradley Friel, A.A.E., AICP
Greater Orlando Aviation Authority
January 2, 2024
Page 3

ENCLOSURE – Truth in Negotiation Form

cc: Kevin Thompson
Foo Pham
Aaron Lofurno

21041212

p:\projects\goaa (mco)\21041212 - on-call general consulting services\admin\02-scope\pending - aam task force\goaa-aam-task-force_proposal_0102-2024.docx

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-5
BREAKDOWN OF NOT TO EXCEED
PROFESSIONAL FEES
Ricondo & Associates, Inc.

Position:	SENIOR DIRECTOR		MANAGER		SENIOR CONSULTANT		TOTAL		
Rate (\$/Hour):	\$295		\$180		\$139		labor		Avg. Hourly
	hours	Cost	hours	Cost	hours	Cost	hours	Cost	Rate
AAM Task Force									
AAM Task Force Support									
Internal Task Force Meeting	9	\$2,655	27	\$4,860		\$0	36	\$7,515	\$209
Preparation for Task Force and Outreach Meetings including Analyses/Research		\$0	72	\$12,960	144	\$20,016	216	\$32,976	\$153
External Outreach Meetings		\$0	54	\$9,720		\$0	54	\$9,720	\$180
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	9	\$2,655	153	\$27,540	144	\$20,016	306	\$50,211	\$164

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL
TABLE C-5
BREAKDOWN OF NOT TO EXCEED
PROFESSIONAL FEES
GSS Creative

Position:	SENIOR GRAPHICS DESIGNER		TOTAL		
Rate (\$/Hour):	\$124		labor		Avg. Hourly
	hours	Cost	hours	Cost	Rate
AAM Task Force					
AAM Task Force Support					
Internal Task Force Meeting	12	\$1,488	12	\$1,488	\$ 124
External Outreach Meetings	60	\$7,440	60	\$7,440	\$ 124
TOTAL NOT TO EXCEED PROFESSIONAL FEES:	72	\$8,928	72	\$8,928	\$124

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: Ricondo & Associates, Inc.

By:  _____

Print Name: Pete Ricondo, P.E., Senior Vice President

Date: 01/02/2024



December 20, 2023

Dear sir or madam,

GSS Creative is pleased to join the Ricondo team and provide graphic support and production for the Advanced Air Mobility Steering Committee Support Services for the Greater Orlando Aviation Authority.

GSS Creative would provide the following services as incorporated in the Ricondo scope of work for following tasks:

- Point Point template specific to this project (including use of the recent "Innovation Connecting the World" rebrand logos and colors)
- Power Point presentations for 9 internal/Steering Committee meetings
- Power Point presentation for 3 external outreach meetings

The budget for the proposed services is 72 hours (\$8,928).

GSS Creative has been providing graphics support similar to those proposed since 1990, including several years working with the Ricondo team on graphics for the Aviation Authority.

We are looking forward to working with the team on this project.

Respectfully,

Michelle Piette
President
Graphics Support Services, Inc.

Addenda / Amendments Awarded per Agreement - Summary for Committee

Ricondo & Associates, Inc. -- Agreement No. 202012-GC General Consulting Services Agreement

Add	Amd	Proj.	Description	PSC/CCM	Board	Exec.	PO#	\$ Amount	Cumul. per Add. \$ Amount
000	000	-	General Consulting Services Agreement	PSC	12/09/20	01/08/21		\$0.00	\$0.00
001	000	-	FY21 On-Call General Consulting Services	CCM	02/16/21	NA	02/23/21 93305	\$25,000.00	\$25,000.00
002	000	-	FY21 On-Site Planning Support Services	CCM	04/06/21	NA	04/13/21 93378	\$199,856.00	\$199,856.00
003	000	-	FY21 On-Call Signage Design and Consulting Services	CCM	04/20/21	NA	04/30/21 93379	\$55,380.00	\$55,380.00
003	001	-	Additional FY21 On-Call Signage Design and Consulting Services	CCM	08/24/21	NA	09/15/21 AMD 93379	\$9,940.00	\$65,320.00
004	000	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) FY21 Operational Readiness Staffing Support Services for W-S00116	CCM	06/29/21	NA	07/06/21 1006749	\$66,800.00	\$66,800.00
004	001	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) No Cost Time Adjustment to Provide FY21 Operational Readiness Staffing Support Services for W-S00116	CCM	09/28/21	NA	10/05/21 AMD 1006749	\$0.00	\$66,800.00
005	000	-	FY22 Engineering Support and Construction Oversight	CCM	08/10/21	NA	08/23/21 93760	\$169,570.00	\$169,570.00
006	000	-	FY22 On-Call Utility Consulting Services	CCM	08/10/21	NA	08/23/21 94006	\$74,480.00	\$74,480.00
007	000	-	Professional Planning Consulting Services	CCM	08/10/21	NA	08/23/21 93673	\$9,956.00	\$9,956.00
008	000	-	FY22 On-Call Design Review Committee Support Services	CCM	08/31/21	NA	09/15/21 93763	\$14,974.00	\$14,974.00
009	000	-	FY22 On-Call General Consulting Services	CCM	08/31/21	NA	09/15/21 93829	\$25,000.00	\$25,000.00
010	000	-	FY22 On-Site Planning Support Services	CCM	08/31/21	09/15/21	09/20/21 93833	\$399,840.00	\$399,840.00
011	000	-	Capacity Analysis for Central Receiving and Distribution Center Sizing	CCM	09/07/21	NA	09/28/21 93764	\$69,652.00	\$69,652.00
012	000	-	FY22 Support Services for the Concessions Department	CCM	09/28/21	NA	10/05/21 93828	\$44,440.00	\$44,440.00
013	000	-	FY22 On Call Signage Design and Consulting Services	CCM	09/28/21	NA	10/05/21 93834	\$114,968.00	\$114,968.00
013	001	-	Additional FY22 On Call Signage Design and Consulting Services	CCM	05/24/22	NA	06/08/22	\$59,860.00	\$174,828.00
013	002	-	Additional FY22 On Call Signage Design and Consulting Services	CCM	08/23/22	NA	08/31/22	\$21,900.00	\$196,728.00
014	000	-	FY22 On-call Support Services for the Commercial Properties Department	CCM	11/23/21	NA	12/07/21 94312	\$25,776.00	\$25,776.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

