

**AMENDMENT 1 to ADDENDUM NO. 17
TO THE AGREEMENT DATED JUNE 10, 2021
BETWEEN GREATER ORLANDO AVIATION AUTHORITY
AND HNTB CORPORATION**

Project: Additional Staffing Positions for FY24 On Call Transportation Planning Review Services, Orlando International Airport

THIS AMENDMENT is effective this 25th day of March, 2025, by and between the **GREATER ORLANDO AVIATION AUTHORITY** ("Aviation Authority"), and **HNTB CORPORATION** ("Consultant").

WITNESSETH:

WHEREAS, by Agreement dated June 10, 2021 Aviation Authority and Consultant entered into an agreement for Consultant to provide Continuing Transportation Planning Consulting Services; and

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

WHEREAS, the Aviation Authority and the Consultant desire to enter into this Amendment to the Agreement to provide for additional staffing positions for 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 Aviation Authority and the Consultant do hereby agree as follows:

1. Consultant shall perform services with additional staff 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. Except as expressly modified in this Amendment, the Agreement dated June 10, 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 Amendment this day of Apr 30, 2025.

GREATER ORLANDO AVIATION AUTHORITY

Approved as to Form and Legality
(for the benefit of GOAA only)
this day of Apr 9, 2025

Claramargaret H. Groover

By: **box** SIGN 4ZR2R2V8-4LJ559Y8
Becker & Poliakoff, Legal Counsel
Greater Orlando Aviation Authority

By:

Lance Lyttle

box SIGN 4W263WW8-4LJ559Y8

Lance Lyttle
Chief Executive Officer

HNTB CORPORATION

George Gilhooley

By:

box SIGN 4YL6P8Q1-4LJ559Y8

Signature (Duly Authorized Rep.)

George Gilhooley

Printed Name

SVP

Title

NONGOVERNMENTAL ENTITY DECLARATION REGARDING THE USE OF COERCION FOR
LABOR AND SERVICES

Nongovernmental Entity's Name: HNTB Corporation

Nongovernmental Entity's FEIN: 43-1623092

Authorized Officer or Representative Name and Title: George Gilhooley, Senior Vice President

Nongovernmental Entity's Address: 200 Colonial Center Pkwy Ste 200 Lake Mary FL 32746

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity, as defined in section 287.138(1), Florida Statutes, to provide an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Greater Orlando Aviation Authority is a governmental entity as defined by and for purposes of section 787.06(13).

The nongovernmental entity identified above does not, pursuant to section 787.06(2)(a):

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine, or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of section 893.03, Florida Statutes, to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

By: 
 box SIGN 4YL6P8Q1-4LJ559Y8

Authorized Officer or Representative

SVP

Title

Apr 9, 2025

Date

Memorandum

DATE: March 25, 2025

TO: Members of the Procurement Committee

FROM: Brad Friel, Senior Vice President, Multimodal Planning & Environmental

Item Description

Request for Approval of an Amendment to Addendum 17 to the Continuing Transportation Planning Services Agreement with HNTB Corporation for Additional Staffing Request For Fiscal Year 2025 On-Call Transportation Planning Services at the Orlando International Airport (MCO).

Background

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

On May 19, 2021, the Aviation Authority Board approved a Continuing Transportation Planning Services Agreement with the following firms:

- HDR Engineering, Inc.
- HNTB Corporation

These no-cost base agreements established the negotiated hourly rates. These services consist of the performance of transportation planning services and related professional services, and may include, but not be limited to, on-airport roadway traffic counts, multi-modal transportation facility planning, airport passenger surface access-related analyses, coordination with local, regional, state and federal transportation agencies on transportation planning issues to support the development of the Aviation Authority's existing and future facilities; assisting with strategic development planning, planning analyses of roadway opportunities and constraints, wayfinding and signage, and other miscellaneous transportation projects and all other related services including coordination with the Aviation Authority, its Consultants, the City of Orlando and all agencies having jurisdiction over the facilities. The Services may also include, but are not limited to, studies and preparation of reports involving scope definition and validation of projects, evaluation and documentation of existing conditions; Master Document support, plan review and support of the Aviation Authority's horizontal permitting program, technical support and review of documents prepared by others, management support on various Aviation Authority projects and all other related professional services.

Issues

On September 18, 2024, the Aviation Authority Board approved Addendum 17, Fiscal Year 2025 On-Call Transportation Planning Services. Such services include, but are not limited to the review, analysis, and providing recommendations for traffic planning and traffic engineering issues identified by the Aviation Authority. The scope may also include meetings, workshops, or presentations, as required. Since that approval, HNTB Corporation has determined that additional job classifications will be needed to complete the now identified scopes of work. Having a limited number of job classifications creates a constraint on their ability to complete these various tasks.

