



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES
RFP16-0205
AMWAY BOWL & PRACTICE COURT LIGHTING RETROFIT
May 5, 2016
City Hall – 4th Floor, Marlin Conference Room
9:00 a.m.

The Advisory Committee (Committee) for the above project convened on May 5, 2016, at 9:05 am at the Marlin Conference Room, City Hall. The purpose of this meeting was to review the responsive proposals and to have general discussions on the upcoming meeting.

COMMITTEE MEMBERS PRESENT:

Ian LaHiff, Energy Project Manager (Chair)
David Dunn, Division Manager, Fleet & Facilities Management Division
Ollie Rives, Venues Facility Manager
Robert Rayborn, Orlando Magic
Byron Raysor, Contract Compliance, Minority Business Enterprise Office (Absent Jury Duty)

TECHNICAL ADVISOR:

Mark Hartley, Technical Advisor, TLC Engineering for Architecture

PROCUREMENT REPRESENTATIVES:

Teddi McCorkle, Senior Contract Administrator (Facilitator)
Maureen S. Bowman, Purchasing Agent II
Silvia Coste, Purchasing Agent II

Actions/Discussion/Motions:

Ms. McCorkle, Facilitator, introduced herself and took the following actions:

1. Called the meeting to order at 9:05 a.m.
2. Reminded everyone that the meeting is being recorded.
3. Had all Committee members and others present introduce themselves.
4. Advised that the Committee was approved and ethics forms were received from the four in attendance.
5. Advised the Committee that a quorum was established.
6. Announced that the meeting was publicly posted for more than 48 hours in advance.
7. Asked all attendees to sign the sign-in sheet.
8. Facilitator reviewed Advisory Committee Rules.
9. Reviewed Public Input Procedures

A motion was made by **Mr. Dunn**, and seconded by **Mr. Rives**, to accept the Public Input Procedures. The motion carried unanimously.

Ms. McCorkle indicated she will email a copy of the solicitation and addenda to the Committee.

Ms. McCorkle indicated that two (2) proposals were submitted in response to this solicitation. The firms submitting proposals are as follows:

- Davco Electrical Contractors
- Sylvania Lighting Services

DISCUSSION AND MOTIONS:

A general discussion pursued about questions to be requested from the Proposers references. Questions were established. The Committee requested **Mr. LaHiff** and **Ms. McCorkle** finalize the questions based

on the Committee recommendations. Ms. McCorkle will send out the reference check requests and will submit to the Committee as they are received.

Mr. LaHiff described the project to the Committee.

The MWBE Participation Plan will be discussed at the next meeting by Mr. Raysor.

Teddi McCorkle indicated that there is no Veterans participation submitted for this solicitation.

The Committee had a general discussion about the need for presentations. A motion was made by **Mr. Dunn** and seconded by **Mr. Rives** to have presentations with Davco Electrical Contractors Corp. and Sylvania Lighting Services Corp. There was no member of the Public present Discussion ensued. The motion carried unanimously.

The Committee requested that the Proposers focus their presentation on the specific sections of their Proposal. The Committee requested the Mr. LaHiff and Ms. McCorkle finalize the suggested questions/subject matters recommendations made by the Committee in a general discussion.

Mr. Rives made a motion, seconded by **Mr. Dunn**, to allow forty-five (45) minutes for introductions, presentations/clarifications, and fifteen (15) minutes for a question and answer period for each presentation. A five (5) minute break will be scheduled between the two (2) presenters. Discussion ensued. The motion carried unanimously.

9:00 – 10:00	Davco Electric Contractors Corp.
10:00 – 10:05	Break
10:05 – 11:05	Sylvania Lighting Services Corp.
11:10 -	Committee Meeting

Ms. McCorkle will notify the proposers of their presentation date and time, and referenced questions to be discussed during their presentation time allotment.

The next Committee Meeting and Presentations are scheduled for May 19, 2016, beginning at 9:00 a.m. in the Agenda Conference Room (2nd Floor) and alternating between Agenda Conference Room and the Veteran's Conference Room (2nd Floor) of City Hall.

A motion was made by **Mr. LaHiff**, and seconded by **Mr. Rives**, to adjourn at 9:46 a.m. The motion carried unanimously.

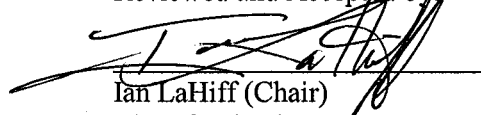
These minutes are considered to be the official minutes of the RFP16-0205 Advisory Committee Meeting held on May 5, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Teddi McCorkle
City of Orlando
Senior Contract Administrator

Reviewed and Accepted by:



Ian LaHiff (Chair)
City of Orlando
Energy Project Manager

Attachment: Sign-in Sheet
References
Public Input Procedures