




Interoffice Memorandum

October 31, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Mark Tester, Executive Director 
Orange County Convention Center

SUBJECT: Capital Project Administrator Employment Agreement with Kenneth Champion
Consent Agenda – November 28, 2023

The purpose of this memo is to request approval of an employment agreement with Kenneth Champion as the Capital Project Administrator responsible for day-to-day management of the North/South Building expansion project at the Orange County Convention Center. As you are aware, the Orange County Convention Center is beginning the process of designing and constructing a \$560 million expansion to the North/South Building. This project, one of the more complex construction initiatives ever undertaken by Orange County, will require the oversight of a highly skilled individual with extensive experience in large-scale construction in an active environment. Mr. Champion has 40 years of experience in the construction management industry to include involvement in iconic projects such as the construction of the new Delta Air Lines terminal at LaGuardia Airport in New York, renovation of the United Nations Headquarters, construction of EPCOT Center and Disney's Animal Kingdom, and restoration of Ellis Island and the Statue of Liberty.

As Capital Project Administrator, Mr. Champion will devote 100% of his time to managing the North/South expansion project through oversight and direct dealings with the selected owner's representative, architect and engineer, construction manager, and any other associated contractors or interested parties. He will, with direction from County Administration and Convention Center management, make day-to-day decisions regarding the project, inspect, and provide feedback with regard to work quality and adherence to the respective contracts for work, address issues as they arise, provide status reports, and present complex issues up the chain of command for resolution.

Mr. Champion holds a bachelor of science degree in construction management from Central Connecticut State University; he has completed \$16 billion worth of construction projects in both the public and private sectors during his career; and his work includes extensive experience in active environments, which is critically important as the Convention Center will continue to host events throughout the construction process.

Mr. Champion is highly experienced and well-respected in his field and will provide valuable expertise to the Orange County Convention Center. His contract will be effective November 28, 2023, at an hourly salary of \$105.77.

ACTION REQUESTED: Approval and execution of Employment Agreement between Orange County, Florida and Kenneth Champion regarding Capital Project Administrator position, Orange County Convention Center Phase 5A Building Expansion Project.

Cc: Byron W. Brooks, AICP, County Administrator, County Administrator's Office
Tony Camarillo, General Manager, Convention Center
Ray Walls, Deputy Director, Convention Center
Terry Devitt, Deputy Director, Convention Center
Dr. Yvette Best, Director, Human Resources Department

EMPLOYMENT AGREEMENT

between

ORANGE COUNTY, FLORIDA

and

Kenneth Champion 

regarding

**CAPITAL PROJECT ADMINISTRATOR POSITION, ORANGE COUNTY
CONVENTION CENTER PHASE 5A BUILDING EXPANSION PROJECT**

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered by and between **ORANGE COUNTY, FLORIDA**, a political subdivision of the State of Florida, hereinafter referred to as the "**County**," and **Kenneth Champion**, hereinafter referred to as the "**Employee**."

RECITALS

WHEREAS, the County operates as a facility of the Orange County Government a department known as the Orange County Convention Center ("**OCCC**") and where the OCCC has an office known as the Convention Center Capital Planning Division, which is engaged in all types of operations relevant to Design & Construction of the OCCC Facilities, and

WHEREAS, the County from time to time employs personnel on a contract basis to perform certain specialized functions for the County and such personnel are by virtue of such employment contract regular employees of the County; and

WHEREAS, the County desires to employ the Employee as a County employee to be assigned to the OCCC Capital Planning Division and the Employee wishes to accept such employment in accord with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, the County and the Employee, for the consideration set forth within this Agreement, hereby agree as follows:

GENERAL STATEMENT OF JOB

The OCCC North/South Building currently is a 3,000,000 square foot complex. This project, the OCCC Phase 5A Building Expansion, shall be distributed on the west side of the building. The western side of the building shall consist of a grand concourse improvement to include 60,000 square feet of meeting room program, a flexible 80,000 square foot ballroom, restrooms and service corridors. The area shall be designed with appropriate amount of circulation, services, back of house, and utility spaces. The project

also includes public improvements in and around the project site, including an enhanced streetscape, utilities relocation, and a walkway connecting North and South Concourses.