015	000	-	South Terminal C PH1 Terminal Optimization Diagnostic for Possible Future Enhancements	CCM	12/14/21	NA	01/04/22	94234	\$237,945.00	\$237,945.00
016	000	-	FY22 On-Call Airport Planning Consulting Services	CCM	01/04/22	NA	01/19/22	94236	\$24,930.00	\$24,930.00
017	000	W-00449-MCO	W-00449-MCO AVIATION-CENTRIC ECONOMIC DEVELOPMENT STUDY Preparation of Aviation-Centric Economic Development Study for W00449	CCM	02/08/22	NA	03/30/22	1006991	\$170,800.00	\$170,800.00
018	000	-	Strategic Planning Consultant Services	CCM	07/26/22	08/17/22	08/23/22	94926	\$710,422.00	\$710,422.00
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
019	000	-	FY 22 Operational Readiness General Consulting Services	CCM	08/09/22	NA	08/23/22	94925	\$46,238.00	\$46,238.00
020	000	-	FY23 On Site Planning Support Services	CCM	08/30/22	09/21/22	09/26/22	95293	\$399,896.00	\$399,896.00
020	001	-	Additional FY23 On-Site Planning Support Services	PSC	08/01/23	NA	08/09/23		\$39,960.00	\$439,856.00
021	000	-	FY23 On Call Utility Consulting Services	CCM	09/06/22	NA	09/14/22	95294	\$60,800.00	\$60,800.00
022	000	-	FY23 On Call Signage Design and Consulting Services	CCM	09/13/22	NA	10/24/22	95302	\$114,968.00	\$114,968.00
022	001	-	Additional FY23 On Call Signage Design and Consulting Services	PSC	05/02/23	05/17/23	06/01/23	AMD 95302	\$76,040.00	\$191,008.00
023	000	-	FY23 Operational Readiness General Consulting Services	CCM	09/27/22	NA	10/20/22	95303	\$64,694.00	\$64,694.00
024	000	-	FY23 On-Call Design Review Committee (DRC) Support Services	CCM	10/04/22	NA	10/20/22	95431	\$15,828.00	\$15,828.00
025	000	-	FY23 On Call Support Services for the Concessions Department	CCM	10/25/22	NA	11/08/22	95630	\$36,852.00	\$36,852.00
026	000	-	FY23 On Call General Consulting Services	CCM	10/25/22	NA	11/08/22	95631	\$25,000.00	\$25,000.00
026	001	-	Additional FY23 On-Call General Consulting Services	PSC	05/23/23	NA	05/25/23	AMD 95631	\$75,000.00	\$100,000.00
026	002	-	Additional FY23 On-Call General Consulting Services	PSC	07/25/23	NA	07/31/23	AMD 95631	\$25,000.00	\$125,000.00
026	003	-	Additional FY23 On-Call General Consulting Services	PSC	08/22/23	NA	08/30/23		\$75,000.00	\$200,000.00
027	000	-	FY23 On Call Airline Allocation Support Services	CCM	11/01/22	NA	11/15/22	95629	\$25,320.00	\$25,320.00
028	000	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Professional Consulting Services for W-465	CCM	11/15/22	NA	12/07/22	1007203	\$248,260.00	\$248,260.00
028	001	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Additional Professional Consulting Services for W-465	CCM	12/20/22	NA	01/09/23		\$247,406.00	\$495,666.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

029	000	-	MCO Common Use Passenger Processing System (CUPPS) Evaluation Services	CCM	12/20/22	NA	01/09/23	95678	\$57,705.00	\$57,705.00
030	000	-	FY23 On Call Support Services for the Commercial Properties Department	CCM	12/20/22	NA	01/09/23	95671	\$30,132.00	\$30,132.00
031	000	-	FY23 On Call Operational Readiness Staffing and Support Services	CCM	12/20/22	NA	01/09/23	95672	\$146,022.00	\$146,022.00
032	000	V-00986-MCO	V-00986-MCO AS4 DELTA CLUB WINDOW REPLACEMENT (D/B) Design Criteria Package Preparation for V-986	CCM	01/03/23	NA	01/18/23	1007219	\$11,726.00	\$11,726.00
033	000	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) Professional Evaluation and Recommendation Services of Moving Walk Ways for W-S116	CCM	04/11/23	NA	04/18/23	1007323	\$73,988.00	\$73,988.00
034	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23	1007434	\$9,986.00	\$9,986.00
035	000	W-00474-MCO	W-00474-MCO ELEVATOR/ESCALATOR/MOVING WALKWAY CAPITAL PLANNING SUPPORT Professional Consulting Services for W-474	CCM	04/25/23	NA	04/27/23	1007349	\$69,622.00	\$69,622.00
036	000	W-00475-MCO	W-00475-MCO ELECTRIFICATION POLICY STUDY Professional Consulting Services for W-475	CCM	04/25/23	NA	04/27/23	1007327	\$235,781.00	\$235,781.00
037	000	W-00480-MCO	W-00480-MCO NORTH TERMINAL CAPACITY AND FACILITY CONDITION ASSESSMENT Professional Consulting Services for W-480	CCM	06/06/23	06/21/23	06/22/23	1007386	\$377,798.00	\$377,798.00
038	000	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Professional Consulting Services	CCM	06/13/23	NA	06/20/23	1007400	\$216,424.00	\$216,424.00
038	001	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Additional Professional Consulting Services for W-0481	CCM	07/18/23	08/16/23	08/18/23		\$944,282.00	\$1,160,706.00
039	000	-	Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	08/01/23	NA	08/09/23	96397	\$127,904.00	\$127,904.00
040	000	-	FY24 On Call Operational Readiness Staffing and Support Services	PSC	09/05/23	09/27/23	10/04/23	96654	\$205,506.00	\$205,506.00
041	000	-	Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	09/12/23	09/27/23	10/04/23	96527	\$94,268.00	\$94,268.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

