



# CITY OF ORLANDO

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## ADVISORY COMMITTEE MEETING MINUTES

RQS14-0145

### Request for Qualification Statements for

### Landscape Architecture and Planning Design Professional Services

March 14, 2014 – 9:00 a.m.

“R” Conference Room, 2<sup>nd</sup> Floor, City Hall, 400 S. Orange Ave., Orlando, FL

First Meeting of the Advisory Committee to review and evaluate responsive qualification statements submitted in response to RQS14-0145, Request for Qualification Statements, for Landscape Architecture and Planning Design Professional Services.

#### **Committee Members Present:**

1. Beth Gruber, Chair
2. Matthew Weisenfeld
3. Denise Riccio
4. Kenneth Pellham
5. Rene Carcamo

#### **Other City Personnel Present:**

Brittany Decker, Purchasing Agent III (Facilitator)

#### **Others Present:**

No Public Participants present.

#### **Actions/Discussion/Motions:**

The Facilitator called the meeting to order at 9:04 a.m. and took the following actions:

- 1) Informed the Committee that the meeting was being recorded.
- 2) Indicated that the meeting was posted by the City Clerk's office 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 related to the Advisory Committee Rules

The Facilitator indicated that ten (10) sealed qualification statements were submitted in response to the solicitation and that all ten (10) firms had been certified as qualified by the Consultants' Qualifications Board on March 7, 2014. Those firms are as follows:

- 1) AECOM Technical Services, Inc.
- 2) Bellomo-Herbert and Company, Inc.
- 3) Canin Associates, Inc.
- 4) David Conner and Associates, Inc.
- 5) Dix.Hite + Partners, Inc.
- 6) Littlejohn Engineering Associates, Inc.
- 7) Magley Design, LLC
- 8) Miller Legg
- 9) TOA Design Group, LLC
- 10) Vanasse Hangen Brustlin, Inc.

The Facilitator provided the pre-determined scores for the following scores:

- 1) Proximity of the Location of Respondent's Office (Shortlist Category F)
- 2) Volume of Previous Work Awarded to Each Respondent (Shortlist Category G)

Mr. Carcamo gave the predetermined MWBE Scores (Shortlist Category C).

The Committee discussed each firm's submittal. At the end of the discussion, Mrs. Decker advised that each Committee Member was 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. At the end of discussion, each Committee member individually scored and ranked each firm.

Following the individual ranking, Mrs. Decker tallied the scores. Following that, the tallied scores were read aloud as follows:

- 1) Magley Design, LLC
- 2) Bellomo-Herbert and Company, Inc.
- 3) Littlejohn Engineering Associates, Inc.
- 4) Dix.Hite + Partners, Inc.
- 5) TOA Design Group, LLC
- 6) David Conner and Associates, Inc.
- 7) AECOM Technical Services, Inc.
- 8) Miller Legg
- 8) Vanasse Hangen Brustlin, Inc.
- 10) Canin Associates, Inc.

Mrs. Decker then advised for the decisions for their consideration: the number of firms to short list, the length of presentations and questions, whether or not to have a break, and if they would like to ask for anything specific in the presentations. Ms. Decker explained the format of the second Committee meeting and provided the date reserved for the meeting. Ms. Riccio asked if the date for the second Committee meeting was able to change. Discussion ensued. A motion was made by Denise Riccio, and seconded by Beth Gruber, to reschedule the second Committee meeting for April 3, 2014 beginning at 9:00 am. No public participants were present, allowing for general discussion and voting. The motion carried unanimously.

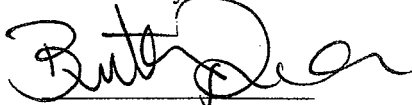
The Committee then discussed how many firms should be short-listed. A motion was made by Denise Riccio, and seconded by Rene Carcamo, to invite the top four (4) firms for presentations and interviews. Mrs. Decker noted that no public participants were present, allowing for general discussion and voting. The motion carried unanimously.

Ms. Decker asked the Committee to decide on the time format of the second Committee meeting. Discussion ensued. A motion was made by Beth Gruber, and seconded by Kenneth Pellham, to allow twenty (20) minutes for presentations and fifteen (15) minutes for questions and answers during the presentation. During the discussion the Committee also decided that Ms. Gruber would create a hypothetical situation for the presenters to use as the basis for their presentations as scoring criteria "H" and supply that to Ms. Decker for the invitations to the short-listed proposers. No public participants were present, allowing for general discussion and voting. The motion carried unanimously.

A motion was made by Beth Gruber to adjourn at 10:40 a.m. The motion carried unanimously.

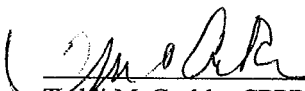
These minutes are considered to be the official minutes of the RQS14-0145 Advisory Committee Meeting held on March 14, 2014, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



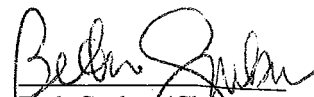
Brittany Decker (Facilitator)  
Purchasing Agent III

Reviewed by:



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

Reviewed and Accepted by:



Beth Gruber (Chair)  
Landscape Architect  
Parks Division

Cc: Committee Score Sheets