The Employee, under the supervision of, and in collaboration with, the Executive Director and Deputy Director, shall be responsible for the overall management of the OCCC Phase 5A Building Expansion Project (the "Project"). The duties of this position shall include interfacing and communications with all stakeholders and stakeholder staff, overseeing the administration of the Project, developing the Project budget, and overseeing expenditures, negotiating contracts, overseeing quality control of design and construction, evaluating and approving design concepts. This position is a full time, exempt employee and shall report to the OCCC Deputy Director.

For the purposes of the Project, this position may also be referenced as the "OCCC Project Administrator."

SPECIFIC DUTIES AND RESPONSIBILITIES

SECTION 1: DUTIES The Employee shall be responsible for the overall management of the Project. He shall direct and oversee all activities related to the delivery of the Project. He shall perform such supervisory duties as instructing, planning, assigning, reviewing work of others, maintaining standards, and coordinating activities.

The Employee shall provide leadership and oversight for the day-to-day operations for all Project Management, Design, Construction and Project Administration activities. He shall manage the Owner's Representatives, A/E Design Team, Construction Manager at Risk ("CMAR"), Project Support staff, and all other consultants and contractors for the Project.

The Employee shall be responsible solely for the management of the Phase 5A Building Expansion Project, to include managing the development of the Project within the Guidelines and Standards of the OCCC and County, determining Project cost and design requirements, managing the Project pay request approvals, and ensuring the design and construction quality of the Project.

The OCCC is an active convention center. All work shall be coordinated with the OCCC activity and shall not impact these activities. The Employee shall be the liaison with the OCCC Event Services and Sales and Marketing staff to minimize impact on Client business.

The Employee shall provide operations oversight and direction in the following areas:

- County, Client, End-user, Stakeholder liaison.
- Owner Controlled Insurance Program (OCIP)
- Procedures and processes.
- Financial issues and reporting processes.
- Design concepts, programming, schematics and reviews.
- Consultant and Contractor performance issues.
- Manpower issues and analysis.

- Constructability and technical issues.
- Commissioning and Leadership in Energy and Environmental Design (LEED) issues.
- Liability issues.
- Risk analysis and mitigation.
- Special issues.

The Employee shall facilitate monthly project reviews with the project team to include the following major activities:

- Project schedule, safety, administration, and cost.
- Material and equipment procurement.
- Quality of work.
- Quality of relationships with County, Client, End-users, Stakeholders, Consultants and Contractors.

The Employee shall prepare the monthly Executive Summaries from information received in the monthly Project Review and hold a formal review meeting as required with the COC (Citizens Oversight Committee) to review the results. If the County desires a Citizens Oversight Committee.

The Employee shall review and approve the following project administration documents:

- Project schedule prior to publication.
- Project Budget prior to issuance.
- Cashflows.
- Contracts and Purchase Orders.
- Contractual notices to Consultants and Contractors.
- Change Orders.
- Project cost issues.

The Employee shall meet with the Orange County Mayor, Board of County Commissioners (“BCC”) and County Administration staff as required.

The Employee shall manage the development of scopes of services for consultant and contractor services RFPs, and review and provide recommendations of proposals for consultant and contractor services.

The Employee shall oversee the negotiation of contracts for consultants and contractors including the A/E Design Team, Construction Manager at Risk (“CMAR”), Geotechnical Engineering, Testing and Inspection Services (“GTIS”), and Commissioning (“Cx”) Services. The Employee shall oversee the negotiations of consultant and contractor change requests and change orders.

The Employee shall receive, review, process, and/or submit a variety of documents and reports such as cost reports, schedules, budgets, change orders, master plans, project reports, design/construction documents, and general letters of correspondence.

The Employee shall make visits to the Project work sites to monitor progress and quality of construction.

The Employee shall have an onsite presence for a minimum of forty (40) hours a week or as otherwise determined by the OCCC Deputy Director, through the duration of the project.

The Employee recognizes and understands that the position of Capital Project Administrator for Orange County requires the employee's full time and attention. Employee recognizes that County employment must be considered Employee's primary employment, and that Employee must submit a written request for approval of any outside employment, to the OCCC Executive Director or Deputy Director.

