

On September 16, 2015 the Consultants' Qualifications Board (CQB) met on the 8<sup>th</sup> floor of City Hall in the Eola Room, 400 South Orange Avenue, Orlando, Florida. The meeting was called to order at 2:00 pm.

Members Present:

Richard M. Howard, P.E., Public Works Director  
Tom Connery, P.E., Capital Improvement/Infrastructure Division Manager  
Kevin Walsh, MBE Official  
Michael O'Dowd, Assistant City Attorney II  
David Dunn, CFM, Fleet and Facilities Management Division Manager

Staff Present:

Sandy Shook, Public Works Administrative Specialist

Others Present:

No Others Present

APPROVAL OF MINUTES

A motion was made by Mr. Walsh to approve the draft minutes of the July 28, 2015 Consultants' Qualifications Board meeting. Mr. O'Dowd seconded and the motion carried unanimously.

NEW BUSINESS

The Board had 7 respondents for the City of Orlando's Request for Proposals for Continuing Professional Mechanical, Electrical, and Fire Protection Services RQS15-0405.

1. C&S Engineers, Inc.  
605 East Robinson Street, Suite 210  
Orlando, Florida 32801
2. FCM Engineering  
2508 Big Bend Trail  
Maitland, Florida 32751
3. Graef-USA, Inc.  
2300 Maitland Center Parkway, Suite 210  
Maitland, Florida 32751
4. Matern Professional Engineering, Inc.  
130 Candace Drive  
Maitland, Florida 32751
5. RTM Engineering Consultants, LLC  
925 S. Semoran Boulevard, Suite 100  
Orlando, Florida 32792
6. SMG Engineering  
935 Lake Baldwin Lane  
Orlando, Florida 32814
7. Volt Air Consulting Engineers  
2180 Central Parkway, Suite A10  
Orlando, Florida 32837

Discussion ensued regarding the qualifying category. A motion was made by Mr. Connery to create a new Experience Profile Code Number, #201 Mechanical, Electrical, Plumbing, and Fire Protection, which will include Categories #36 Fire Protection, #43 Heating; Ventilating; Air

Conditioning, #80 Plumbing and Piping Design, and #200 Electrical Engineering. Mr. Walsh seconded and motion carried unanimously.

After careful review and discussion, a motion was made by Mr. Walsh to qualify C&S Engineers, Inc.; Graef-USA, Inc.; Matern Professional Engineering, Inc.; RTM Engineering Consultants, LLC; SMG Engineering, Inc.; and Volt Air Consulting Engineers in Category #201 Mechanical, Electrical, Plumbing, and Fire Protection Services, and qualify FCM Engineering in Category #43 Heating, Ventilating, Air Conditioning, and forward all 7 firms to the Selection Committee. Mr. Dunn seconded the motion and the motion carried unanimously.

The Board had one respondent for the Iron Bridge Regional Water Reclamation Facility Biosolids Dewatering System Improvements RQS15-0312.

1. Carollo Engineers, Inc.  
1089 West Morse Boulevard, Suite A  
Winter Park, Florida 32789

After careful review and discussion, a motion was made by Mr. Connery to qualify Carollo Engineers, Inc. in Category #96 Sewage Collection, Treatment, Disposal, and forward the firm to the Selection Committee. Mr. Dunn seconded and the motion carried unanimously.

The Chairman opened the meeting to public comment. Hearing no requests to comment, the meeting adjourned at 2:55 pm.



Sandra A. Shook  
Public Works Administrative Specialist