Services cannot commence before the date of the Procurement Committee approval. The approved Amendment must be executed by the Aviation Authority before invoicing for services.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the Continuing Transportation Planning Services Agreement with HNTB Corporation does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

Small Business

The Minority and Women Business (MWBE), Local Developing Business (LDB) and/or Veteran Business Enterprise (VBE) has been reviewed by the Aviation Authority's Small Business Development Department. Their findings and recommendations are attached.

Alternatives

There are no reasonable alternatives under consideration.

Fiscal Impact

There is no fiscal impact associated with this Amendment.

Recommended Action

It is respectfully requested that the Procurement Committee approve an Amendment to Addendum 17 to the Continuing Transportation Planning Services Agreement with HNTB Corporation for the no cost position request as shown below:

Not to Exceed Fees	\$0.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$0.00
Financial Auditor – Compliance Review Date	DL 3/17/25
Financial Auditor – Funding Eligibility Review Date	3/17/25



February 20, 2025

Mr. Brad Friel
Senior Vice President of Multi-Modal Planning and Environmental
Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, FL 32827

Re: On Call Professional Services for Continuing Transportation Planning
Amendment 001 to Addendum 017
Professional Fee Proposal: FY 25 On-Call Transportation Planning Services
October 1, 2024 through September 30, 2025
Orlando International Airport (MCO)

Dear Mr. Friel:

HNTB Corporation ("HNTB") is pleased to submit this no cost proposal to amend this Addendum 17 for Continuing Transportation Planning Services Agreement with HNTB Corporation for **FY 25 On-Call Transportation Planning Services** at the Orlando International Airport (MCO).

For purposes of this agreement, GOAA will be referred to as the Client and HNTB will be referred to as the Consultant

As you know, on September 3, 2024 the Procurement Committee approved Addendum 17 for Continuing Transportation Planning Services - FY 25 On-Call Transportation Planning Services at the Orlando International Airport (MCO).

At the time of the proposal submission, HNTB utilized the Authority's preferred template referred to as C-tables. Within that C-tables, there is a table C-5 that lists and shows six job classifications and related approved rates. At that time, the specific scope was not known, and the six (6) listed job classifications were only used as a basis for establishing the budget ceiling.

Since that time HNTB has determined that additional job classifications will be needed to complete the now identified scopes of work. By having just having a limited number of job classifications creates a constraint on our ability to complete these various tasks.

Therefore, it is respectfully requested that the Authority approves this amendment to add the GOAA approved HNTB Planning contract master rates in the list attached for two main reasons, 1) by giving HNTB the ability to use the proper mix of staff that is appropriate to complete the various scopes and 2) allowing the Authority the ability to achieve costs savings when HNTB uses the most cost-efficient and appropriate staff for completing the task.

SCOPE

Generally, the scope of work will include, but is not limited to, the review, analysis, and providing recommendations for traffic planning and traffic engineering issues identified by GOAA. The scope may

also include meetings, workshops, or presentations, as required by the Client. There is no change to the scope at this time.

SCHEDULE

The Consultant will work as expeditiously as possible to meet the Client's schedule for individual task work authorizations. The Consultant will coordinate with Client staff about the schedule for each work request received. The schedule for this addendum remains in effect and no change is requested at this time.

FEE

Services provided under this agreement will be performed on an as-needed basis using the current hourly rate schedule on file with GOAA. The currently approved labor budget Not-to-Exceed (NTE) fee that was authorized remains the same and no action is recommended for budget at this time.

DBE/MWBE/LDB

Since this scope of services is for an on-call contract, the specific DBE/MWBE/LDB firms to be utilized cannot be identified at this time. As such, HNTB has provided our commitment to pursue and fulfill the DBE/MWBE/LDB objectives.

TERMS OF AGREEMENT

The terms and conditions of the Agreement for Professional Services Continuing Transportation Planning Services at the Orlando International and Executive Airports, dated June 10, 2021, will apply to this addendum.

This proposal represents a continuation of services by HNTB as part of our Transportation Planning contract with GOAA. If you need additional Information, please feel free to contact me. We appreciate the opportunity to provide the Authority with our professional services.