042	000	-	FY24 On-Call Airline Reallocation Support Services	PSC	09/12/23	09/27/23	10/04/23	96656	\$65,060.00	\$65,060.00
043	000	W-00489-MCO	W-00489-MCO NORTH TERMINAL COMPLEX BAGGAGE HANDLING SYSTEM EVALUATION Professional Consulting Services for W-489	CCM	10/03/23	10/18/23	10/26/23	1007556	\$314,799.00	\$314,799.00
044	000	-	FY24 On-Call General Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96749	\$50,000.00	\$50,000.00
044	001	-	Additional FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24		\$50,000.00	\$100,000.00
045	000	-	FY24 On-Call Signage Design and Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96683	\$121,294.00	\$121,294.00
046	000	-	FY24 On-Call Utility Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96874	\$31,444.00	\$31,444.00
047	000	-	Noise Office Support	PSC	10/05/23	10/18/23	10/30/23		\$199,889.00	\$199,889.00
048	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Development of the Program Definition Document (POD) for the Terminal C, Phase 2 Program	CCM	10/10/23	10/18/23	10/26/23		\$1,090,217.00	\$1,090,217.00
049	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Bid and Award Services for V-00995	CCM	10/10/23	NA	11/09/23	1007490	\$16,730.00	\$16,730.00
050	000	-	FY24 On-Call Support Services for Commercial Properties Department	PSC	11/07/23	NA	11/09/23	97033	\$31,260.00	\$31,260.00
051	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Terminal C Phase 2 Written Reevaluation	CCM	11/14/23	NA	11/21/23		\$71,219.00	\$71,219.00
052	000	W-00496-MCO	W-00496-MCO AIRSIDES 1 AND 3 INTERIOR REFRESH AND RELATED WORK North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	11/21/23	NA	11/29/23		\$195,303.00	\$195,303.00
052	001	W-00496-MCO	W-00496-MCO AIRSIDES 1 AND 3 INTERIOR REFRESH AND RELATED WORK Additional Estimating Services for W-496	CCM	01/23/24	NA	01/25/24		\$97,772.00	\$293,075.00
053	000	-	Interim Update of the Orlando International Airport (MCO) Airport Layout Plan	PSC	11/21/23	12/13/23	12/14/23	97020	\$13,840.00	\$13,840.00
054	000	-	Parking Capacity Analysis	PSC	11/21/23	12/13/23	12/14/23	97039	\$83,504.00	\$83,504.00
055	000	-	Parking Pricing Study	PSC	11/21/23	12/13/23	12/20/23	97042	\$87,100.00	\$87,100.00
056	000	-	FY24 On Call Support Services for Concessions Department	PSC	12/19/23	NA	12/27/23		\$47,440.00	\$47,440.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

057	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Construction Administration Services for V-995	CCM	01/02/24	NA	01/04/24		\$96,588.00	\$96,588.00
058	000	W-00503-MCO	W-00503-MCO EXPANSION OF CKPT A, New End-AROUND TAXIWAY & SERVICE RD REALIGNMENT Study for W503	CCM	01/09/24	NA	01/10/24	97046	\$53,086.00	\$53,086.00
059	000	-	FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24	97045	\$10,000.00	\$10,000.00
060	000	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE W-00500 Master Plan Update Services	CCM	01/23/24	02/21/24			\$795,886.00	\$795,886.00
Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC									\$10,323,178.00	

Addenda / Amendments Awarded per Agreement - Summary for Committee

Addenda / Amendments in Chronological Order

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
05/02/23	05/17/23	022	001	\$76,040.00	\$76,040.00
05/23/23		026	001	\$75,000.00	\$151,040.00
07/25/23		026	002	\$25,000.00	\$176,040.00
08/01/23		020	001	\$39,960.00	\$216,000.00
08/01/23		039	000	\$127,904.00	\$343,904.00
08/22/23		026	003	\$75,000.00	\$418,904.00
09/05/23	09/27/23	040	000	\$205,506.00	\$624,410.00
09/12/23	09/27/23	041	000	\$94,268.00	\$718,678.00
09/12/23	09/27/23	042	000	\$65,060.00	\$783,738.00
10/05/23	10/18/23	044	000	\$50,000.00	\$833,738.00
10/05/23	10/18/23	045	000	\$121,294.00	\$955,032.00
10/05/23	10/18/23	046	000	\$31,444.00	\$986,476.00
10/05/23	10/18/23	047	000	\$199,889.00	\$1,186,365.00
11/07/23		050	000	\$31,260.00	\$1,217,625.00
11/21/23	12/13/23	053	000	\$13,840.00	\$1,231,465.00
11/21/23	12/13/23	054	000	\$83,504.00	\$1,314,969.00
11/21/23	12/13/23	055	000	\$87,100.00	\$1,402,069.00
12/19/23		056	000	\$47,440.00	\$1,449,509.00
01/09/24		044	001	\$50,000.00	\$1,499,509.00
01/09/24		059	000	\$10,000.00	\$1,509,509.00



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4399

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Keila Walker-Denis, Interim Vice President of Information Technology

DATE: February 27, 2024

ITEM DESCRIPTION

Recommendation to the Procurement Committee to approve the award of Single Source SG-00235 for the implementation of the Digital Airport Platform and upgrade of the Orlando Airports and MCO Cares websites to Move Agency Amsterdam B.V. (Move Agency).

