



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES

RQS16-0130

Request for Qualification Statements for Continuing Professional Civil Engineering Services

February 16, 2016, – 9:30 a.m.

Streets and Stormwater Conference Room

1010 Woods 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:

Lisa Henry, Streets and Stormwater Div Mgr (Chair)
Jim Hunt, Deputy Public Works Dir – City Engineer
Charles Ramdatt, Deputy PW Dir – City Trans Engr
Richard Allen, City Surveyor
Dawn Chin Shue, Contract Compliance Investigator III, MBE Office

Other City Personnel Present:

Roger Cooper, Contract Administrator (Facilitator)

Members of the Public Present:

None

Actions/Discussion/Motions:

The Facilitator called the meeting to order at 9:35 a.m. and 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 review Advisory Committee Rules
- 6) Reviewed Public Input Procedures

A motion was made by Richard Allen, and seconded by Lisa Henry, to accept the Public Input Procedures. The motion carried unanimously.

The Facilitator indicated that thirteen (13) 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 January 20, 2016.

The Facilitator handed out the pre-determined scores for Rating Factors C, F, and G. Rating Factor C was supplied by the MBE Office.

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.

The Meeting was turned over to the technical Chair. The Committee discussed each submittal in the following order:

- 1) Amec Foster Wheeler Environment & Infrastructure, Inc.
- 2) AVCON, Inc.

- 3) Burgess & Niple, Inc.
- 4) Cribb Philbeck Weaver Group
- 5) Florida Engineering Group, Inc.
- 6) Littlejohn Engineering Associates, Inc.
- 7) McLaren Technical Services, Inc. dba McLaren Engineering Group
- 8) Metric Engineering, Inc.
- 9) Pegasus Engineering, LLC
- 10) Poulos & Bennett, LLC
- 11) RS&H, Inc.
- 12) Vanassee Hangen Brustlin, Inc.
- 13) Wright-Pierce

At the end of discussion, each Committee member individually scored and ranked each firm. The consolidated results are as follows:

- 1) AVCON, Inc.
- 2) RS&H, Inc.
- 3) Vanassee Hangen Brustlin, Inc.
- 4) Burgess & Niple, Inc.
- 5) Amec Foster Wheeler Environment & Infrastructure, Inc.
- 6) Pegasus Engineering, LLC
- 7) Metric Engineering, Inc.
- 8) Littlejohn Engineering Associates, Inc.
- 9) Florida Engineering, Inc.
- 10) Poulos & Bennett, LLC
- 11) Wright-Pierce
- 12) McLaren Technical Services, Inc. dba McLaren Engineering Group
- 13) Cribb Philbeck Weaver Group

A motion was made by Charles Ramdatt, and seconded by Jim Hunt, to invite the top six (6) firms for presentations and interviews. No Members from the Public were present. The motion carried unanimously.

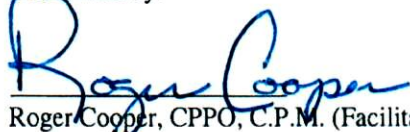
Charles Ramdatt made a motion, seconded by Richard Allen, to allow thirty (30) minutes for each presentation and a fifteen (15) minute question-and-answer period. The motion carried unanimously.

Presentations are scheduled for March 1, 2016, beginning at 10 a.m. in the Sustainability Conference Room (2nd Floor) and alternating between Sustainability Conference Room and the Veterans Conference Room (2nd Floor) of City Hall.

A motion was made by Lisa Henry, and seconded by Richard Allen, to adjourn at 12:54 p.m. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS16-0130 Advisory Committee Meeting held on February 16, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



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

Reviewed by:



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

Reviewed and Accepted by:



Lisa Henry, (Chair)
Streets & Stormwater 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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RQS16-0130 Continuing Professional Civil Engineering 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) |
|--|--|---------------------|-------------------------|
| Amec Foster Wheeler Environment & Infrastructure, Inc. | 13 | 4 | 2 |
| AVCON, Inc. | 15 | 4 | 3 |
| Burgess & Niple, Inc. | 15 | 3 | 5 |
| Cribb Philbeck Weaver Group | 10 | 2 | 5 |
| Florida Engineering Group, Inc. | 14 | 3 | 5 |
| Littlejohn Engineering Associates, Inc. | 14 | 4 | 5 |
| McLaren Technical Services, Inc. dba McLaren Engineering Group | 14 | 4 | 4 |
| Metric Engineering, Inc. | 15 | 2 | 0 |
| Pegasus Engineering, LLC | 15 | 2 | 5 |
| Poulos & Bennett, LLC | 14 | 4 | 5 |
| RS&H, Inc. | 14 | 4 | 3 |
| Vanasse Hangen Brustlin, Inc. | 15 | 4 | 0 |
| Wright-Pierce | 15 | 3 | 5 |