Sincerely,
HNTB Corporation



Scott Zornek, PE
Project Manager

Firm	Home / Field	Position	Contract Hourly Rate	Approved Contract Hourly Rate	Effective date	
HNTB Corporation	HOME	Engineer	\$ 136.00	\$ 136.00	8/8/2023	
HNTB Corporation	HOME	Engineering Intern	\$ 112.00	\$ 112.00	8/8/2023	
HNTB Corporation	HOME	Senior Project Engineer	\$ 241.00	\$ 241.00	8/8/2023	
HNTB Corporation	HOME	Senior Project Manager I	\$ 340.00	\$ 340.00	8/8/2023	
HNTB Corporation	HOME	Senior Designer	\$ 167.00	\$ 167.00	8/8/2023	
HNTB Corporation	HOME	Project Engineer	\$ 157.00	\$ 157.00	8/8/2023	
HNTB Corporation	HOME	Administrative Assistant		\$ 68.00	8/8/2023	
HNTB Corporation	HOME	Architect		\$ 100.00	8/8/2023	
HNTB Corporation	HOME	Asst. Project Manager		\$ 182.00	8/8/2023	
HNTB Corporation	HOME	Chief Architect		\$ 281.00	8/8/2023	
HNTB Corporation	HOME	Design Intern		\$ 60.00	8/8/2023	
HNTB Corporation	HOME	Intern Architect		\$ 75.00	8/8/2023	
HNTB Corporation	HOME	Project Architect		\$ 124.00	8/8/2023	
HNTB Corporation	HOME	Senior Designer		\$ 167.00	8/8/2023	
HNTB Corporation	HOME	Senior Project Architect		\$ 193.00	10/1/2024	Add 45 FY 25
HNTB Corporation	HOME	Senior Project Architect		\$ 203.00	10/1/2025	Add 45 FY 26
HNTB Corporation	HOME	Senior Project Manager II		\$ 238.00	8/8/2023	
HNTB Corporation	HOME	Technician		\$ 83.00	1/13/2025	
HNTB Corporation	HOME	Planner		\$ 86.00	1/13/2025	
HNTB Corporation	FIELD	Administrative Assistant		\$ 86.00	10/1/2024	Add 45 FY 25
HNTB Corporation	FIELD	Administrative Assistant		\$ 90.00	10/1/2025	Add 45 FY 26
HNTB Corporation	FIELD	Architect-Designer		\$ 118.00	10/1/2024	Add 45 FY 25
HNTB Corporation	FIELD	Architect-Designer		\$ 124.00	10/1/2025	Add 45 FY 26
HNTB Corporation	FIELD	Asst. Project Manager		\$ 169.00	10/1/2024	Add 45 FY 25
HNTB Corporation	FIELD	Asst. Project Manager		\$ 177.00	10/1/2025	Add 45 FY 26
HNTB Corporation	FIELD	Chief Engineer-Architect		\$ 273.00	10/1/2024	Add 45 FY 25
HNTB Corporation	FIELD	Chief Engineer-Architect		\$ 287.00	10/1/2025	Add 45 FY 26
HNTB Corporation	FIELD	Project Architect		\$ 152.00	10/1/2024	Add 45 FY 25
HNTB Corporation	FIELD	Project Architect		\$ 160.00	10/1/2025	Add 45 FY 26
HNTB Corporation	FIELD	Project Director		\$ 249.00	10/1/2023	
HNTB Corporation	FIELD	Senior Project Architect		\$ 156.00	8/8/2023	
HNTB Corporation	FIELD	Senior Project Manager		\$ 242.00	10/1/2024	Add 45 FY 25
HNTB Corporation	FIELD	Senior Project Manager		\$ 254.00	10/1/2025	Add 45 FY 26
HNTB Corporation	FIELD	Senior Project Manager I		\$ 245.00	8/8/2023	
HNTB Corporation	FIELD	Senior Project Manager II		\$ 221.00	8/8/2023	
HNTB Corporation	FIELD	Sr. Program Director I		\$ 362.00	10/1/2024	Add 45 FY 25
HNTB Corporation	FIELD	Sr. Program Director I		\$ 380.00	10/1/2025	Add 45 FY 26
HNTB Corporation	FIELD	Sr. Program Director II		\$ 315.00	10/1/2024	Add 45 FY 25
HNTB Corporation	FIELD	Sr. Program Director II		\$ 331.00	10/1/2025	Add 45 FY 26

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: HNTB Corporation

By: 

