

On **TUESDAY, APRIL 12, 2016**, the **PROFESSIONAL SERVICES COMMITTEE** of the Greater Orlando Aviation Authority met in GOAA Annex Building, 1st Floor Conference Rooms (Apollo/Gemini/Taurus), 5855 Cargo Road, Orlando, FL 32827. Chair Thornton called the meeting to order at 10:04 a.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

Committee Members present:

Stanley J. Thornton, Chair
Davin Ruohomaki, Senior Director of Planning, Engineering and Construction
Jacki Churchill, Chief Financial Officer
Ron Lewis, Deputy Executive Director - Operations
Mike Patterson, Director of Construction

Also present:

Robert Alfert, Legal Counsel
Yovannie Rodriguez, Legal Counsel
Karen Ryan, Legal Counsel
Mark Birkebak, Engineering
Pam L'Heureux, Construction Finance
Somdat Jiawan, Small Business
George Morning, Small Business
Miriam Atehortua, Small Business
Greg Watson, Construction
Denise Schneider, Purchasing
Kiel Barnekov, IT
Ian Brooks, IT
John Newsome, IT
Margie Callahan, IT
Brad Friel, Planning
Debbie McKeown, Project Controls
Cheri Baxter, Project Controls
Kathy Anderson, Contracts and Grants
Ishné Hobbs, Project Controls
John Pope, Balfour Beatty
John Guirges, GCI
Nakia Reed, Recording Secretary

LOBBYIST DISCLOSURE

Parties present were reminded that 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. As of January 16, 2013, 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. As adopted by the Board on September 19, 2012, lobbyists are now required to sign-in at the Aviation Authority offices prior to any meetings with Staff or Board members. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member at a location other than the Aviation Authority offices, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. As of January 16, 2013, lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City of Orlando or the Mayor of Orange County at their offices. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Director of Board Services with questions at (407) 825-2032.

ANNOUNCEMENT

Any appeals of decisions made by the Professional Services Committee (PSC) must be filed with the Executive Director within five business days (no later than 4:00 p.m. on the fifth business day) of the rendition of that decision, except those that have issues under Contract, in which case the contract provisions supersede.

CONSIDERATION OF 12/15/2015 MINUTES

1. This item was deferred.

CONTRACT HOLDER - PLANNING & ENGINEERING

REQUEST FOR RECOMMENDATION TO THE EXECUTIVE DIRECTOR FOR APPROVAL OF AN ADDENDUM TO THE LAND DEVELOPMENT AND LAND MANAGEMENT CONSULTING SERVICES AGREEMENT WITH DYKES EVERETT & COMPANY, LLC FOR LAND MANAGEMENT SERVICES TO ESTABLISH A DENSE VEGETATIVE LINE, AT THE ORLANDO INTERNATIONAL AIRPORT

2. Mr. Friel presented the memorandum, dated April 12, 2015, along with the proposal from Dykes Everett & Company, LLC, dated March 28, 2016 for Land Development and Land Management Consulting Services for Land Management Services, at the Orlando International Airport. The scope of service is to provide land management services as required by the Memorandum of Understanding (MOU) executed between the Greater Orlando Aviation Authority and the Northlake Park at Lake Nona Community Association, Inc. and Lake Nona Estates Community Association, Inc., dated December 15, 2015. Specifically, the consultant will establish a dense vegetative line consisting of developed pine trees and tubular slash pines. Trees will range from seedlings to more advanced aged trees ranging from three to five feet in height. The consultant will source and procure the trees, design an appropriate installation layout, supervise the installation, and water the trees for eight weeks. It is recommended that a performance bond not be required for these services and waive the requirement of the performance bonds. Planting will be completed by June 12, 2016.

The Office of Small Business Development has reviewed the subject contract's proposed MWBE/LDB specifications and determined that, due to the limited and specialized scope of the required services, Dykes Everett & Company, LLC does not propose to achieve any MWBE/LDB participation on this Addendum and is eligible for award of subject contract.