Shortlisting Scoring / Ranking
RQS16-0130 Continuing Professional Civil Engineering Services

| | | | | | |
|--------------------------|---------------|----------|------------------|--------------------|-------------------|
| Committee Members --> | Lisa Henry | Jim Hunt | Richard Allen | Charles Ramdatt | Dawn Chin Shue |
|--------------------------|---------------|----------|------------------|--------------------|-------------------|

Consolidated Ranking:

| | Lisa Henry | Jim Hunt | Richard Allen | Charles Ramdatt | Dawn Chin Shue | Total | Ranking |
|---|---------------|-------------|------------------|--------------------|-------------------|-------|---------|
| Amec Foster Wheeler Environment & Infrastructure, Inc. | 4 | 5 | 4 | 4 | 9 | 26 | 5 |
| AVCON, Inc. | 1 | 3 | 1 | 1 | 1 | 7 | 1 |
| Burgess & Niple, Inc. | 5 | 1 | 9 | 5 | 2 | 22 | 4 |
| Cribb Philbeck Weaver Group | 13 | 13 | 13 | 13 | 13 | 65 | 13 |
| Florida Engineering, Inc. | 12 | 12 | 5 | 8 | 6 | 43 | 9 |
| Littlejohn Engineering Associates, Inc. | 10 | 7 | 8 | 11 | 6 | 42 | 8 |
| McLaren Technical Services, Inc. dba McLaren Engineering Group | 9 | 11 | 11 | 12 | 12 | 55 | 12 |
| Metric Engineering, Inc. | 7 | 6 | 6 | 7 | 10 | 36 | 7 |
| Pegasus Engineering, LLC | 5 | 10 | 7 | 6 | 2 | 30 | 6 |

Shortlisting Scoring / Ranking

RQS16-0130 Continuing Professional Civil Engineering Services

| | | | | | | | |
|--------------------------------|----|---|----|----|----|----|----|
| Poulos & Bennett, LLC | 10 | 8 | 9 | 10 | 8 | 45 | 10 |
| RS&H, Inc. | 3 | 2 | 2 | 1 | 2 | 10 | 2 |
| Vanassee Hangen Brustlin, Inc. | 2 | 4 | 3 | 3 | 2 | 14 | 3 |
| Wright-Pierce | 8 | 9 | 11 | 8 | 11 | 47 | 11 |

Individual Scoring / Ranking:

| NO. | POSSIBLE POINTS | Amec Foster Wheeler Environment & Infrastructure, | AVCON, Inc. | Burgess & Niple, Inc. | Cribb Philbeck Weaver Group | Florida Engineering, Inc. | Littlejohn Engineering Associates, Inc. | McLaren Technical Services, Inc. dba McLaren Engineering Group | Metric Engineering, Inc. | Pegasus Engineering, LLC | Poulos & Bennett, LLC | RS&H, Inc. | Vanassee Hangen Brustlin, Inc. | Wright-Pierce |
|-------------------------|--------------------|---|-------------|--------------------------|-----------------------------------|---------------------------------|---|---|-----------------------------|-----------------------------|--------------------------|------------|-----------------------------------|---------------|
| A | 30 | 23 | 28 | 20 | 15 | 12 | 15 | 20 | 22 | 24 | 10 | 28 | 28 | 18 |
| B | 20 | 16 | 19 | 15 | 10 | 10 | 10 | 10 | 15 | 18 | 15 | 17 | 19 | 18 |
| C | 16 | 13 | 15 | 15 | 10 | 14 | 14 | 14 | 15 | 15 | 14 | 14 | 15 | 15 |
| D | 15 | 12 | 14 | 12 | 5 | 7 | 7 | 10 | 11 | 7 | 7 | 14 | 14 | 5 |
| E | 10 | 8 | 9 | 6 | 4 | 5 | 5 | 2 | 6 | 5 | 5 | 7 | 9 | 5 |
| F | 4 | 4 | 4 | 3 | 2 | 3 | 4 | 4 | 2 | 2 | 4 | 4 | 4 | 3 |
| G | 5 | 2 | 3 | 5 | 5 | 5 | 5 | 4 | 0 | 5 | 5 | 3 | 0 | 5 |
| H | | | | | | | | | | | | | | |
| TOTAL POINT VALUE | 100 | 78 | 92 | 76 | 51 | 56 | 60 | 64 | 71 | 76 | 60 | 87 | 89 | 69 |
| Lisa Henry | | 4 | 1 | 5 | 13 | 12 | 10 | 9 | 7 | 5 | 10 | 3 | 2 | 8 |
| Ranking | | | | | | | | | | | | | | |