Print Name: George Gilhooly

Date: 3/11/2025

Addenda / Amendments Awarded per Agreement - Summary for Committee

HNTB Corporation -- Agreement No. 202104-CTP2

Continuing Transportation Planning

Add	Amd	Proj.	Description	PSC/CCM	Board	Exec.	PO#	\$ Amount	Cumul. per Add. \$ Amount	
000	000	-	Continuing Transportation Planning	PSC	04/27/21	05/19/21	06/10/21	\$0.00	\$0.00	
001	000	-	FY21 Extension of Staff Services for Transportation Planning and Related Tasks	CCM	06/22/21	NA	06/29/21	93531	\$76,032.00	\$76,032.00
002	000	-	FY21 On Call Horizontal Development Plan Review Services	CCM	07/27/21	NA	08/03/21	93692	\$5,000.00	\$5,000.00
003	000	-	FY21 On Call Transportation Planning Services	CCM	07/27/21	NA	08/03/21	93595	\$15,000.00	\$15,000.00
004	000	-	FY22 Extension of Staff Services for Transportation Planning and Related Tasks	CCM	08/31/21	09/15/21	09/20/21	93878	\$387,882.00	\$387,882.00
005	000	-	FY22 On Call Horizontal Development Plan Review Services	CCM	09/28/21	NA	10/05/21	93879	\$10,000.00	\$10,000.00
006	000	-	FY22 On Call Transportation Planning Services	CCM	09/28/21	NA	10/05/21	93845	\$50,000.00	\$50,000.00
007	000	W-00446-MCO	W-00446-MCO MCO MASTER MOBILITY PLAN Professional Transportation Planning Services for W-00446	CCM	12/07/21	NA	12/14/21	1006911	\$241,525.00	\$241,525.00
008	000	-	FY23 Extension of Staff Services for Transportation Planning and Related Tasks	CCM	08/23/22	09/21/22	09/26/22	95154	\$423,360.00	\$423,360.00
009	000	-	FY23 On Call Horizontal Development Plan Review Services	CCM	10/04/22	NA	10/20/22	95226	\$10,000.00	\$10,000.00
010	000	-	FY23 On Call Transportation Planning Services	CCM	10/04/22	NA	10/20/22	95443	\$25,000.00	\$25,000.00
011	000	-	FY24 On Call Horizontal Review Consulting Services	PSC	09/26/23	NA	10/26/23	96634	\$10,000.00	\$10,000.00
012	000	-	FY24 On Call Transportation Planning Consulting Services	PSC	09/26/23	NA	10/04/23	96680	\$30,000.00	\$30,000.00
013	000	-	No Cost Addendum to Exercise Both Renewal Options	CCM	05/07/24	NA	05/16/24		\$0.00	\$0.00
014	000	-	LYNX Busses Siting Support Services	PSC	08/13/24	NA	08/20/24	98160	\$54,960.00	\$54,960.00
015	000	W-00446-MCO	W-00446-MCO MCO MASTER MOBILITY PLAN Transportation Consulting Services for W-446	CCM	09/03/24	09/18/24	09/23/24	1007782	\$1,487,292.00	\$1,487,292.00
016	000	-	FY25 On Call Horizontal Review Consulting Services	PSC	09/03/24	09/18/24	09/23/24	98164	\$10,000.00	\$10,000.00
017	000	-	FY25 On Call Transportation Planning Review Services	PSC	09/03/24	NA	09/23/24	98162	\$45,000.00	\$45,000.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

Total for HNTB Corporation for Agreement No. 202104-CTP2	\$2,881,051.00
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Addenda / Amendments Awarded per Agreement - Summary for Committee

Terms of Agreement

Firm	Agreement Execution Date	Original Duration		Current Expiration Date	
		1st Extension			
		2nd Extension			
Continuing Agreement Consultant - Transportation Planning					
HNTB Corporation	Not a Minority Firm	06/10/21	Original Dur:	3 Yrs	06/10/26
			1st Ext Dur:	1 Yrs	
			2nd Exr Dur:	1 Yrs	

Addenda / Amendments in Chronological Order

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
09/26/23		011	000	\$10,000.00	\$10,000.00
09/26/23		012	000	\$30,000.00	\$40,000.00
08/13/24		014	000	\$54,960.00	\$94,960.00
09/03/24		017	000	\$45,000.00	\$139,960.00
09/03/24	09/18/24	016	000	\$10,000.00	\$149,960.00



MEMORANDUM

DATE: March 25, 2025

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum 17 to the Continuing Transportation Planning Services Agreement with HNTB Corporation for Additional Staffing Request For Fiscal Year 2025 On-Call Transportation Planning Services at the Orlando International Airport (MCO).

SMALL BUSINESS

The subject request does not have any impact on small business participation.