



CITY OF ORLANDO

2nd ADVISORY COMMITTEE MEETING MINUTES

RQS16-0130

Request for Qualification Statements for
Continuing Professional Civil Engineering Services

March 1, 2016 – 10 a.m.

Sustainability Conference Room (2nd Floor)

Veterans Conference Room (2nd Floor)

City Hall, 400 S. Orange Ave., Orlando, FL

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

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)

Maureen Bowman, Purchasing Agent II

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 Firms:

<u>Time</u>	<u>Date</u>	<u>Company Name</u>	<u>Meeting Room</u>	<u>Floor</u>
10:00 a.m. -- 10:45 a.m.	3/1/2016	Amec Foster Wheeler Environment & Infrastructure, Inc.	Sustainability Conference Room	2 nd
11:00 a.m. – 11:45 a.m.	3/1/2016	AVCON, Inc.	Veterans Conference Room	2 nd
1:00 p.m. – 1:45 p.m.	3/1/2016	Burgess & Niple, Inc.	Sustainability Conference Room	2 nd
2:00 p.m. – 2:45 p.m.	3/1/2016	Pegasus Engineering, LLC	Veterans Conference Room	2 nd
3:00 p.m. – 3:45 p.m.	3/1/2016	RS&H, Inc.	Sustainability Conference Room	2 nd
4:00 p.m. – 4:45 p.m.	3/1/2016	Vanassee Hangen Brustlin, Inc.	Veterans Conference Room	2 nd

After presentations, the Facilitator asked the Committee for approval of the first Meeting Minutes of February 16, 2016. These Minutes had been distributed by email to all Committee Members. A motion was made by Jim Hunt, and seconded by Richard Allen, 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 consolidated results are as follows:

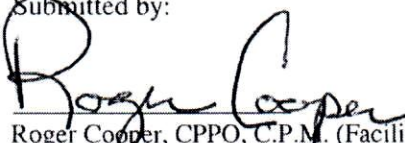
1. AVCON, Inc.
2. RS&H, Inc.
3. Vanasse Hangen Brustlin, Inc.
4. Burgess & Niple, Inc.
5. Amec Foster Wheeler Environment & Infrastructure, Inc.
6. Pegasus Engineering, LLC

A motion was made by Richard Allen, and seconded by Dawn Chin Shue, to accept the rankings and to recommend to City Council for authorization for the Chief Procurement Officer (CPO) to negotiate and execute contracts, and all subsequent renewals, for Continuing Contracts with the top three (3) ranked firms. There were no members of the public present. The motion carried unanimously.


A motion was made by Richard Allen, and seconded by Dawn Chin Shue, to adjourn at 6:10 p.m. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS10130 Advisory Committee Meeting held on March 1, 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

Reviewed by:


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

Reviewed and Accepted by:


Lisa Henry, (Chair)
Streets & Stormwater Div Mgr

Attachments:

Predetermined Scores
Consolidated Scoring and Rating Spreadsheet
Individual Scoring and Rating Sheets

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
Pegasus Engineering, LLC	15	2	5
RS&H, Inc.	14	4	3
Vanassee Hangen Brustlin, Inc.	15	4	0

2nd Meeting Final Ranking
RQS16-0130 Continuing Professional Civil Engineering Services

COMMITTEE MEMBERS -->	Lisa Henry	Jim Hunt	Charles Ramdatt	Richard Allen	Dawn Chin Shue
-------------------------------------	------------	----------	--------------------	------------------	-------------------

CONSOLIDATED RANKING:

	Lisa Henry	Jim Hunt	Charles Ramdatt	Richard Allen	Dawn Chin Shue	Total	Ranking
Amec Foster Wheeler Environment & Infrastructure, Inc.	4	5	4	4	6	23	5
AVCON, Inc.	1	3	2	2	1	9	1
Burgess & Niple, Inc.	5	1	4	6	2	18	4
Pegasus Engineering, LLC	6	6	6	5	5	28	6
RS&H, Inc.	3	4	1	1	2	11	2
Vanassee Hangen Brustlin, Inc.	2	2	2	3	2	11	2

BREAKING TIE FOR 2ND PLACE (using total scores):

