



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES

RQS15-0264

Request for Qualification Statements for Continuing Transportation Engineering and Planning Services

June 2, 2015 – 9 a.m.

Veterans Conference Rooms (2th Floor)
City Hall, 400 S. Orange Ave., Orlando, FL

First Meeting of the Advisory Committee to review and evaluate responsive qualification statements submitted in response to the subject solicitation.

Committee Members Present:

Gustavo Castro, Project Manager I (Chair)
Benton Bonney, Transportation Systems Manager
Cade Braud, Signal Systems Engineer
Lauren Torres, Civil Engineer III
Rene Carcamo, Compliance Investigator III, Executive Offices/MWBE Office

Other City Personnel Present:

Roger Cooper, Contract Administrator (Facilitator)

Members of the Public Present:

Layla Krens, HDR Engineering, Inc.

Actions/Discussion/Motions:

The meeting was called to order at 9:05 a.m., and the Facilitator took the following actions:

- 1) Introduced himself and asked all in attendance to introduce themselves.
- 2) Advised that Committee was approved and ethics forms were received.
- 3) Advised the Committee that a quorum was established.
- 4) Announced that the meeting was publicly posted for more than 48 hours in advance.
- 5) Facilitator reviewed Advisory Committee Rules
- 6) Reviewed Public Input Procedures

A motion was made by Benton Bonney, and seconded by Gustavo Castro, to accept the Public Input Procedures. The motion carried unanimously.

The Facilitator indicated that nine (9) sealed qualification statements were submitted in response to the solicitation and that all firms had been certified as qualified by the Consultants' Qualifications Board on March 3, 2015. Those firms are as follows:

- 1) Comprehensive Engineering Services, Inc.
- 2) Envisors, A Pennoni Company
- 3) HDR Engineering, Inc.
- 4) Kimley-Horn and Associates, Inc.
- 5) Kittelson & Associates, Inc.
- 6) Metric Engineering, Inc.
- 7) METRO Consulting Group, LLC
- 8) Vanasse Hangen Brustlin, Inc.
- 9) Wantman Group, Inc.

The Facilitator handed out the pre-determined scores for Rating Factor C (Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work), **Rating Factor F** (Proximity of the location of Respondent's office, where the majority of its work will be performed on this project), and **Rating Factor G** (Volume of Previous Work Awarded to Each Respondent by the City). The first of these three Rankings was completed by the MBE Office, and the last two were computed by the Procurement and Contracts Division in accordance with solicitation instructions.

Committee Members were advised that Qualification Statements must be independently scored by each Member; that Committee Members should not indicate what score he/she gives to a particular firm; and that Committee Members must not attempt to influence other Committee Members in their scoring.

At this point, the meeting was turned over to the technical Chair, who conducted discussions with the Committee. At the end of discussions, each Committee member individually scored and ranked each firm -- which resulted in a consolidated ranking as follows:

- 1) HDR Engineering, Inc.
- 2) Kittelson & Associates, Inc.
- 3) Comprehensive Engineering Services, Inc.
- 4) Metric Engineering, Inc.
- 5) Vanasse Hangen Brustlin, Inc.
- 6) Kimley-Horn and Associates, Inc.
- 7) METRO Consulting Group, LLC
- 8) Envisors, A Pennoni Company
- 9) Wantman Group, Inc.

A motion was made by Benton Bonney, and seconded by Lauren Torres, to invite a small core group from the top five (5) firms for presentations. The Member from the Public declined to speak. The motion carried unanimously.

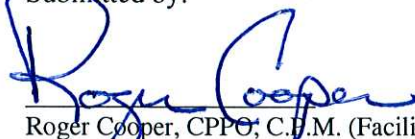
Benton Bonney made a motion, seconded by Cade Braud, to allow up to five (5) minutes for each presentation introduction and up to twenty (20) minutes for a question-and-answer period with each firm, with fifteen (15) minute-breaks in between sessions. The motion carried unanimously.

Presentations are scheduled for June 24, 2015, beginning at 9:00 a.m. in a TBD Conference Room and then alternating between two TBD Conference Rooms.

A motion was made by Cade Braud, and seconded by Lauren Torres to adjourn at 12:21 p.m.. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS15-0264 Advisory Committee Meeting held on June 2, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Roger Cooper, CPPC, C.P.M. (Facilitator)
Contract Administrator

Reviewed by:



Teddi McCorkle, CPPB, C.P.M.
Sr. Contract Administrator

Reviewed and Accepted by:



Gus Castro (Chair)
Project Manager I
Transportation Planning Division



CITY OF ORLANDO

MEMORANDUM

DATE: September 30, 2013

TO: Procurement and Contracts Division Staff

FROM: David Billingsley, CPSM, C.P.M., Chief Procurement Officer

SUBJECT: Public Input

The Florida Legislature recently enacted a new state law, s. 286.1114, which requires that all local government boards and committees that are subject to the sunshine law provide an opportunity for reasonable public input prior to taking official action on any item (with the exception of administrative items such as approval of minutes and quasi-judicial proceedings). Such comment must be allowed at the meeting where the board or committee takes action on the item or at a meeting in reasonable proximity to that date. Boards and Committees may adopt rules or policies governing the public input.