Ms. Churchill asked how this scope of work relates to the east airfield development recently presented at the Construction Committee (CC) meeting, and Mr. Friel explained that the CC item was for the PD zoning for the City of Orlando to establish land uses. He further stated that this scope of work is focused more on environmental and the agreement with the neighborhoods.

Mr. Patterson asked if the location has been determined where the trees will be planted, and Mr. Friel replied that the trees will be planted on the vacant land tract known as East Airfield.

Upon motion of Mr. Ruohomaki, second by Ms. Churchill, vote carried to recommend to the Executive Director approval of an Addendum to the Land Development and Land Management Consulting Services Agreement with Dykes Everett & Company, LLC for Land Development and Land Management Consulting Services to Establish a Dense Vegetative Line, for a lump sum fee amount of \$27,140.00, with funding from Discretionary Funds.

REQUEST FOR RECOMMENDATION TO THE EXECUTIVE DIRECTOR FOR APPROVAL OF AN ADDENDUM OF THE INFORMATION TECHNOLOGY CONSULTING SERVICES AGREEMENT WITH FAITH GROUP CONSULTING LLC, FOR SMALL BUSINESS DEVELOPMENT DATA MANAGEMENT NEEDS ASSESSMENT AND GAP ANALYSIS, AT THE ORLANDO INTERNATIONAL AIRPORT

3. Mr. Barnekov presented the memorandum, dated April 12, 2016, along with the proposal from Faith Group Consulting, LLC, dated May 29, 2016, for Faith Group Consulting, LLC with technical support from Epic Engineering & Consulting Group, LLC to provide the Aviation Authority with a Small Business Development Data Management Needs Assessment and GAP Analysis. The scope of services will include nine tasks. This phase

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of the project will complete Task 1 and Task 2 of the deliverables and begin Task 3. Task 1 will include documentation of current Small Business data management processes and data sources. Task 2 will further refine Task 1 and include documentation of Small Business certification processes and tools used. Task 3 will include meetings with the Aviation Authority's executive management team to develop management's vision for the planned Small Business Development Data Management solution. The tasks identified in the proposal will be delivered within six (6) weeks of the Notice to Proceed. Staff will return to the Professional Services Committee at a later date to request approval for the remaining tasks.

The Office of Small Business Development has reviewed the subject contract's proposed MWBE/LDB specifications and determined that, Faith Group Consulting, LLC proposes 78.4% MWBE participation on this Addendum and is eligible for award of the subject contract.

Chair Thornton asked about the anticipated completion of Task 3, and Mr. Morning stated that Task 3 should be completed by September 2016.

Upon motion of Ms. Churchill, second by Mr. Patterson, vote carried to recommend to the Executive Director approval of an Addendum to the Information Technology Consulting Services Agreement with Faith Group Consulting, LLC for Small Business Development Data Management Needs Assessment and GAP Analysis, for a not-to-exceed fee amount of \$25,000.00, with funding from Operations and Maintenance Funds.

REQUEST FOR RECOMMENDATION TO THE EXECUTIVE DIRECTOR FOR APPROVAL OF AN ADDENDUM TO THE INFORMATION TECHNOLOGY CONSULTING SERVICES AGREEMENT WITH TECHNOLOGY MANAGEMENT CORPORATION DBA TECHNOLOGY MANAGEMENT CORPORATION - 1 INCORPORATED FOR AN INTERIM SERVICE NOW ANALYST STAFF AUGMENTATION AND SUPPORT SERVICES, AT THE ORLANDO INTERNATIONAL AIRPORT.