The Employee shall perform other related duties as required.

A performance review shall be conducted by the OCCC Executive Director or Deputy Director after the Employee's initial 90 days on the job, followed by a 6-month review; a 1-year review; and annually thereafter.

SECTION 2: COMPENSATION The County shall compensate the Employee on an annual salary basis, with a starting salary of \$220,001.60, which equates to \$105.77 per hour. The Employee is exempt from the overtime provisions of the Fair Labor Standards Act and shall not be eligible for overtime compensation for time worked in excess of forty (40) hours each week. Compensation shall be paid in the same form and fashion as salary payment is made to regular employees. The County shall be responsible for payment of its F.I.C.A. obligations. The Employee shall be entitled to salary increases, if authorized by County Administration, based on performance reviews and the quality of the Employee's performance.

SECTION 3: BENEFITS The Employee shall receive paid County holidays and leave days in the same form and fashion as regular employees in County service. The Employee shall be eligible to participate in all insurance and benefits related programs as those extended to regular County employees. The Employee shall have contributions made on his behalf to the State Retirement System in the same form and fashion as regular County employees.

SECTION 4: TERM This Agreement shall take effect the first full pay period after it is fully executed by the County by a duly authorized individual, with an initial term ending on January 31, 2028 unless otherwise terminated earlier in accordance with this Agreement.

SECTION 5: RENEWAL This Agreement may be renewed, by mutual agreement of the parties, for additional one-year periods, or for a shorter period of time, to align with the anticipated Project completion date. All terms and conditions herein shall remain in effect, unless otherwise amended, and agreed to, in writing by the parties.

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SECTION 6: TERMINATION Either party may terminate this Agreement at any time, without cause, upon sixty (60) days prior written notice to the other party.

SECTION 7: NON-PERFORMANCE In the event the Employee fails to comply with or perform satisfactorily any of his assigned duties or responsibilities as an employee of the County, the County may consider such performance as a justifiable basis for immediate termination of this Agreement by the County. However, in the event of extended illness beyond the Employee's accrued term leave days and such paid personal leave as may be available to the Employee granted hereinabove, the Employee shall be granted ninety (90) days unpaid recuperative leave. Should the Employee not be able to resume his employment upon his termination of such recuperative leave, then this Agreement shall be terminated without need of notice. In the event of termination under this Section or for any other reason, with or without cause, the Employee shall not have recourse to any Orange County Personnel Policy Grievance Procedures.

SECTION 8: RELATIONSHIP BETWEEN PARTIES The Employee, under the terms and conditions of this Agreement, is a County employee and not an independent contractor. Accordingly, all work product developed by the Employee in performing the duties and services provided for in this Agreement are, and shall remain, the property of the County.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates set forth below.

Orange County, Florida

By: Byron W. Brooks
Byron W. Brooks, County Administrator



Date: 29 Nov 23

By: Kenneth M. Champion
Employee

Date: Oct 26, 2023

Kenneth M. Champion

3700 Hagan Avenue, Orlando, FL 32819 kchampion1979@gmail.com Cell: 407-902-4708

Essential Skills and Responsibilities

- Ability to work independently and on multiple phased projects simultaneously and diplomatically.
- Accountability to deliver the project on time and on budget with required audit transparencies
- Problem Solving and maintaining project schedule momentum and budget protection
- Budget & schedule weekly report dashboards
- Procurement management with transparencies
- Maintain intimate knowledge of all contract documents, deliverables, and scopes.
- Collaborate and maintain project controls.
- Review/clear pay applications and deliverables
- Excellent oral and written communication skills
- Mentoring and training new professionals
- Coordination with all internal stakeholders
- Management of the A/E design and technology coordination
- Commercial Management and Claims Resolution
- Lead complex logistics planning and phasing
- Participate in complex coordination meetings
- Code awareness/compliance
- Contract enforcement provisions of all required deliverables from each consultant team, design teams, trade contractors, and vendors/suppliers
- Advocating community inclusion
- Tireless collaboration and promotion of a construction safety culture and quality control
- Meet 30% MWBE contract goals and local business outreach opportunities.
- Monitor trade contractor workflow, milestones, schedule of values, and workforce levels
- Start up, testing, commissioning, and training
- Weekly Project coordination meetings

Recent Executive Management Experience

Large Public Assembly: Orange County Convention Center Expansion, Orlando, FL: Orange County Capital Construction Projects Contract Administrator with full responsibility for conceptual program, design, and construction of the \$600 million expansion of the Orange County Convention Center. (11/19 to 2/21) Postponed due to Covid Pandemic.