BACKGROUND

Move Agency will perform a complete redesign of the current MCO Website (orlandoairports.net) and the MCO Cares Website (MCOcares.com). The supplier will use their Digital Airport Platform to support multi-stream content management, providing the Aviation Authority with control over content management, including creation, approval and publishing. Move Agency will also offer hosting for the websites on Amazon Web Services (AWS). The tools in their Digital Airport Platform (DAP) allow the Aviation Authority to re-use existing assets in terms of Content, Mapping tools, beacon infrastructure, and Airport infrastructure used for wayfinding in Terminals A, B, and C. The DAP includes Amazon Web Services hosting with enhanced security protections such as Distributed Denial of Service. The Move Agency's DAP provides an airport-specific platform that integrates with existing systems, provides a single-entry point for multiple front-end channels, customization options, security, reliability, and future expansion, at a reasonable cost.

At the onset of the project, requirements were gathered from the current website owners as well as other users. These were regrouped and prioritized. From a website development tool perspective, an internet search identified many potential options. An evaluation against the prioritized list of requirements eliminated most of the tools. A closer look at the remaining tools' ability to integrate with Contentful (the Content Management Solution (CMS)) used by MCO's mobile app) and the other interfaces currently in use further eliminated many options. Additionally, of the identified tools, none were specific to airport environments. Other Florida airports were contacted to ascertain how they had proceeded for their own website implementations and/or upgrades. These findings helped reinforce confidence in our proposed solution. Their solutions involve a more traditional setup without a headless CMS or interfaces, therefore not benefiting from DAP functionality and mobile app support. Furthermore, Cincinnati, Dallas Fort Worth and Charlotte Douglas airports all selected Move through their competitive selection process.

The major impact of using another tool would be the need to redevelop interfaces to the existing CMS and mapping platforms currently in use. There are essentially 4 options for us to choose from: using Move with their DAP, hiring a local consultant team, hiring an outsourced team or hiring a local developer. While all of these offer custom development services, only the Move option offers platform expansion capabilities, airport experience, and known upfront and maintenance costs. While a local development option could potentially offer an initial lower cost, uncertainty with respect to integrating our existing assets and lack of airport experience could end up costing more, while potentially limiting and adding cost to future expansion possibilities

ISSUES

Approval of this request will result in the purchase of services required to deploy the Digital Airport Platform and design and develop new websites for OrlandoAirports.net as well as MCO Cares.com. Existing content from both the websites and the MCO Mobile App will be migrated to the new platform.

This is a one-time website upgrade cost of \$346,731.84.

The Aviation Authority Policy 450.03 Non-Competitive Procurements permits to acquire Goods and Services, or Professional Services made from one firm among others in a competitive marketplace which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need. The Aviation Authority policy required the requesting department to complete a Single Source Procurement Justification form, which stated, in detail, the justification for the Single Procurement. The Notice of Intent to Award and Single Source, which contained the scope of work for the goods were electronically posted to the Aviation Authority's website, for fifteen (15) business days on August 16, 2023. No challenges were received.

SMALL BUSINESS

The Small Business Development Department has reviewed the requirements for the above-referenced solicitation and determined that, due to the specialized scope of the required services, a Minority and Women Business Enterprise, Local Developing Business and/or Veteran Business Enterprise participation goal is not applicable.

ALTERNATIVES

There are no reasonable alternatives under consideration.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$346,731.84 for the procurement of services associated with the Digital Airport Platform and Upgrade of the Orlando Airports and MCO Cares website to be funded from Capital Expenditure Fund: 308.521.170.5310009.000.500957 (Mobile Applications) and 308.521.170.5310009.000.501604 (Orlandoairports.net Upgrade). Funds anticipated to be spent under the contract in the current fiscal year are within budget. Funding required will be allocated from the Capital Expenditure Funds, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve the following be recommended to the Aviation Authority Board: 1) approve the award of Single Source SG-00235 to Move Agency Amsterdam B.V. for the implementation of the Digital Airport Platform and upgrade of the Orlando Airports and MCO Cares websites in the not-to-exceed amount of \$346,731.84; 2) authorize funding from the Capital Improvement Fund: 308.521.170.5310009.000.500957 and 308.521.170.5310009.000.501604; and 3) authorize the Chief Executive Officer or designee to execute the necessary documents, following satisfactory review by legal Counsel.

ATTACHMENTS

Attachment A: Finance Form

Attachment B: Single Source Justification

Attachment A

Greater Orlando Aviation Authority
Finance Form

Date:	<u>1/11/2024</u>	Requestor's Extension:	<u>4548</u>
Requestor's Name:	<u>Joe Furnari</u>	Preparer's Extension:	<u>3126</u>
Form Preparer's Name:	<u>Richard d'Anjou</u>	Purchasing Solicitation #:	
Requestor's Department:	<u>Information Technology</u>	CCM / CPC / PSC:	
Description:	<u>Website, App SLA</u>	Committee Date:	
Vendor:	<u>Move Agency</u>	Committee Agenda Item#:	

NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	Total Contract
308.521.170.5310009.000.501604	300,000.00				
308.521.170.5310009.000.500957	46,731.84				
					-
					-
					-
					-
					-
					-
					-
					-
					-
Total Requisition	346,731.84	-	-	-	346,731.84
Requisition Number	96040				

OMB Notes:
Funding Approver Andrea Harper

Converted into PO #: _____

Date: _____

Buyer: _____

Total Requisition

BPA Amount

Grand Total - Agree to Committee Item

Single Source Procurement Request

Requested By

Joe Furnari

Request Date

8/8/2023

Department

521 – Information Technology

Request ID

SG-00235

Supplier/Firm Name

Move Agency

Description

Consultation services for the redesign, development, deployment, hosting and support of the MCO Website.