	Lisa Henry	Jim Hunt	Charles Ramdatt	Richard Allen	Dawn Chin Shue	Total Score	Revised Ranking
RS&H, Inc.	87	89	93	90.5	89	448.5	2
Vanassee Hangen Brustlin, Inc.	89	93	88	89	89	448	3

INDIVIDUAL SCORING AND RANKING:

NO.	POSSIBLE POINTS	Amec Foster Wheeler Environment & Infrastructure , Inc.	AVCON, Inc.	Burgess & Niple, Inc.	Pegasus Engineering, LLC	RS&H, Inc.	Vanassee Hangen Brustlin, Inc.
A	25	19	23	17	20	23	23
B	15	12	14	11	13	13	14
C	16	13	15	15	15	14	15
D	15	12	14	12	7	14	14
E	10	8	9	6	5	7	9
F	4	4	4	3	2	4	4
G	5	2	3	5	5	3	0
H	10	8	9	8	7	9	10

2nd Meeting Final Ranking
RQS16-0130 Continuing Professional Civil Engineering Services

TOTAL POINT VALUE	100	78	91	77	74	87	89
Lisa Henry		4	1	5	6	3	2
Ranking							

NO.	POSSIBLE POINTS	Amec Foster Wheeler Environment & Infrastructure , Inc.	AVCON, Inc.	Burgess & Niple, Inc.	Pegasus Engineering, LLC	RS&H, Inc.	Vanassee Hangen Brustlin, Inc.
A	25	20	22	30	18	22	25
B	15	11	12	12	12	14	14
C	16	13	15	15	15	14	15
D	15	14	15	14	10	12	15
E	10	9	10	10	7	10	10
F	4	4	4	3	2	4	4
G	5	2	3	5	5	3	0
H	10	8	9	7	7	10	10
TOTAL POINT VALUE	100	81	90	96	76	89	93
Jim Hunt		5	3	1	6	4	2
Ranking							

NO.	POSSIBLE POINTS	Amec Foster Wheeler Environment & Infrastructure , Inc.	AVCON, Inc.	Burgess & Niple, Inc.	Pegasus Engineering, LLC	RS&H, Inc.	Vanassee Hangen Brustlin, Inc.
A	25	23	22	22	18	25	24
B	15	13	13	12	13	14	14
C	16	13	15	15	15	14	15
D	15	13	14	12	11	14	13
E	10	8	9	7	9	9	8
F	4	4	4	3	2	4	4
G	5	2	3	5	5	3	0
H	10	8	8	8	7	10	10
TOTAL POINT VALUE	100	84	88	84	80	93	88
Charles Ramdatt		4	2	4	6	1	2
Ranking							

NO.	POSSIBLE POINTS	Amec Foster Wheeler Environment & Infrastructure , Inc.	AVCON, Inc.	Burgess & Niple, Inc.	Pegasus Engineering, LLC	RS&H, Inc.	Vanassee Hangen Brustlin, Inc.
A	25	23	23	20	22	23.5	23
B	15	13	14	13	12	13	13
C	16	13	15	15	15	14	15

2nd Meeting Final Ranking
RQS16-0130 Continuing Professional Civil Engineering Services

D	15	14	14	11	13	14	14
E	10	9	8	8	6	10	10
F	4	4	4	3	2	4	4
G	5	2	3	5	5	3	0
H	10	8.5	9	7	8	9	10
TOTAL POINT VALUE	100	86.5	90	82	83	90.5	89
Richard Allen		4	2	6	5	1	3
Ranking							

NO.	POSSIBLE POINTS	Amec Foster Wheeler Environment & Infrastructure, Inc.	AVCON, Inc.	Burgess & Niple, Inc.	Pegasus Engineering, LLC	RS&H, Inc.	Vanassee Hangen Brustlin, Inc.
A	25	23	24	23	23	24	24
B	15	13	14	14	14	13	14
C	16	13	15	15	15	14	15
D	15	14	14	14	14	14	14
E	10	8	7	8	7	8	9
F	4	4	4	3	2	4	4
G	5	2	3	5	5	3	0
H	10	8	9	7	7	9	9
TOTAL POINT VALUE	100	85	90	89	87	89	89
Dawn Chin Shue		6	1	2	5	2	2
Ranking							