On **TUESDAY, SEPTEMBER 27, 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 9:48 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
Kathleen Sharman, Chief Financial Officer
Ron Lewis, Deputy Executive Director of Operations
Mike Patterson, Director of Construction

Also present:

Robert Alfert, Legal Counsel (Broad & Cassel)
Karen Ryan, Legal Counsel (Broad and Cassel)
Yovannie Rodriguez, Legal Counsel (Marchena & Graham)
Meredith Hammock (Marchena & Graham)
Mark Birkebak, Engineering
Brad Friel, Planning, Engineering & Construction
Tuan Nguyen, Planning, Engineering & Construction
Tom Draper, Operations
Jihyun Park, Operations
Gary Hunt, Maintenance
Maury Remmers, Safety & Risk Management
George Morning, Small Business
Miriam Atehortua, Small Business
Kathy Anderson, Contracts and Grants
John Guirges, GCI
Jim Pancoast, GCI
Rita Watson, Schenkel Shultz
Carlos Roche, Schenkel Shultz
Debbie McKeown, Project Controls
Cheri Baxter, Project Controls
Ishné Hobbs, Project Controls
Larissa Bou-Vazquez, 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 8/16/2016 MINUTES**

1. Upon motion of Mr. Lewis, second by Ms. Sharman, vote carried to approve the PSC Minutes from the meeting on August 16, 2016, with the following correction: on Page 2, Item 1, fifth line, delete "40 hours/".

**REQUEST FOR RECOMMENDATION TO THE EXECUTIVE DIRECTOR FOR APPROVAL OF AN ADDENDUM TO THE FINANCIAL CONSULTING SERVICES AGREEMENT WITH ALBERT E. SAMPEY, CPA FOR FINANCIAL SERVICES TO THE RISK MANAGEMENT DEPARTMENT, AT THE ORLANOD INTERNATIONAL AIRPORT.**

2. Mr. Remmers presented the memorandum, dated September 27, 2016, along with the proposal from Albert E. Sampey, CPA, dated August 25, 2016, to provide Financial Consulting Services to the Risk Management Department. Services will include support regarding insurance financial distributions, property financial data analysis, claims cost, departmental budget, CAFR calculations, certificate verification, and other insurance and budget tasks.

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, Albert E. Sampey, CPA does not propose any MWBE/LDB participation on this Amendment/Addendum and is eligible for award of subject contract.

Upon motion of Ms. Sharman, second by Mr. Patterson, vote carried to recommend to the Executive Director approval of an Addendum to the Financial Consulting Services Agreement with Albert E. Sampey, CPA for Financial Services to the Risk Management Department, for the not-to-exceed fee amount of $55,320.00 with funding from Operations and Maintenance Funds.

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

**REQUEST FOR APPROVAL OF TURNER-KIEWIT JOINT VENTURE'S LIST OF PRE-QUALIFICATION OF ADDITIONAL SUBCONTRACTORS/SUPPLIERS FOR MAJOR TRADE PACKAGES FOR SPQ NO. 27 FOR THE SOUTH AIRPORT INTERMODAL TERMINAL FACILITY (ITF) PROGRAM.**

6. Mr. Guirges presented the memorandum, dated September 22, 2016, along with the proposal from Turner-Kiewit Joint Venture (T-K), dated September 21, 2016, requesting approval of T-K's list of additional Subcontractors/Vendors Pre-Qualification recommendation (SPQ) No. 27 for major trade packages for remaining Guaranteed Maximum Prices GMPs for the South Intermodal Terminal Facility. SPQ No. 27 is part of T-K's open advertisement to solicit additional qualifications from interested subcontractors/vendors for work associated with T-K's remaining GMP's. T-K will evaluate each GMP to determine which pre-qualified companies to solicit pricing from, based on the size and scope of each bid package.

Three (3) additional prequalified packages were received by September 20, 2016. T-K's recommendation is to pre-qualify all three firms:

- Lyndan, Inc.
  - Millwork
- Prentiss II Flooring
  - Flooring
- Paintsmart USA, Inc.

- Paint

The addition of the three firms listed above will result in a total of 326 pre-qualified subcontractors for T-K.

Upon motion of Mr. Patterson, second by Mr. Ruohomaki, vote carried to approve Turner-Kiewit Joint Venture's list of additional subcontractors/vendors for major trade packages for remaining GMPs (Reference SPQ No. 27) for the South Intermodal Terminal Facility (ITF) Program; there is no funding impact.

**ADJOURNMENT**

7. There being no further business for discussion, the meeting was adjourned at 9:51 a.m.

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