Need By **9/4/2023**

Document Number

Estimated Amount

\$340,000.00

1. What is the end use of the item or nature of the Goods, Services or Professional Services being requested?

The services to be provided by Move will be used to perform a complete redesign of the current MCO Website (orlandoairports.net) as well as the MCO Cares Website (MCOcares.com). Move will use their Digital Airport Platform to support multi-stream content management, providing the Authority with control over content management including creation, approval and publishing. Move will also provide hosting for the websites on AWS. Work will include adapting the MCO Mobile App to CMS updates performed during the website installation.

2. What capacity does the supplier for the Goods, Services or Professional Services have that make it uniquely capable of satisfying the need?

From its beginnings in 2006, Move have always been at the forefront of mobile development, catering to airports worldwide, as well as other industries. In fact, their work with airports have earned them 3 best airport app awards in a row, as well a design award for the DFW mobile app and an innovation award for Hong Kong International Airport. It is this experience that led Move to develop their airport-specific Digital Airport Platform, focusing on the whole passenger experience. In order to stay ahead of the competition, Move adopted an Agile approach to development, which allows them to quickly produce deployable solutions that reflect the demands of their multiple customers. Careful attention to requirements development, involving key stakeholders, helps ensure the delivery of

timely solutions that meet expectations as well as offering an openness for future enhancements. (please also see the attached presentation)

3. Why are these unique capabilities or characteristics essential and necessary to meet the need? **Move's experience in the design, development and deployment of mobile apps and websites in the airport industry make them prime candidates for the Orlando Airport's websites and app upgrade project. Furthermore, the tools they provide in the form of their Digital Airport Platform (DAP) allow the Authority to re-use all of our existing assets in terms of Content, Mapping tools, beacon infrastructure used for wayfinding in Terminals A, B and C. The DAP includes hosting on Amazon Web Services (AWS) with enhanced security protections such as Distributed Denial of Service (DDoS) as an added benefit. Furthermore, as an added feature, the non-live pages of the site are 'compiled' into static pages, leaving very little code on the servers; only the dynamic content (such as security wait times, flight information) gets loaded on request. The result is a very fast and secure website. In terms of unique benefits, the Move's DAP provides an airport specific platform, integration with existing systems, a single entry point for multiple front-end channels, customization options, security, reliability, future expansion, at a reasonable cost.**

4. What market research was done to ensure no other available source was capable of fulfilling the requirement?

At the onset of the project, requirements were gathered from the current website owners as well as other users. These were regrouped and prioritized. From a website development tool perspective, an internet search identified many potential options. An evaluation against the prioritized list of requirements eliminated most of the tools. A closer look at the remaining tools' ability to integrate with Contentful (the Content Management Solution (CMS) used by MCO's mobile app) and the other interfaces currently in use further eliminated many options. Additionally, of the identified tools, none were specific to airport environments. Other Florida airports were contacted to ascertain how they had proceeded for their own website implementations and/or upgrades. These findings helped reinforce confidence in our proposed solution. Their solutions involve a more traditional setup without a headless CMS or interfaces, therefore not benefiting from DAP functionality and mobile app support. Furthermore, Cincinnati, Dallas Fort Worth and Charlotte Douglas airports all selected Move through their competitive selection process.

5. Is there a specification, statement of work or purchase description available that is sufficient for competitive procurement? If not, is one being developed?

Not at this time.

6. What steps are being taken to foster competition in subsequent procurements of the Goods, Services or Professional Services?

None

7. What would the impact be in job accomplishment and/or financial loss if another supplier's Goods, Services or Professional Services with similar capabilities were substituted?

The major impact of using another tool would be the need to redevelop interfaces to the existing CMS and mapping platforms currently in use. There are essentially 4 options for us to choose from: using Move with their DAP, hiring a local consultant team, hiring an outsourced team or hiring a local developer. While all of these offer custom development services, only the Move option offers platform expansion capabilities, airport experience, and known upfront and maintenance costs. While a local development option could potentially offer an initial lower cost, uncertainty with respect to integrating our existing assets and lack of airport experience could end up costing more, while potentially limiting and adding cost to future expansion possibilities

8. If this request is for a one-time procurement, what is the estimated cost of the Goods, Services or Professional Services requested?

There will be an initial procurement for the design, development, implementation of the websites and mobile app to the amount of \$340K. It is to be noted that the original budget estimate (\$340K) for upgrading the website in place with no new functionally updates was approximately the same as the quoted price for implementing the DAP. Thus, staff's opinion is this option will save the Authority money with a greater return on investment.

9. If this request is for a multiple procurements over a 12 month period, what is the estimated total cost of the Goods, Services or Professional Services over that time period?

There will be subsequent maintenance and hosting costs to the order of \$6,900 / month. This cost includes expenses for obtaining additional licenses/plans, expanding the scope of trouble shooting, bug fixing & monitoring of the web, as well as increasing hosting and server management capacity. As the DAP is a very open platform, if more functionality becomes required in the future, then additional development costs will be incurred. (This would be the same if another vendor / solution were to be identified and selected).

10. Circumstances change over time. If this request is for approval for a continuing requirements, what is the length of time this procurement approval is needed prior to re-evaluating available commercial solutions and the Authority's requirements?

Estimated at three years. The current website has been in place for 8 years and the app for 7. It is expected that some additions to both platforms will be required as new features are requested. While most content updates can be made in house, additional modules will require the vendor to develop and/or integrate them.

