



CITY OF ORLANDO

ADVISORY COMMITTEE MEETING MINUTES RFP14-0119

Request for Proposals for Distributed Antenna System for the Citrus Bowl

March 4, 2014 – 9:00 a.m.

Veteran's Conference Room, 2nd Floor, City Hall, 400 S. Orange Ave., Orlando, FL

First Meeting of the Advisory Committee to review and evaluate proposals submitted in response to RFP14-0119, Request for Proposals for Distributed Antenna System for the Citrus Bowl.

Committee Members Present:

1. Frank Usina (Chair)
2. Brent Daubach, SC Advisors
3. Matt Repchak, Citrus Sports
4. Marwan Rashid, TLC Architecture for Engineering
5. David McLatchie, Hunt Construction

Other City Personnel Present:

Brittany Decker, Purchasing Agent III (Facilitator)
Teddi McCorkle, Senior Contract Administrator

Actions/Discussion/Motions:

The Facilitator called the meeting to order at 9:03 a.m. and took the following actions:

- 1) Advised that the meeting was being recorded.
- 2) Indicated the date, time and purpose of the meeting and that it was posted by the City Clerk more than forty-eight (48) hours in advance.
- 3) Introduced herself and asked all in attendance to introduce themselves.
- 4) Advised the Committee that a quorum was established.
- 5) Asked if there were any questions regarding the Advisory Committee Rules sent to the Committee members in advance of the meeting.

Ms. Decker explained that State law section 286.0114 requires all local government boards and committees, such as this Procurement Advisory Committee, 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. There were no members of the public present throughout the meeting.

The Facilitator indicated that four (4) sealed proposals were submitted in response to the solicitation. Those Respondents are as follows:

- 1) American Tower Corporation
- 2) Boingo Wireless
- 3) Crown Castle Solutions Corporation
- 4) Mobilitie, LLC

The Committee discussed each firm's submittal. The Committee noted that Orlando Blueprint advice and Orlando Legal advice would be solicited prior to the second committee meeting regarding questions arising from the discussion.

At the end of discussion, a motion was made by Brent Daubach, and seconded by Matt Repchak, to invite all four (4) firms for presentations and interviews and to allow 20 minutes for each presentation and a 25 minute question-and-answer period. Additionally, the motion included the decision to ask each firm to

provide information regarding specific components of the proposals. Those topics to be covered during the presentations are as follows:

- 1) Respondent's current relationship with the carriers for this project,
- 2) Respondent's expectations for this venue,
- 3) Clarification on Respondent's pro forma financial information,
- 4) Respondent's plan for DAS coverage for stadium,
- 5) Respondent's construction plan and schedule, and
- 6) Any additional service provided by the Respondents, with an emphasis on wifi coverage.

There were no members of the public present. The motion carried unanimously.

The Committee decided that Brent Daubach would draft reference questions and send the questions to Ms. Decker and Ms. McCorkle to distribute to other members of the Committee for reference checks. The Committee also decided that Procurement & Contracts Division with the City should run Dunn and Bradstreet (D&B) reports on all four (4) Respondents and provide those reports to Mr. Usina, Committee Chair, for discussion in the 2nd Committee Meeting.

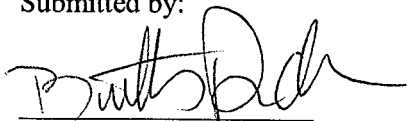
The Committee decided to meet at 9:00 a.m. in the Rose Conference Room in the Orlando Harry P. Leu Gardens facility at 1920 N. Forest Avenue, Orlando, Florida 32803 to discuss the results of the reference checks, the D&B reports and the results of the discussion between Mr. Usina, Procurement & Contracts, Orlando Legal Department and Orlando Blueprint Department.

Presentations are scheduled for March 20, 2014, beginning at 9:30 a.m. in the Orchid Conference Room and alternating between Orchid and Rose Conference Rooms in the Harry P. Leu Gardens facility.


A motion was made by Committee Chair, Mr. Usina, to adjourn at 11:20 a.m.

These minutes are considered to be the official minutes of the RFP14-0119 Advisory Committee Meeting held on March 4, 2014, and no other notes, tapes, or other recordings taken by anyone takes precedence.

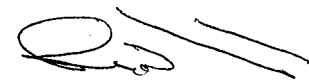
Submitted by:


Brittany Decker, CPPB (Facilitator)
Purchasing Agent III

Reviewed by:


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

Reviewed and Accepted by:


Frank Usina (Chair)
Community Venues