

**GREATER ORLANDO AVIATION AUTHORITY
PROCUREMENT COMMITTEE**

DATE: December 19, 2023

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. CONSENT AGENDA

- A. Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo Associates, Inc. for Fiscal Year 2024 On-Call Support Services for Concessions Department, at the Orlando International Airport.

III. NEW BUSINESS

- A. 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.
- B. 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.

IV. INFORMATION ITEMS

- 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].

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.rodriquez@goaa.org by 4:00 p.m., December 28, 2023.

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, January 2, 2024, at 9:30 a.m.



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Tracy Conner Harris, Vice President, Concessions

DATE: December 19, 2023

ITEM DESCRIPTION

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2024 On-Call Support Services for Concessions Department at the Orlando International 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 to the Authority. 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.

Since FY22, Ricondo & Associates has provided on-call support services to Concessions on an annual basis. Historically, Ricondo & Associates has primarily provided design review support services to the department.

ISSUES

Consultant's proposal, dated September 18, 2023 (updated December 4, 2023) to assist the Aviation Authority Concessions department with miscellaneous support services at MCO on an as-needed basis, as requested by the Aviation Authority.

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

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 & Associates, Inc. is below the \$250,000 threshold; thus, this agenda item does not require Board approval.

SMALL BUSINESS

Not Applicable.

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is a not-to-exceed amount of \$47,440 with funding from FY24 Operations and Maintenance fund account code 301.221.220.5310005.000.000000.

RECOMMENDED ACTION

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

Not to Exceed Fees	\$47,440.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$47,440.00
AAC – Compliance Review Date	<i>SJ</i> 12/11/23
AAC – Funding Eligibility Review Date	12/11/23

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: December 19, 2023

RE: Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo Associates, Inc. for Fiscal Year 2024 On-Call Support Services for Concessions Department, at the Orlando International Airport.

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

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

FINANCE FORM

Date:	12.05.23	Requestor's Extension:	X2042
Requestor's Name:	Tracy Harris	Preparer's Extension:	X2042
Preparer's Name:	Tracy Harris	Solicitation #:	NA
Requestor's Department:	Concessions	Contract # / Name:	General Consultant
Description:	Addendum to Contract	Procurement Committee Date:	December 19, 2023
Vendor:	Ricondo & Associates, Inc.	Agenda Item #:	

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.221.220.5310005.000.000000		\$47,440				
Total Requisition:		\$47,440				
Requisition Number:		95846				
Funding Approver:	<i>Andrea Harper</i>					
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
95846	Ricondo Call Support Ser	Incomplete	14-DEC-2023 08:09:5	USD	47,440.00	Browne, Donald F

ATTACHMENT A



September 18, 2023 (Revised December 4, 2023)

Ms. Tracy C. Harris
Greater Orlando Aviation
Authority Vice President,
Concessions
5855 Cargo Road
Orlando, FL 32827

RE: Proposal for Fiscal Year (FY) 2024 On-Call Support Services for the Concessions Department at the Orlando International Airport (MCO)

Dear Ms. Harris:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to assist the Greater Orlando Aviation Authority (GOAA or the Aviation Authority) Concessions department with miscellaneous support services at the Orlando International Airport (MCO) on an as-needed basis, as requested by the Aviation Authority.

We understand that the services to be provided may relate to, but not necessarily be limited to:

- Preparation of concessions exhibits on an on-call basis
- Assist with the preparation of exhibits illustrating rental car company space reallocation
- Review of concessionaire proposals for food and beverage, vending, and retail concessions
- Provide any guidance necessary for understanding of Terminal Design Standards as it applies to retail and food and beverage tenants
- Support the Aviation Authority's food service and retail consultant including the development of enplanement projections per airside to support the planning of future concessions program on an on-call basis
- Review concessionaires' proposals in advance of Design Review Team (DRT) meetings
- Perform DRT reviews and conduct research as necessary to respond to design issues
- Assist GOAA staff with design coordination related to DRT recommendations and comments
- Attend and advise DRT at monthly scheduled meetings (2 meetings per month for a total of 24 meetings)

Schedule

The proposed services are for Fiscal Year 2024.

Professional Fees

While this proposal has been developed with an attempt to understand the desired services as noted above, the actual hours of effort could vary based on the number of tasks to be completed in FY 2024 and complexity. This proposal is predicated on the following labor hour assumptions:

- Senior Director: 40 hours
- Director: 80 hours
- Manager: 30 hours
- Senior Consultant: 80 hours

As noted in **Table 1**, the Not to Exceed (NTE) fee amount for the proposed services based on the aforementioned assumptions is \$47,440. There is no Ricondo expense budget for this task.