Aviation: Delta Air Lines- LGA Airfield/ New LaGuardia Terminal C Project: Delta Airside/Landside Construction General Manager (Owner/Builder) fully responsible for the successful on time/on budget construction and delivery of Delta's \$3.9 billion Terminal C Capital Construction project. Accountable for all infrastructure, civil, utilities, enabling works, terminal, and airside components (12/16 to 10/19)

Commercial/Rail Terminal: Hudson Yards Project-Phase 1, 2 New York, NY: Vice President Construction Operations for Tutor Perini Building Corp. Phase I-Provided on-site CM services for a new \$700 million structural platform that would support 11 million sf of vertical construction built over the operating rail yard, 13-acre Eastern Rail Yards of the Long Island Railroad/Amtrak. Scope also included new train maintenance facility, and track and structure upgrades. Phase 2-Vertical Construction of 5 new buildings on platform. Total Cost \$14 billion. (04/15 to 11/16)

Aviation: Delta Air Lines- Terminal 4 Redevelopment Program- JFK International Airport: Project Executive/VP for STV Inc. providing on site Owner-Builder CM services to Delta for the \$1.4 billion Redevelopment and phased expansion to streamline travel for customers and to relocate international operations from Terminal 3 to Terminal 4. The reconfiguration helped ease congestion at airline baggage claim and security checkpoint areas, and made international travel through JFK more convenient for Delta customers. The Terminal 4 now measures 2 million sf (05/14 to 04/15)

International: United Nations Headquarters, New York, NY: UN's Appointed Program Director of Design and Construction and Deputy to the Assistant Secretary General for the \$ 2.2 billion Capital Master Plan. Full

responsibilities and ownership included the management of the complete phased design and CM/GMP construction of a fit out of 1 million sf of swing space, the renovation and modernization of the 60-year-old, 2 million sf UN campus facilities, creating a modern, safe, and sustainable work environment. Number 7 Train Flushing Queens Local and Express decommissioning of station under the United Nations Complex (04/08 to 05/14)

Construction Trades Work-in-Place

Past 12 Year Construction Management Annual Hard Cost (TRADES ONLY):

2008 : \$229,611,100	2009 : \$583,840,600	2010 : \$405,993,100	2011 : \$270,511,640
2012 : \$287,111,000	2013 : \$193,326,110	2014 : \$188,440,000	2015 : \$1,236,660,000
2016 : \$1,585,820,000	2017 : \$488,560,000	2018 : \$568,760,000	2019 : \$707,834,000

Career Experience

Horizons West Lake Village and Waterstone Developments, SR 535 Windermere, FL: Champion Construction Management, As Owner/Builder on-site Advisor, managed all County and Florida agency planning and complex environmental permitting, design and subcontracted all site development and roadwork for the \$200 million Horizons West. (5/06 to 4/08)

Nautico Yacht Club and Marina, St. Petersburg FL, Dream Harbors of Naples (Owner/Builder): on site Design and Construction manager for the \$ 200 million Marina/Luxury/ mixed-use project, the largest redevelopment in St. Petersburg's history. (1/04 to 5/06)

Laguna at Riviera Dunes, Palmetto, FL, Opus Group of Tampa (Owner/Builder) Provided Principal-in- Charge development management, including P&L. Responsibilities included baseline budgeting, scheduling, permitting and agency approvals and construction of the \$200 million 4 seven-story luxury waterfront condos with construction of a manmade harbor and full-service marina. (2/02 to 5/06)

838 Fifth Avenue, Skanska, New York, NY: SVP on-site Project Executive for the adaptive reuse and conversion of a landmark 12 story office building to high end residential condo with one 10,000 sf unit per floor overlooking Central Park. (8/00 to 1/02)