4. Mr. Barnekov presented the memorandum, dated April 12, 2016, along with the proposal from Technology Management Corporation dba Technology Management Corporation - 1 Incorporated, dated March 31, 2016, for a full-time staff augmentation contracts administrator position. These services are for interim ServiceNOW analyst staff augmentation and support services for the Information Technology (IT) Department. The analyst role will support the ServiceNOW implementation. The scope of services will include onsite support and expertise in the further training and development of the ServiceNOW platform with key areas that will include the creation of training requirements for the Information Technology Operations Center (ITOC) and IT staff, development and implementation of Service Delivery Standard Operating Procedures Manual; conducting one-on-one training and group training; further development of ServiceNOW as the main portal for IT Assets Inventory, Configuration Change Management, Ticketing, Moves/Adds/Changes, Help Desk, etc.; assistance in the ServiceNOW knowledge base for use either directly or indirectly or through links to the new Sharepoint; and coordination and continuation to develop the ITOC "PlayBook" by further aligning ServiceNOW to recommendations and procedures outlined by the IT Infrastructure Library to integrate People, Processes & Technology (PP&T) into a cohesive, service delivery model and framework for the Aviation Authority's IT infrastructure and environment. This request is for one (1) full-time (40 hours/week) Application Program Analyst for an eleven (11) week period.

The Office of Small Business Development has reviewed the subject contract's proposed MWBE/LDB specifications and determined that, due to the limited and specialized scope of the required services, Technology Management Corporation dba Technology Management Corporation - 1 Incorporated does not propose to achieve any MWBE/LDB participation on this Addendum and is eligible for award of subject contract.

Ms. Churchill asked if the person in this role will track all computers, laptops, assets and manage service requests, and Mr. Barnekov replied yes.

Upon motion of Ms. Churchill, second by Mr. Ruohomaki, vote carried to recommend to the Executive Director for approval of an Addendum to the Information Technology Consulting

Services Agreement with Technology Management Corporation dba Technology Management Corporation - 1 Incorporated for an Interim ServiceNOW Analyst Staff Augmentation and Support Services for a not-to-exceed fee amount of \$49,742.00, with funding from Operations and Maintenance Funds.

PRE-QUALIFICATION OF CONSTRUCTION MANAGER AT RISK (CM@R) SUBCONTRACTORS

REQUEST FOR APPROVAL OF HENSEL PHELPS CONSTRUCTION CO.'S LIST OF PRE-QUALIFICATION OF ADDITIONAL SUBCONTRACTORS FOR THE SOUTH AIRPORT AUTOMATED PEOPLE MOVER (APM) COMPLEX PROGRAM.

5. Mr. Guirges presented the memorandum, dated April 7, 2016 along with the proposal from Hensel Phelps Construction Co. (HPCC), dated April 12, 2016, requesting approval of HPCC's list of pre-qualification of additional subcontractors/suppliers for major trade packages for remaining GMPs (Reference SOQ No. 31) for the South Airport Automated People Mover (APM) Complex Program. The Request for Qualifications (RFQ) for SOQ No. 31 is part of HPCC's open advertisement to solicit additional qualifications from interested subcontractors/suppliers for work associated with HPCC's remaining Guaranteed Maximum Prices (GMP). HPCC will evaluate each GMP to determine which pre-qualified companies to solicit pricing from, based on the size and scope of each bid package.

One (1) SOQ was received by April 7, 2016. HPCC's recommendation is to pre-qualify the following firm:

- Empire Office, Inc.
 - Tile/Terrazzo, Carpet, Building Specialties

The addition of the firms listed above will result in a total of 314 pre-qualified subcontractors for HPCC.

Upon motion of Mr. Patterson, second by Mr. Lewis, vote carried to approve Hensel Phelps Construction Co.'s list of pre-qualification of additional subcontractors/ suppliers for major trade packages for remaining GMPs (Reference SOQ No. 31) for the South Airport Automated People Mover (APM) Complex Program as outlined in HPCC's letter.

ADJOURNMENT

6. There being no further business for discussion, the meeting was adjourned at 10:19 a.m.

for Dave J. Husham
Stanley J. Thornton, Chair
Professional Services Committee
Chief Operating Officer