| NO. | POSSIBLE POINTS | Amec Foster Wheeler Environment & Infrastructure, | AVCON, Inc. | Burgess & Niple, Inc. | Cribb Philbeck Weaver Group | Florida Engineering, Inc. | Littlejohn Engineering Associates, Inc. | McLaren Technical Services, Inc. dba McLaren Engineering Group | Metric Engineering, Inc. | Pegasus Engineering, LLC | Poulos & Bennett, LLC | RS&H, Inc. | Vanassee Hangen Brustlin, Inc. | Wright-Pierce |
|-----|-----------------|---|-------------|-----------------------|-----------------------------|---------------------------|---|--|--------------------------|--------------------------|-----------------------|------------|--------------------------------|---------------|
| A | 30 | 25 | 25 | 30 | 15 | 15 | 20 | 20 | 22 | 20 | 20 | 25 | 25 | 17 |
| B | 20 | 20 | 18 | 15 | 8 | 10 | 10 | 10 | 15 | 10 | 12 | 18 | 18 | 15 |

Shortlisting Scoring / Ranking
RQS16-0130 Continuing Professional Civil Engineering Services

| | | | | | | | | | | | | | | |
|-------------------------|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| C | 16 | 13 | 15 | 15 | 10 | 14 | 14 | 14 | 15 | 15 | 14 | 14 | 15 | 15 |
| D | 15 | 10 | 12 | 12 | 7 | 6 | 9 | 7 | 9 | 6 | 6 | 12 | 12 | 7 |
| E | 10 | 7 | 7 | 9 | 4 | 7 | 7 | 5 | 7 | 7 | 7 | 9 | 9 | 5 |
| F | 4 | 4 | 4 | 3 | 2 | 3 | 4 | 4 | 2 | 2 | 4 | 4 | 4 | 3 |
| G | 5 | 2 | 3 | 5 | 5 | 5 | 5 | 4 | 0 | 5 | 5 | 3 | 0 | 5 |
| H | 0 | | | | | | | | | | | | | |
| TOTAL POINT VALUE | 100 | 81 | 84 | 89 | 51 | 60 | 69 | 64 | 70 | 65 | 68 | 85 | 83 | 67 |
| Jim Hunt | | 5 | 3 | 1 | 13 | 12 | 7 | 11 | 6 | 10 | 8 | 2 | 4 | 9 |
| Ranking | | | | | | | | | | | | | | |

| NO. | POSSIBLE POINTS | Amec Foster Wheeler Environment & Infrastructure, | AVCON, Inc. | Burgess & Niple, Inc. | Cribb Philbeck Weaver Group | Florida Engineering, Inc. | Littlejohn Engineering Associates, Inc. | McLaren Technical Services, Inc. dba McLaren Engineering Group | Metric Engineering, Inc. | Pegasus Engineering, LLC | Poulos & Bennett, LLC | RS&H, Inc. | Vanassee Hangen Brustlin, Inc. | Wright-Pierce |
|-------------------|-----------------|---|-------------|-----------------------|-----------------------------|---------------------------|---|--|--------------------------|--------------------------|-----------------------|------------|--------------------------------|---------------|
| A | 30 | 28 | 28 | 23 | 10 | 25 | 25 | 24 | 28 | 24 | 23 | 28.5 | 28 | 20 |
| B | 20 | 17 | 19 | 15 | 14 | 17 | 15 | 12 | 17 | 17 | 16 | 16 | 17 | 15 |
| C | 16 | 13 | 15 | 15 | 10 | 14 | 14 | 14 | 15 | 15 | 14 | 14 | 15 | 15 |
| D | 15 | 14 | 14 | 11 | 13 | 13 | 11 | 11 | 13 | 13 | 12 | 14 | 14 | 12 |
| E | 10 | 9 | 7 | 8 | 6.5 | 6.5 | 6.5 | 5 | 7.5 | 6 | 6 | 10 | 10 | 4 |
| F | 4 | 4 | 4 | 3 | 2 | 3 | 4 | 4 | 2 | 2 | 4 | 4 | 4 | 3 |
| G | 5 | 2 | 3 | 5 | 5 | 5 | 5 | 4 | 0 | 5 | 5 | 3 | 0 | 5 |
| H | 0 | | | | | | | | | | | | | |
| TOTAL POINT VALUE | 100 | 87 | 90 | 80 | 60.5 | 83.5 | 80.5 | 74 | 82.5 | 82 | 80 | 89.5 | 88 | 74 |
| Richard Allen | | 4 | 1 | 9 | 13 | 5 | 8 | 11 | 6 | 7 | 9 | 2 | 3 | 11 |
| Ranking | | | | | | | | | | | | | | |

