



CITY OF ORLANDO

2nd ADVISORY COMMITTEE MEETING MINUTES

RQS15-0312

Request for Qualification Statements for
Iron Bridge Regional Water Reclamation Facility
BioSolids Dewatering System Improvements
September 24, 2015 – 2 p.m.
Sustainability Conference Room (2nd Floor)
City Hall, 400 S. Orange Ave., Orlando, FL

The purpose of this meeting was to hold discussions with shortlisted firm and review, score, and rank that firm on its qualification statement and clarifying interview session.

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:

City staff introduced themselves and signed the attendance roster. The meeting was publicly posted for more than 48 hours in advance, and there was a quorum present.

Presentation Schedule of Shortlisted Firm:

<u>Time</u>	<u>Date</u>	<u>Company Name</u>	<u>Meeting Room</u>	<u>Floor</u>
2:00 p.m. -- 2:30 a.m.	9/24/15	Carollo Engineers, Inc.	Sustainability Conference Room	2 nd

After presentation, the Facilitator asked the Committee for approval of the first Meeting Minutes of September 22, 2015. These Minutes had been distributed by email to all Committee Members. A motion was made by Paul Deuel, and seconded by Maria Lachney, to accept those Minutes as written. The motion carried unanimously.

The Facilitator handed out the pre-determined scores (calculated as per solicitation requirements) to each Respondent. These scores did not change from the first meeting.

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

The Meeting was turned over to the technical Chair and discussion ensued, and, then, Committee members individually scored/ranked the shortlisted firm according to the criteria outlined in the Request for Qualification Statements.

The results are as follows:

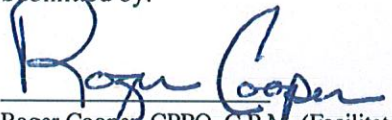
1. Carollo Engineers, Inc.

A motion was made by Paul Deuel, and seconded by Robert Rutter, to accept the ranking and to recommend to City Council for authorization for the Chief Procurement Officer (CPO) to negotiate a contract with Carollo Engineers, Inc. There were no members of the public present. The motion carried unanimously.


A motion was made by Robert Rang, and seconded by Byron Raysor to adjourn at 2:30 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 24, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

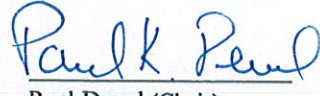
Submitted by:


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.

Attachments: List of Predetermined Scores
Spreadsheet of Individual and Consolidated Ranking
Individual Scores and Ranking

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

Final 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	25	23
B	15	13
C	16	14
D	15	13
E	10	10
F	4	3
G	5	0
H	10	10
TOTAL POINT VALUE	100	86
Paul Deuel		1
Ranking		

NO.	POSSIBLE POINTS	Carollo Engineers, Inc.
A	25	23
B	15	14
C	16	14
D	15	14
E	10	9
F	4	3
G	5	0
H	10	9
TOTAL POINT VALUE	100	86
Robert Rang		1
Ranking		

NO.	POSSIBLE POINTS	Carollo Engineers, Inc.
A	25	23
B	15	14
C	16	14
D	15	13
E	10	9
F	4	3

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

G	5	0
H	10	10
TOTAL POINT VALUE	100	86
Robert Rutter		1
Ranking		

NO.	POSSIBLE POINTS	Carollo Engineers, Inc.
A	25	24
B	15	14
C	16	14
D	15	14
E	10	9
F	4	3
G	5	0
H	10	10
TOTAL POINT VALUE	100	88
Maria Lachney		1
Ranking		

NO.	POSSIBLE POINTS	Carollo Engineers, Inc.
A	25	25
B	15	15
C	16	14
D	15	15
E	10	10
F	4	3
G	5	0
H	10	10
TOTAL POINT VALUE	100	92
Byron Raysor		1
Ranking		

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

EVALUATION CRITERIA FOR FINAL RANKING

MEMBER: Paul Deuel DATE: 09/24/15

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.	25	23
B. The experience and qualifications of the sub-consultants.	15	13
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, as well as make effective public presentations.	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
H. Respondent's demonstrated understanding of the project's scope of work and approach to successful project completion.	10	10
TOTAL SCORE	100	86

RANK: ①

Notes regarding Exhibit "B": 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 FINAL RANKING

MEMBER: Robert Rutton DATE: 9/24/15

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.	25	23
B. The experience and qualifications of the sub-consultants.	15	14
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, as well as make effective public presentations.	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
H. Respondent's demonstrated understanding of the project's scope of work and approach to successful project completion.	10	10
TOTAL SCORE	100	86

RANK: 1st ~~2nd~~ 1 R/R

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

EVALUATION CRITERIA FOR FINAL RANKING

MEMBER: ROBERT RANG **DATE:** 9/24/2015

FIRM NAME: CAROLLO ENG. 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.	25	23
B. The experience and qualifications of the sub-consultants.	15	14
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, as well as make effective public presentations.	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
H. Respondent's demonstrated understanding of the project's scope of work and approach to successful project completion.	10	9
TOTAL SCORE	100	86

RANK: _____

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

EVALUATION CRITERIA FOR FINAL RANKING

MEMBER: Maria Lackney **DATE:** 9/24/15
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.	25	24
B. The experience and qualifications of the sub-consultants.	15	14
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, as well as make effective public presentations.	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
H. Respondent's demonstrated understanding of the project's scope of work and approach to successful project completion.	10	10
TOTAL SCORE	100	88

RANK: 1

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

EVALUATION CRITERIA FOR FINAL RANKING

MEMBER: Byron Raysor **DATE:** 9/24/2015

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.	25	25
B. The experience and qualifications of the sub-consultants.	15	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	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, as well as make effective public presentations.	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
H. Respondent's demonstrated understanding of the project's scope of work and approach to successful project completion.	10	10
TOTAL SCORE	100	92

RANK: 1

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