Is Project Related

No

Project Number

N / A

Is Committee Approved

No

Committee Approved On

TBD

Is Board Approved/Notified

No

Board Approved On

TBD

Period of Coverage: **36 Months**

Notes

Activity History

CEO Review	Approve	8/11/2023 2:05 PM		Kevin Thibault
CFO Review	Approve	8/11/2023 1:37 PM		Kathleen Sharman
Create Procurement Request	Workflow Initialized	8/8/2023 2:34 PM		Joe Furnari
Dept Approver	Approve	8/8/2023 2:45 PM		Pete Pelletier
Final Purch Mgr Review	Approve	8/13/2023 8:49 PM		Luis Aviles
Initialized Workflow	Form Submitted	8/8/2023 1:53 PM		Joe Furnari
Purch Mgr	Approve	8/8/2023 10:33 PM	Airport-specific Digital Airport Platform, focusing on the whole passenger experience. Other tools would require redeveloping interfaces to the existing CMS and mapping platforms currently in use. While a local development option could potentially offer an initial lower cost, uncertainty with respect to integrating our existing assets and lack of airport experience could end up costing more, while potentially limiting and adding cost to future expansion possibilities	Luis Aviles

Statement of Work | Website Redesign

Orlando International Airport
Greater Orlando Aviation
Authority



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Management Summary

This Statement of Work outlines the collaborative effort to create a new website for the Greater Orlando Aviation Authority. The project aims to develop an innovative, user-friendly airport website using Move's Digital Airport Platform. The scope includes design, setup, and development phases, which will take under 6 months to complete.

In the design and setup phase, tasks involve creating a project plan, collaborating with stakeholders for requirements and design, setting up a Content Management System, and configuring the Digital Airport Platform.

The development phase encompasses modules like real-time flight information, wayfinding, security wait times, parking availability, document publishing, surveys/forms, and unified search. Additionally, the MCO Cares website will be redeveloped.

The support and maintenance phase for the new website and existing mobile app will begin after the go-live and is detailed in the Service Level Agreement (SLA). This phase includes services such as service management, incident management, update support, and monitoring & reporting.

1. Introduction

This Statement of Work functions as the roadmap for our collaborative journey in creating a new website(s) for MCO. Within the contents of this document, you will find an overview of the project's scope, objectives, timelines, and deliverables.

The project's scope is determined by a combination of the discussions we've engaged in with the Orlando Aviation Authority, and our past experience in web development for airports.

Our primary objective is to create a new and user-friendly airport website for the Orlando Aviation Authority by harnessing the capabilities of our Digital Airport Platform. Through this strategic collaboration, we aim to deliver a digital experience that seamlessly aligns with the Orlando Aviation Authority's vision while offering passengers, business partners and stakeholders an intuitive and accessible online interface.

Move is the developer of the MCO Airport App, dedicated to crafting an exceptional digital experience for passengers.

2. Scope

The website development project encompasses design/setup and development phases after which we will go live.

SCOPE OF WORK:

DESIGN & SETUP TASKS

- Create project plan
 - The initial phase involves creating a detailed project plan that outlines the project's objectives, scope, timelines, milestones, resource allocation, and risk assessment.
- Collaborate & design
 - The project team will work closely with stakeholders to gather requirements, understand user needs, and define the platform's features and functionalities. Collaborative efforts will ensure that the platform aligns with the goals and expectations of both the users and the organization. The designs will firstly be aligned with the wishes and input from the stakeholders. The steering group within Greater Orlando Aviation Authority will provide the final acceptance. The team will participate in at least one visit to the airport to kick off with the design phase.
- Create visual and user experience design
 - The design team will create an engaging and intuitive user interface (UI) including website navigation structure that enhances the overall user experience and helps with visuals and content for the five most visited content pages.
 - Move will transfer the content from the old MCO website to the new one, which is expected to encompass approximately 40 content pages. GOAA will be responsible for making further updates to these pages.
- Digital Airport Platform setup
 - Setting up the foundation of the Digital Airport Platform. It involves enabling the appropriate technologies, frameworks, and infrastructure required for the platform's development and deployment.

DEVELOPMENT PHASE

The following modules and implementations will be completed during the development phase:

- Content Management System Setup
 - The project aims to implement Contentful to facilitate efficient content creation, management, and distribution for the MCO website and mobile app. This includes integrating the Contentful platform into the

MCO website infrastructure, configuring it according to MCO's requirements, and setting up user roles and permissions for content authors and administrators.

- Flights
 - Move will leverage the existing AODB integration to provide users with up-to-date flight information and the flight search capabilities on the platform including search UI. The project comprises two primary components: AODB integration for real-time flight updates and the development of an embedded flight list for comprehensive flight details. (i.e. future flight schedules as well as current live flight information).
- Wayfinding
 - Move will leverage the existing integration that we established for the MCO mobile app to also display interactive airport maps and POIs on the website.
- Security wait times
 - Move will leverage the MCO Apps integration to get the security wait times per checkpoint. This data will be displayed on the website.
- Parking availability
 - A user-friendly and simple front end will be configured specifically for operational staff to update the parking lot availability status. This interface will enable staff to easily mark parking lots as "full" or "available" on website and in app.
- Parking reservations
 - Move will link to the Aeroparker frontend for parking reservations.
- Document publishing
 - A document publishing system will be developed to cater to the Orlando Aviation Authority's requirements for uploading regulatory, federal, contract, business opportunity, reporting, and other documents. The system will include an approval workflow that ensures proper review and authorization before documents are published on the website.
 - One time bulk import of all required PDF documents with its metadata that Orlando Aviation Authority needs to share with Move. The Authority will be responsible for placing these documents on the right content pages.
- Legal Requirements
 - Move will work with GOAA to ensure that all legal requirements are satisfied by the web site design on a best-effort basis, if the budget allows, e.g. Title VI (Discrimination) content being accessible directly from the home page.