| NO. | POSSIBLE POINTS | Amec Foster Wheeler Environment & Infrastructure, | AVCON, Inc. | Burgess & Niple, Inc. | Cribb Philbeck Weaver Group | Florida Engineering, Inc. | Littlejohn Engineering Associates, Inc. | McLaren Technical Services, Inc. dba McLaren Engineering Group | Metric Engineering, Inc. | Pegasus Engineering, LLC | Poulos & Bennett, LLC | RS&H, Inc. | Vanassee Hangen Brustlin, Inc. | Wright-Pierce |
|-----|-----------------|---|-------------|-----------------------|-----------------------------|---------------------------|---|--|--------------------------|--------------------------|-----------------------|------------|--------------------------------|---------------|
| A | 30 | 28 | 28 | 26 | 16 | 24 | 14 | 18 | 26 | 22 | 20 | 30 | 28 | 20 |

Shortlisting Scoring / Ranking
RQS16-0130 Continuing Professional Civil Engineering Services

| | | | | | | | | | | | | | | |
|-------------------------|-----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| B | 20 | 17 | 19 | 16 | 14 | 15 | 14 | 8 | 16 | 17 | 10 | 18 | 18 | 18 |
| C | 16 | 13 | 15 | 15 | 10 | 14 | 14 | 14 | 15 | 15 | 14 | 14 | 15 | 15 |
| D | 15 | 13 | 14 | 12 | 10 | 10 | 10 | 12 | 13 | 11 | 11 | 14 | 13 | 12 |
| E | 10 | 8 | 9 | 7 | 9 | 8 | 9 | 7 | 8 | 9 | 8 | 9 | 8 | 6 |
| F | 4 | 4 | 4 | 3 | 2 | 3 | 4 | 4 | 2 | 2 | 4 | 4 | 4 | 3 |
| G | 5 | 2 | 3 | 5 | 5 | 5 | 5 | 4 | 0 | 5 | 5 | 3 | 0 | 5 |
| H | 0 | | | | | | | | | | | | | |
| TOTAL POINT VALUE | 100 | 85 | 92 | 84 | 66 | 79 | 70 | 67 | 80 | 81 | 72 | 92 | 86 | 79 |
| Charles Ramdatt | | 4 | 1 | 5 | 13 | 8 | 11 | 12 | 7 | 6 | 10 | 1 | 3 | 8 |
| Ranking | | | | | | | | | | | | | | |

| NO. | POSSIBLE POINTS | Amec Foster Wheeler Environment & Infrastructure, | AVCON, Inc. | Burgess & Niple, Inc. | Cribb Philbeck Weaver Group | Florida Engineering, Inc. | Littlejohn Engineering Associates, Inc. | McLaren Technical Services, Inc. dba McLaren Engineering Group | Metric Engineering, Inc. | Pegasus Engineering, LLC | Poulos & Bennett, LLC | RS&H, Inc. | Vanassee Hangen Brustlin, Inc. | Wright-Pierce |
|-------------------|-----------------|---|-------------|-----------------------|-----------------------------|---------------------------|---|--|--------------------------|--------------------------|-----------------------|------------|--------------------------------|---------------|
| A | 30 | 27 | 28 | 25 | 23 | 25 | 27 | 25 | 27 | 27 | 26 | 28 | 29 | 23 |
| B | 20 | 18 | 19 | 19 | 17 | 19 | 18 | 15 | 19 | 19 | 18 | 18 | 19 | 18 |
| C | 16 | 13 | 15 | 15 | 10 | 14 | 14 | 14 | 15 | 15 | 14 | 14 | 15 | 15 |
| D | 15 | 14 | 14 | 14 | 13 | 14 | 13 | 13 | 14 | 14 | 13 | 14 | 14 | 13 |
| E | 10 | 8 | 7 | 8 | 7 | 8 | 7 | 6 | 8 | 7 | 7 | 8 | 8 | 7 |
| F | 4 | 4 | 4 | 3 | 2 | 3 | 4 | 4 | 2 | 2 | 4 | 4 | 4 | 3 |
| G | 5 | 2 | 3 | 5 | 5 | 5 | 5 | 4 | 0 | 5 | 5 | 3 | 0 | 5 |
| H | 0 | | | | | | | | | | | | | |
| TOTAL POINT VALUE | 100 | 86 | 90 | 89 | 77 | 88 | 88 | 81 | 85 | 89 | 87 | 89 | 89 | 84 |
| Dawn Chin Shue | | 9 | 1 | 2 | 13 | 6 | 6 | 12 | 10 | 2 | 8 | 2 | 2 | 11 |
| Ranking | | | | | | | | | | | | | | |