Procurement Advisory Committees are affected by this statute since they are sunshine committees and are making an award recommendation to City Council. Procurement Advisory Committees must adopt procedures for all meetings after October 1, 2013.

The statute provides that each committee can provide for its own implementation rules. As such, Procurement Advisory Committees should make a motion at the first meeting to follow these rules. For a particular procurement, the committee may modify or amend the procedures applicable to that solicitation. For example, if the procurement has a large public interest, the committee could establish longer comment periods.

Attached are recommended procedures for public input during Procurement Advisory Committees meetings.

PROCUREMENT AND CONTRACTS DIVISION

CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990
PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net



CITY OF ORLANDO

Public Input Procedures For Procurement Advisory Committees

- A. After each motion (and a second) but before committee discussion on all non-ministerial motions, public comment will be permitted. Ministerial motions would be those that are not substantive actions, including most procedural motions, motions to approve minutes, and motions to adjourn.
- B. Each speaker is limited to 5 minutes. The Committee Chairperson may grant more time to a speaker, provided that if any other committee member objects to the granting of more time, the committee as a whole will vote on the extension.
- C. Public comment is limited to 30 minutes per motion.
- D. Groups are to be asked (not required) to appoint a spokesperson to avoid redundancy and stay within allotted time periods.
- E. If there are more speakers than would allow each to get their full 5 minutes, time periods will be reduced proportionally to not less than 1 minute per speaker unless the committee votes to extend the comment period. If there are more speakers than minutes in the comment period, by act of the Chairperson without objection from a member of the committee, or after a committee vote if there is an objection, the maximum comment period may be extended. As a practical matter, committees should try to extend the time where possible to allow everyone a chance to speak. If this is not possible due to time constraints or number of requests, comments should be taken in random order from all those requesting to speak until time expires.
- F. Each person addressing the committee should give their name and address for the record (minutes). Per the statute, a form asking to speak can be used (which may help with drafting the minutes and establishing priority to speak).
- G. Remarks should be addressed to the committee as a whole, not to individual members of the committee. This is not a question and answer period. The public may comment on the issues before the committee, but the committee is not required to respond to questions.
- H. Minutes should reflect that public comment was solicited even where no public comment was given, i.e. "The chairperson asked if there was anyone from the public who would like to speak, but no requests were received" or similar words should appear in the minutes.

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RQS15-0264 Continuing Transportation Engineering and Planning Services
Pre-determined Scores for
MWBE Participation, Proximity, and Prior Work \$

Consultant Name	MBE Office Announced Scores for MWBE Participation (C)	Proximity Score (F)	Prior Dollars Score (G)
Comprehensive Engineering Services, Inc.	14	4	2
Envisosrs, A Pennoni Company	15	1	5
HDR Engineering, Inc.	15	4	4
Kimley-Horn and Associates, Inc.	11.52	4	1
Kittelsohn & Associates, Inc.	15	4	3
Metric Engineering, Inc.	15	2	0
METRO Consulting Group, LLC	14	3	5
Vanasse Hangen Brustlin, Inc.	14	4	0
Wantman Group, Inc.	13.51	3	0

Shortlisting Scoring / Ranking
RQS15-0264 Continuing Transportation Engineering and Planning Services

Committee Members -->	Gus Castro	Benton Bonney	Cade Braud	Lauren Torres	Rene Carcamo
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Consolidated Ranking:

	Gus Castro	Benton Bonney	Cade Braud	Lauren Torres	Rene Carcamo	Total	Ranking
Comprehensive Engineering Services, Inc.	7	5	3	2	3	20	3
Envisors, A Pennoni Company	8	9	7	9	5	38	8
HDR Engineering, Inc.	1	2	1	2	1	7	1
Kimley-Horn and Associates, Inc.	4	4	8	4	8	28	6
Kittelson & Associates, Inc.	2	1	3	1	2	9	2
Metric Engineering, Inc.	5	3	2	6	5	21	4
METRO Consulting Group, LLC	6	7	6	5	9	33	7
Vanassee Hangen Brustlin, Inc.	3	5	5	7	4	24	5
Wantman Group, Inc.	9	8	9	8	7	41	9

Shortlisting Scoring / Ranking

RQS15-0264 Continuing Transportation Engineering and Planning Services

Individual Scoring / Ranking:

NO.	POSSIBLE POINTS	Comprehensive Engineering Services, Inc.	Envisors, A Pennoni Company	HDR Engineering, Inc.	Kimley-Horn and Associates, Inc.	Kittelson & Associates, Inc.	Metric Engineering, Inc.	METRO Consulting Group, LLC	Vanasse Hangen Brustlin, Inc.	Wantman Group, Inc.
A	30	25	20	28	26	28	25	25	25	20
B	20	15	10	18	18	18	18	15	18	10
C	16	14	15	15	11.52	15	15	14	14	13.51
D	15	12	10	14	14	14	14	12	14	10
E	10	6	5	8	8	8	8	6	8	6
F	4	4	1	4	4	4	2	3	4	3
G	5	2	5	4	1	3	0	5	0	0
TOTAL POINT VALUE	100	78	66	91	82.52	90	82	80	83	62.51
Gus Castro		7	8	1	4	2	5	6	3	9
Ranking										

NO.	POSSIBLE POINTS	Comprehensive Engineering Services, Inc.	Envisors, A Pennoni Company	HDR Engineering, Inc.	Kimley-Horn and Associates, Inc.	Kittelson & Associates, Inc.	Metric Engineering, Inc.	METRO Consulting Group, LLC	Vanassee Hangen Brustlin, Inc.	Wantman Group, Inc.
A	30	25	15	29	29	27	30	20	26	24
B	20	16	12	18	19	19	20	18	18	14
C	16	14	15	15	11.52	15	15	14	14	13.51
D	15	13	10	14	14	15	14	13	12	12
E	10	8	7	7	9	10	9	6	8	7
F	4	4	1	4	4	4	2	3	4	3
G	5	2	5	4	1	3	0	5	0	0
	0									
TOTAL POINT VALUE	100	82	65	91	87.52	93	90	79	82	73.51
Benton Bonney		5	9	2	4	1	3	7	5	8
Ranking										

Shortlisting Scoring / Ranking

NO.	POSSIBLE POINTS	Comprehensive Engineering Services, Inc.	Envisors, A Pennoni Company	HDR Engineering, Inc.	Kimley-Horn and Associates, Inc.	Kittelson & Associates, Inc.	Metric Engineering, Inc.	METRO Consulting Group, LLC	Vanasse Hangen Brustlin, Inc.	Wantman Group, Inc.
A	30	27.5	25	27.5	26	26	28	25	27.5	25
B	20	15	15	15	15	15	17.5	15	15	15
C	16	14	15	15	11.52	15	15	14	14	13.51
D	15	12.5	10	12.5	11	12.5	13	10	12.5	10
E	10	8.5	7.5	8.5	8	8	8.5	7.5	8.5	7.5
F	4	4	1	4	4	4	2	3	4	3
G	5	2	5	4	1	3	0	5	0	0
	0									
TOTAL POINT VALUE	100	83.5	78.5	86.5	76.52	83.5	84	79.5	81.5	74.01
Cade Braud		3	7	1	8	3	2	6	5	9
Ranking										

NO.	POSSIBLE POINTS	Comprehensive Engineering Services, Inc.	Envisors, A Pennoni Company	HDR Engineering, Inc.	Kimley-Horn and Associates, Inc.	Kittelson & Associates, Inc.	Metric Engineering, Inc.	METRO Consulting Group, LLC	Vanassee Hangen Brustlin, Inc.	Wantman Group, Inc.
A	30	28	10	28	28	30	20	20	20	15
B	20	15	10	10	15	15	15	17	10	15
C	16	14	15	15	11.52	15	15	14	14	13.51
D	15	12	7	13	12	15	12	10	12	8
E	10	8	2	9	7	8	8	5	8	5
F	4	4	1	4	4	4	2	3	4	3
G	5	2	5	4	1	3	0	5	0	0
	0									
TOTAL POINT VALUE	100	83	50	83	78.52	90	72	74	68	59.51
Lauren Torres		2	9	2	4	1	6	5	7	8
Ranking										

Shortlisting Scoring / Ranking
RQS15-0264 Continuing Transportation Engineering and Planning Services

NO.	POSSIBLE POINTS	Comprehensive Engineering Services, Inc.	Envisors, A Pennoni Company	HDR Engineering, Inc.	Kimley-Horn and Associates, Inc.	Kittelson & Associates, Inc.	Metric Engineering, Inc.	METRO Consulting Group, LLC	Vanasse Hangen Brustlin, Inc.	Wantman Group, Inc.
A	30	29	27	29	28	29	29	25	29	27
B	20	19	19	20	19	20	19	17	20	19
C	16	14	15	15	11.52	15	15	14	14	13.51
D	15	14	13	15	13	14	14	12	15	13
E	10	9	7	10	8	10	8	7	8	10
F	4	4	1	4	4	4	2	3	4	3
G	5	2	5	4	1	3	0	5	0	0
	0									
TOTAL POINT VALUE	100	91	87	97	84.52	95	87	83	90	85.51
Rene Carcamo		3	5	1	8	2	5	9	4	7
Ranking										

See Individual Scoring / Ranking Sheets