- Surveys & forms
 - Move will implement a survey and form module with which the Orlando Aviation Authority will be able to publish surveys and forms through Contentful or other third party system.
 - Move will set up two forms for GOAA as an example.
- Unified search
 - Move will integrate a unified search feature for documents, flights, content and points of interest by incorporating a search bar on the website. Search results can be managed and excluded via Algolia.
- Microsite
 - The plan is to create the Elevate MCO microsite/landing page within the existing domain, utilizing redirects. Users visiting the Elevate MCO website will be redirected to this page within the domain. GOAA will have the capability to create microsites/landing pages within the current domain, but standalone domains won't be possible.

MCO CARES DEVELOPMENT

- Move will redevelop the MCO Cares website. The precise scope of MCO Cares will be established during the design & setup phase, as the full extent of functionalities' comprehensiveness is currently unclear. We need to consider gradually adjusting the features of the MCO Cares website to align with the available budget while ensuring functionality is maintained. Please refer to the budget section of this SoW for the total available budget for this project.
- For the MCO Cares implementation, we will reuse components of the new Orlando Airport website. Such as:
 - Design components
 - Development components

DELIVERABLES

- Design phase:
 - Website design prototype
- Development phase:
 - MCO Airport Website
 - MCO Cares Website

GOVERNANCE & RESPONSIBILITIES

Stakeholder	Responsibilities
Move Agency	● Creating project plan ● Performing workshops with MCO stakeholders ● Gathering feedback for website design & content structure setup ● Creating website design interface ● Addressing feedback ● Development of solution ● Migrate the App Contentful content to new website environment ● CMS training and advising on input of 5 new content pages
Greater Orlando Aviation Authority	● Attending workshops & providing input + feedback ● Signing off on website design and content structure setup before start development ● Content input, including text and imagery, for the new website

3. Way of working

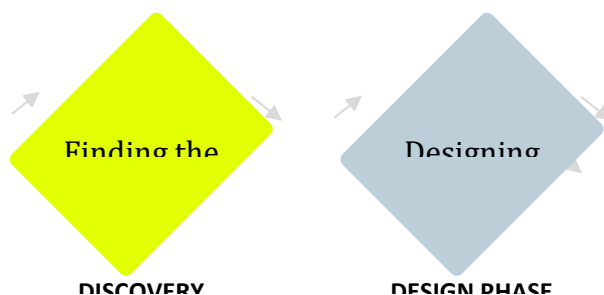
3.1 Design & setup approach

At the start of every project, Move kicks off with a design and setup phase. This helps us fine-tune the project details and decide how the end product will look. During this stage, our team gets hands-on by conducting workshops, talking to stakeholders, and doing on-site research. Our aim is to come up with the best solution to the problem in a way that's predictable and effective.

For the new MCO website project, in this design and setup phase, we'll be setting up the technical foundation, creating user stories, and designing the user interface and experience for the new website(s), all in line with our standard ADA practices.

Double diamond

Our design and product understanding process is based on a framework called 'the Double Diamond'. We use this framework to deliver the right solution to the right problem in a predictable manner.



In all creative processes a number of possible ideas are created ('divergent thinking') before refining and narrowing down to the best idea ('convergent thinking'), and this can be represented by a diamond shape. Gathering & analyzing requirements is part of the 'Finding the Product' diamond.

The second diamond of the Double Diamond design framework is the "Design" phase. This stage follows the initial "Discover" phase and is the second step in the overall design process.

In the second diamond, the focus shifts from understanding the problem (in the Discover phase) to generating and exploring potential solutions. Here, we start to explore, prototype, and iterate on the selected ideas to find the most viable and

effective solution. By incorporating user feedback at various stages of the Double Diamond design framework, designers can validate their assumptions, gain valuable insights, and create user-centered solutions that effectively address the defined problem. The iterative nature of the framework allows for continuous improvement based on real-world user experiences and needs.

3.2 Development approach

After the design and setup phase, we will start with the development of the product. Move practices an iterative way of working with development sprints of 2 weeks. This means that the team works 2 weeks and delivers/implements a product or a feature at the end of the sprint. We ask the client to review and approve the product so the team can continue working on the next deliverable. This means that you can constantly see results. The Orlando Aviation Authority is part of the process and will have decision making authority when it comes to development.

Development methodology

We work with an Agile/Scrum software development approach. Scrum is an iterative and incremental software development framework for managing product development. It defines "a flexible, holistic product development strategy where a development team works as a unit to reach a common goal". It challenges assumptions of the "traditional, sequential approach" to product development.

For this project, team members based in Amsterdam will periodically visit your office to facilitate in-person collaboration. Alongside this, we will maintain regular video calls and conference calls throughout the duration of the project. This combination of in-person interaction and virtual communication ensures effective project coordination and seamless progress.

4. Support & maintenance

All details pertaining to support and maintenance are documented in a separate Service Level Agreement (SLA) document.

5. Planning

Please find a tentative project plan below.

Month	1				2				3					4				5				6				
Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

7. Out of scope

The following items are out of scope:

- Creation of new content
- Imagery/photography that can be used on the site
- MCO App updates required to support a common content repository will be performed under the existing Faith Group contract
- All other items that are not listed in the scope section

8. Future implementations

At Move, we encourage ongoing improvements and enhancements to our solutions. Any roadmap tasks that can be addressed after the new website goes live are listed, but not limited to, the items below:

Roadmap item
Online pre-paid parking reservation
Automatic real time parking availability data
CRM integration to gather purchasing and customer data
Loyalty program
Shuttle bus tracking

