



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES

RQS15-0312

**Request for Qualification Statements for
Iron Bridge Regional Water Reclamation Facility
BioSolids Dewatering System Improvements
September 22, 2015 – 2 p.m.
Sustainability Conference Room (2nd 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:

Paul Deuel, Wastewater Assistant Division Manager (Chair)
Robert Rutter, Project Manager II, CIID, PW
Robert Rang, Treatment Plant Manager, PW
Maria Lachney, Wastewater Asset/Billing Manager
Byron Raysor, Compliance Investigator III, Executive Offices/MWBE Office

Other City Personnel Present:

Roger Cooper, Contract Administrator (Facilitator)

Members of the Public Present:

None

Actions/Discussion/Motions:

The meeting was called to order at 2:05 p.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 Robert Rutter, and seconded by Paul Deuel, to accept the Public Input Procedures. The motion carried unanimously.

The Facilitator indicated that one (1) sealed qualification statement was submitted in response to the solicitation and it was certified as qualified by the Consultants' Qualifications Board on September 16, 2015. That firm is as follows:

- 1) Carollo Engineers, Inc.

The Facilitator handed out the pre-determined score 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) Carollo Engineers, Inc.

A motion was made by Robert Rutter, and seconded by Maria Lachney, to invite a small core group from this firm for a presentation. No Member from the Public was present. The motion carried unanimously.

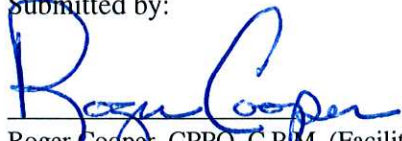
Paul Deuel made a motion, seconded by Robert Rutter, to allow up to twenty (20) minutes for the presentation and up to ten minutes for a question-and-answer period. The motion carried unanimously.

Presentation is scheduled for September 24, 2015, beginning at 9:00 a.m. in the Sustainability Conference Room (2nd Floor of City Hall).

A motion was made by Robert Rutter, and seconded by Byron Raysor to adjourn at 2:25 p.m. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS15-0312 Advisory Committee Meeting held on September 22, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



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

Reviewed by:



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

Reviewed and Accepted by:



Paul Deuel (Chair)
Wastewater Asst. Div. Mgr.



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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RQS15-0312 Iron Bridge Regional Water Reclamation Facility Biosolids Dewatering System Improvements
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)
Carollo Engineers, Inc.	14	3	0

Shortlisting Scoring Ranking
RQS15-0312 Iron Bridge Regional Water Reclamation Facility
BioSolids Dewatering System Improvements

COMMITTEE MEMBERS -->	Paul Deuel	Robert Rang	Robert Rutter	Maria Lachney	Byron Raysor
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INDIVIDUAL SCORING AND RANKING:

NO.	POSSIBLE POINTS	Carollo Engineers, Inc.
A	30	28
B	20	18
C	16	14
D	15	14
E	10	9
F	4	3
G	5	0
H	0	
TOTAL POINT VALUE	100	86
Paul Deuel		1
Ranking		

NO.	POSSIBLE POINTS	Carollo Engineers, Inc.
A	30	28
B	20	18
C	16	14
D	15	14
E	10	9
F	4	3
G	5	0
H	0	
TOTAL POINT VALUE	100	86
Robert Rang		1
Ranking		

NO.	POSSIBLE POINTS	Carollo Engineers, Inc.
A	30	28
B	20	17
C	16	14
D	15	14
E	10	8
F	4	3

Shortlisting Scoring Ranking
RQS15-0312 Iron Bridge Regional Water Reclamation Facility
BioSolids Dewatering System Improvements

G	5	0
H	0	
TOTAL POINT VALUE	100	84
Robert Rutter		1
Ranking		

NO.	POSSIBLE POINTS	Carollo Engineers, Inc.
A	30	25
B	20	15
C	16	14
D	15	13
E	10	8
F	4	3
G	5	0
H	0	
TOTAL POINT VALUE	100	78
Maria Lachney		1
Ranking		

NO.	POSSIBLE POINTS	Carollo Engineers, Inc.
A	30	30
B	20	20
C	16	14
D	15	15
E	10	10
F	4	3
G	5	0
H	0	
TOTAL POINT VALUE	100	92
Byron Raysor		1
Ranking		

**RQS15-0312 IRON BRIDGE WATER RECLAMATION FACILITY
BIOSOLIDS DEWATERING SYSTEM IMPROVEMENTS**

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER:

Paul Dewel

DATE:

09/22/15

FIRM NAME:

Carollo

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	30	28
B. The experience and qualifications of the sub-consultants.	20	18
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	14
D. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	15	14
E. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project and work successfully with City staff and any other stakeholders.	10	9
F. Proximity of the location of Respondent's office, where the majority of its work will be performed on this project, to the City of Orlando.	4	3
G. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	

RANK:

86

Notes regarding Exhibit "A": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

**RQS15-0312 IRON BRIDGE WATER RECLAMATION FACILITY
BIOSOLIDS DEWATERING SYSTEM IMPROVEMENTS**

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Robert Rutter **DATE:** 9/22/15

FIRM NAME: Carollo

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	30	28
B. The experience and qualifications of the sub-consultants.	20	17
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	14
D. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	15	14
E. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project and work successfully with City staff and any other stakeholders.	10	8
F. Proximity of the location of Respondent's office, where the majority of its work will be performed on this project, to the City of Orlando.	4	3
G. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	84

RANK: 1

Notes regarding Exhibit "A": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

**RQS15-0312 IRON BRIDGE WATER RECLAMATION FACILITY
BIOSOLIDS DEWATERING SYSTEM IMPROVEMENTS**

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: ROBERT RANK **DATE:** 9/22/2015

FIRM NAME: CAROLLO ENGINEERS, INC.

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	30	28
B. The experience and qualifications of the sub-consultants.	20	18
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	14
D. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	15	14
E. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project and work successfully with City staff and any other stakeholders.	10	9
F. Proximity of the location of Respondent's office, where the majority of its work will be performed on this project, to the City of Orlando.	4	3
G. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	86

RANK: _____

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**RQS15-0312 IRON BRIDGE WATER RECLAMATION FACILITY
BIOSOLIDS DEWATERING SYSTEM IMPROVEMENTS**

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Maria Lachney DATE: 9/22/15

FIRM NAME: City Carollo

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	30	25
B. The experience and qualifications of the sub-consultants.	20	15
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	14
D. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	15	13
E. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project and work successfully with City staff and any other stakeholders.	10	8
F. Proximity of the location of Respondent's office, where the majority of its work will be performed on this project, to the City of Orlando.	4	3
G. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	78

RANK: 1

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**RQS15-0312 IRON BRIDGE WATER RECLAMATION FACILITY
BIOSOLIDS DEWATERING SYSTEM IMPROVEMENTS**

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Byron Rayson DATE: 9/22/2015

FIRM NAME: Carollo Engineers

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	30	30
B. The experience and qualifications of the sub-consultants.	20	20
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	14
D. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	15	15
E. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project and work successfully with City staff and any other stakeholders.	10	10
F. Proximity of the location of Respondent's office, where the majority of its work will be performed on this project, to the City of Orlando.	4	3
G. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	92

RANK: 1

Notes regarding Exhibit "A": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.