TABLE 1 – PROFESSIONAL FEES

FIRM/POSITION	HOURLY RATES	LABOR HOURS	COST
Ricondo/Senior Director	\$295.00	40	\$ 11,800.00
Ricondo/Director	\$239.00	80	\$ 19,120.00
Ricondo/Manager	\$180.00	30	\$ 5,400.00
Ricondo/Senior Consultant	\$139.00	80	\$ 11,120.00
Expenses			Not Applicable
TOTAL COSTS			\$ 47,440.00

We appreciate the opportunity to continue serving and supporting GOAA. If you require additional information regarding this proposal, please contact me at 407-446-3007 or via email at scarreau@ricondo.com.

Sincerely,

RICONDO & ASSOCIATES, INC.



Sebastien Carreau, Director
 ENCLOSURE – Truth in Negotiation
 Form cc: 21041212

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:

A handwritten signature in blue ink, appearing to read "Ricondo", is positioned below the "By:" label.

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

Date: 12/04/2023



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Juliana Peña, Assistant Vice President of Air Service Development

DATE: December 19, 2023

ITEM DESCRIPTION

Request the Procurement Committee to recommend to the Aviation Authority Board the 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.

BACKGROUND

The initial term of the Agreement was for thirty-six (36) months, effective March 18, 2021, and expiring March 17, 2024 with the Aviation Authority having options to renew the Agreement for two (2) additional periods of one (1) year each, upon mutual agreement.

The scope of services consists of, but is not limited to, providing Marketing and Air Services Development (ASD) consulting services with ongoing direction, tactical, input, validation, and recommendation for MCO and ORL ASD, and Federal Governmental Relations consulting services by representing the Aviation Authority before governmental agencies of the United States or of foreign governments in connection with international route proceedings and related matters. The Consultant meets the location requirement to have a representative located in the Greater Washington D. C. region.

ISSUES

First Renewal Option – March 18, 2024 to March 17, 2025.

Department – Concurs with the First Renewal Option.

Consultant – Based on the information known at this time, Consultant has performed satisfactorily during the initial term.

The Aviation Authority pays the Consultant a monthly amount based on hours performed at an agreed hourly rate from March 18, 2024 through March 17, 2025. Travel expenses are additional and average \$8,000 per annum.

SMALL BUSINESS

This Agreement did not include a Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement.

ALTERNATIVES

None

FISCAL IMPACT

This fiscal impact of this award is a not-to-exceed amount of \$286,000 with funding from the Operations and Maintenance Fund account. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal year will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully recommended that the Procurement Committee approve that the following be recommended to the Aviation Authority Board (1) exercise 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.; (2) authorize funding from the Operations and maintenance Fund in the not-to-exceed amount \$286,000; and (3) authorize an Aviation Authority Officer to execute the necessary documents following satisfactory review by Legal Counsel

ATTACHMENTS

Attachment A – Finance Form

Attachment B – Contract History

ATTACHMENT A

FINANCE FORM

Date:	November 30, 2023	Requestor's Extension:	3153
Requestor's Name:	Juliana Peña	Preparer's Extension:	3887
Preparer's Name:	Ana Brana	Solicitation #:	
Requestor's Department:	Air Service Development	Contract # / Name:	PS-649
Description:	First Renewal Option	Procurement Committee Date:	December 19, 2023
Vendor:	Campbell-Hill Aviation Consulting	Agenda Item #:	

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.311.170.5310009.000.000000		\$125,100.00	\$88,375.00			
301.006.170.5310009.000.000000		\$43,733.33	\$28,791.67			
Total Requisition:		\$168,833.33	\$117,166.67			\$286,000.00
Requisition Number:		95727				
Funding Approver:	<i>Andrea Harper</i>					
OMB Notes:						

ATTACHMENT B

CONTRACT HISTORY

**PS-649 AVIATION SPECIALTY CONSULTING SERVICES AND FEDERAL GOVERNMENTAL RELATIONS
CONSULTING SERVICES**

Contract	Approvals	Description	Term	Dollars
Initial Term	PSC-12/02/20 Board 3/17/21 NB-T	36 Months Agreement	3/18/2021 thru 3/17/2024	\$625,500
Amendment No. 1	Pending PC 12/19/23	First Renewal Option	03/18/2024 thru 03/17/2025	\$286,000

Total Agreement Value with all changes (approved and proposed):

\$911,500



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Pete Pelletier, Vice President of Information Technology

DATE: December 19, 2023

ITEM DESCRIPTION

Request to Recommend to the Aviation Authority to 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.

BACKGROUND

SITA Information Networking Computing, USA provides the QMS for Terminals A and B as well as Terminal C. This system provides the Transportation Security Administration (TSA) security checkpoint wait times for each of the three existing checkpoints at the Orlando International Airport. The checkpoint wait times are communicated through different channels including digital signage, the orlandoairports.net website and the MCO mobile app.