9. Hourly rate card

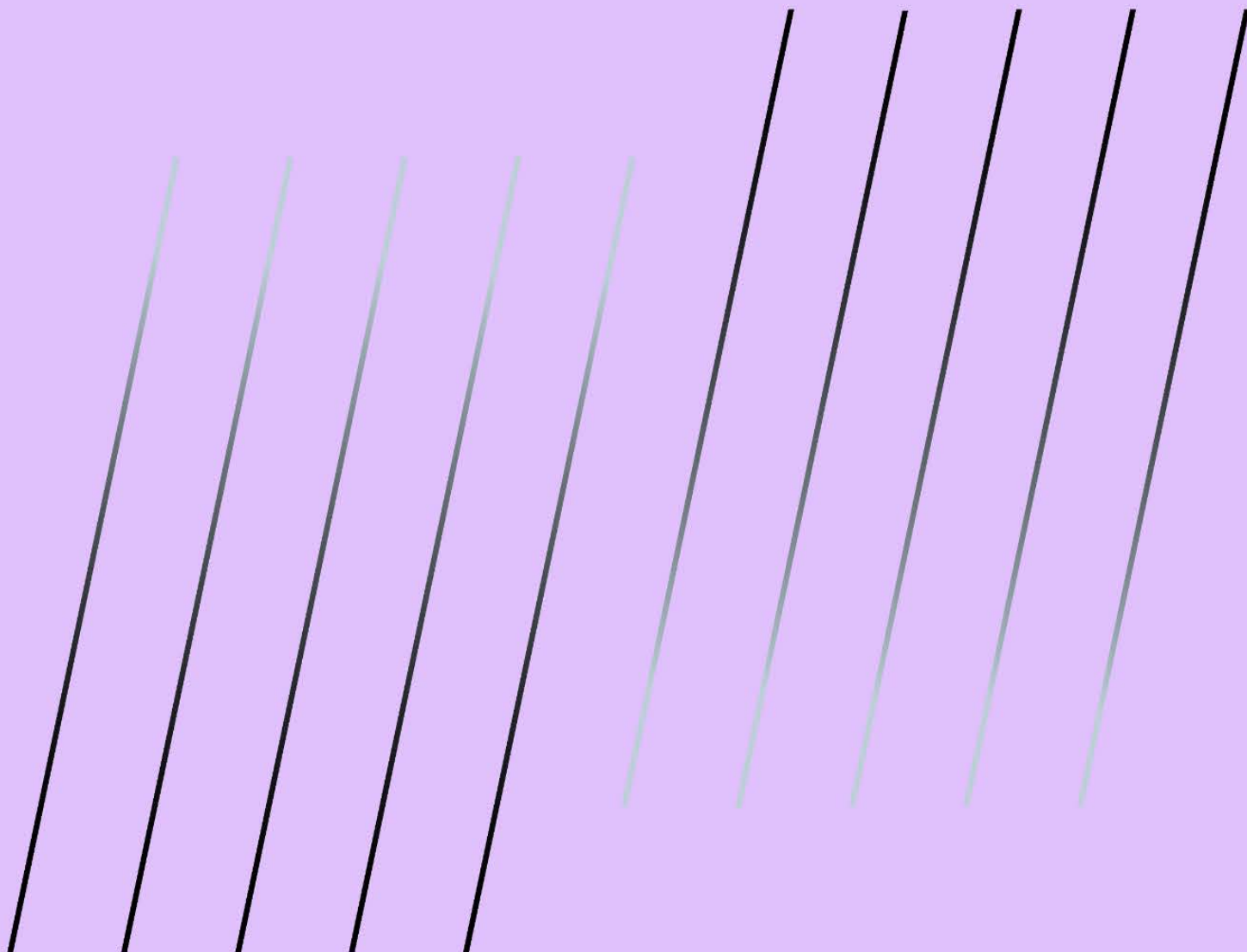
For additional work, please find attached our resource rate card.

Role	Hourly Rates
Developer	\$133.00
Backend Developer	\$140,00
Creative Consultant	\$150,00
Visual Designer	\$133.00
Interaction Designer	\$133.00
Tester	\$140,00
Information Analyst	\$160,00
Product Owner	\$145.00
Scrum Master	\$150.00
Mobile Marketing Consultant	\$190.00
Lead Developer	\$181.00
Art Director	\$180.00
System architect	\$203.00

10. Terms and conditions

The following terms and conditions apply to this Statement of Work:

- This quote is valid until Jan 10, 2024
- The future implementations are not in scope of this project
- Invoicing is done monthly based on project completion percentage
- The effort for a one-time bulk import of regulatory, federal and other required documents is specifically focused on PDF files. The inclusion of other file types could potentially affect both the effort and, consequently, the budget
- Only English will be supported. For translations the existing Recite.me plugin can be used
- The Service Level Agreement (SLA) is an integral part of this proposal but is documented in a separate document with reference number #2122
- Recurring fee of SLA will start either after go-live or after 6 months of the formal project kickoff
- All data sources that need to be integrated need to be made available to Move
- One review round for design per development module or implementation item, such as the flight list or security wait times. First iteration is based on the workshops and input we get from the Greater Orlando Aviation Authority
- Move is responsible for establishing the scope and business rules for both websites to ensure that the implementation remains within the allocated budget
- All amounts mentioned are in US Dollar and exclusive of Value Added Tax
- Move expects to receive all related legal requirements from GOAA for the website design before the start of the design phase
- Building parking reservations in-domain with an Aeroparker integration for GOAA is part of another discussion
- The design components and user interface of the Elevate MCO Microsite will align with those employed on the Orlando Airport website
- This SoW is governed by the terms and conditions of the Framework Agreement



Move Amsterdam

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MOVE

MOBILE
FIRST
AGENCY

Please consider the
environment before
printing this document

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.

Firm: ___Move Agency Amsterdam BV

By: CTO

Print Name: _Jan Gerard Gerrits

Date: __30-01-2024

A handwritten signature in black ink, appearing to read 'JG Gerrits', with a long horizontal stroke extending from the bottom of the signature.