RCN Telecommunication Expansion, Skanska, Northeast- USA: SVP Project Executive for the capital projects construction of 28 Design Build Head-end, Hub, Switch sites and training centers for rapid deployment and implementation of a National Telecommunications rollout. Project value exceeded \$100 million in less than 12 months. (3/00 to 4/02)

Rockefeller Center Redevelopment, Skanska, New York, NY: SVP on site Project Executive for the capital projects renovation of historic Concourse and Plaza, occupied train concourse, retail, restaurant, and exterior plaza areas of midtown's most recognized area. Concourse scope included 200 retail stores and dining venues and a redevelopment that totaled 750,000 sf. Also included redevelopment Rockefeller Center 47th to 50th Street 6th Ave Subway lines B, D, F, M trains and multilevel station public concourses, track modifications to local and express tracks. (8/99 to 1/01)

Disney's Animal Kingdom, Tishman Construction, Orlando, FL: VP/Project Executive for the 500-acre \$1.3 billion Theme Park. CM oversight to WDI for the AK Phase I general building and infrastructure contractors on Discovery Island, Tree of Life, Asia, Dinoland USA, and Africa. (3/96 to 8/99)

Orange County Courthouse, Morse Diesel International, Orlando, FL: VP-Central Florida Manager and Project Executive for the construction of Orange County's \$185-million, 1.2-million-square foot complex. The project included a 27-story courthouse, two five-story office buildings, central energy plant, parking garage, and transportation facilities. (3/91to 3/96)

Ellis Island Restoration, Lehrer McGovern, New York, NY: On-site Senior Project Manager for the complete restoration of Ellis Island facilities and the creation of a National Immigration Museum. This \$200-million assignment was the largest construction management restoration project undertaken in US history. (10/89 to 3/91)

Statue of Liberty Restoration, Lehrer McGovern, New York, NY: Senior Project Manager for the completion of the \$100-million Infrastructure upgrades, seawall, and marine repairs and, complete core and shell restoration of one of the country's greatest national treasures and symbol of freedom. (10/86 to 10/89)

IBM Headquarters, Mellon Stuart, Somers, NY: Senior Project Manager for this \$184-million, five- IM Pei buildings, 1.2 million square foot complex, built on a 740-acre site. Scope included roads, infrastructure, landscaping and a central energy and wastewater treatment plant. (2/85 to 10/86)

The Kingsley, Tishman Construction, New York, NY: Assistant Project Manager for superstructure construction and enclosure of this high-end, 250,000-square foot, 40-story luxury residential structure constructed on Manhattan's eastside and spanning over the active FDR East River Drive. (1/84 to 2/85)

New York City Seaport Redevelopment, Tishman Construction, New York, NY: On-site Project Manager for essential "A" Train Tunnel Repairs under the East River to Brooklyn, including new South Street Stations, track modifications to Local and Express. After completing Infrastructure, team commenced with the Redevelopment of the Seaport Market, restored historic buildings and managed the construction of a new 100,000 sf "Pier 17" with construction of a 350,000-square foot retail commercial center over the pier. (11/82 to 1/84)

Walt Disney EPCOT Center, Tishman Construction, Orlando, FL: Civil and Infrastructure entry level project engineer. Capital Project Scope included: Site-Civil Development Areas D, E, F (World Showcase and Future World); Cast Center Office Building and Shops Storage Building (BOH); Employee Parking and Service Roadwork; pedestrian connector bridges; Odyssey Pavilion (high output restaurant and medical facility); Mexico, France, and Japan Pavilions. (2/80 to 10/82)

Education

BS Construction Management, Central Connecticut State University
Graduate, United Nations Leadership Development Program, Geneva, Switzerland, 2013
CCSU Outstanding Alumni Design and Construction Award, May 2013
CCSU Distinguished Alumni Recognition for United Nations six-year service appointment Oct. 2013
New York University – Instructor for various Real Estate and Project Management advanced courses

Computer Skills: Microsoft Office, Excel, Outlook, Prolog, Procure, eBuilder, Primavera, IM360, Plan Grid, internal accounting, and job costing