The original QMS was deployed in the North Terminal (A & B) TSA checkpoints in 2015. This system uses a combination of BluFi sensors and camera video analytics to calculate wait time ranges. This system's technology components are at end-of-life and need to be updated.

A newer, independent version of the QMS system was installed in Terminal C in 2022. This system uses LiDAR technology to calculate the wait time ranges.

ISSUES

Approval of this request will result in the purchase of the hardware devices associated with the Queue Management System deployed in the North Terminal, which are now end of life. In order to provide accurate TSA security checkpoint wait times in the East and West checkpoints of the North Terminal, the hardware needs to be replaced with the latest LiDAR technology, which was deployed in Terminal C. By completing this upgrade, the North Terminal checkpoints and Terminal C checkpoint systems will merge into one cohesive management platform for all checkpoints.

This is a one-time upgrade cost of \$502,854.24.

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 market place 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, which contained the scope of work for the goods was electronically posted to the Aviation Authority's website, for fifteen (15) business days.

SMALL BUSINESS

The Small Business Development Department has reviewed the requirements for this purchase and has determined that it cannot change the terms and conditions of an existing contract for the procurement of SG-00242 for the hardware devices associated with the Queue Management System (QMS) to SITA Information Networking Computing, USA.

ALTERNATIVES

The Committee may choose not to award/recommend this procurement to the Aviation Authority Board. Failure to upgrade will incur significant risk to published checkpoint wait times in the North Terminal.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$502,854.24 for the procurement of these hardware devices associated with the Queue Management System (QMS) are to be funded from the Capital Expenditure Fund: 308.521.210.5640003.000.501599. Funds anticipated to be spent under the contract in the current fiscal year are within budget. Funding required on this current fiscal year and it will be allocated from the Capital Expenditure Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

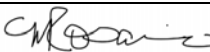
It is respectfully requested that Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Single-Source (SG) 00242 for the procurement of the hardware devices associated with the Queue Management System (QMS), utilizing the Single Source to SITA Information Networking Computing USA, contingent upon not receiving any objections to the Single Source posting for the total not to exceed amount \$502,854.24; (2) authorize funding from the Capital Expenditure Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

ATTACHMENTS

Attachment A – Finance Form

FINANCE FORM

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
308.521.210.5640003.000.501599		502,854.24				502,854.24
Total Requisition:		502,854.24				502,854.24
Requisition Number:		95668				
Funding Approver:	M.Rosario 					
OMB Notes:						

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: November 21, 2023

RE: Request of Recommendation of Approval to the Aviation Authority Board of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an interim update of the Orlando International Airport (MCO) Airport Layout Plan (ALP).

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that, due to the limited and specialized scope of the services to be provided, Ricondo & Associates, Inc. does not propose small business participation on this addendum.

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

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: November 21, 2023

RE: Request of Recommendation of Approval to the Aviation Authority Board of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for a parking capacity analysis at Orlando International Airport (MCO)

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that, due to the limited and specialized scope of the services to be provided, Ricondo & Associates, Inc. does not propose small business participation on this addendum.

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

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: November 21, 2023

RE: Request of Recommendation of Approval to the Aviation Authority Board of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for a parking pricing study at Orlando International Airport (MCO)

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that, due to the limited and specialized scope of the services to be provided, Ricondo & Associates, Inc. does not propose small business participation on this addendum.

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

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: November 21, 2023

RE: Request for Recommendation to Aviation Authority Board of Approval an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. to provide Water Quality and flow Monitoring for FY24 at Orlando Executive Airport

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Vanasse Hangen Brustlin, Inc. proposes 7% MWBE participation on this addendum.

Our analysis indicates that Vanasse Hangen Brustlin, 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 Recommendation to Aviation Authority Board of Approval an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin Inc. to provide Water Quality and flow Monitoring for FY24 at 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: \$113,704.40

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	7,550.40	Actual Result	7%
Hispanic American	-	Actual Result	0%
Native American	-	Actual Result	0%
Other	_____	Actual Result	0%
Total MWBE Participation	7,550.40	Actual Result	7%

6.b. Engineering / Professional Service Firm Information:

Name: Vanasse Hangen Brustlin, Inc.
Address: 400 North Ashley Drive, Suite 1900
City, State, Zip: Tampa, FL 33602
Telephone: (813) 327-5450

6.b. Name and Address of MWBE Subconsultant

Name: Benchmark Enviroanalytical, Inc
Address: 1711 12th Street East
City, State, Zip: Palmetto, FL 34221
Telephone: (941) 723-9986

6.c. *Identity:

Caucasian Female American
Work Item(s): Laboratory Services
Amount of Subcontract \$7,550.40
Percent of Prime Contract (%): 7%

* 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)

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: November 21, 2023

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

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

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