



# CITY OF ORLANDO

## SECOND ADVISORY COMMITTEE MEETING MINUTES

RQS14-0145

### Request for Qualification Statements for Landscape Architecture and Planning Design Professional Services

April 3, 2014 – 9:00 a.m.

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

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

#### Committee Members Present:

1. Beth Gruber (Chair), Landscape Architect, Senior Park Planner, Parks Division, City of Orlando
2. Matthew Weisenfeld, Trans. Planning Analyst, Transportation Planning Division, City of Orlando
3. Denise Riccio, FPR Grants Manager, Families Parks and Recreation, City of Orlando
4. Kenneth Pellham, Planner III, Community Planning, City of Orlando
5. Rene Carcamo, Contract Compliance Investigator II, M/WBE Office, City of Orlando

#### Other City Personnel Present:

Brittany Decker, Purchasing Agent III (Facilitator)

#### Actions/Discussion/Motions:

The Facilitator called the meeting to order at 9:07 a.m. and took the following actions:

- 1) Informed the Committee and Presenters 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.

#### Presentation Schedule of Shortlisted Firms:

<u>Time</u>	<u>Company</u>	<u>Meeting Room</u>
9:00 – 9:35 a.m.	Bellomo-Herbert and Company, Inc.	“R” Conference Room
9:40- 10:15 a.m.	Littlejohn Engineering Associates, Inc.	Agenda Conference Room
10:20-10:55 a.m.	Magley Design, LLC	“R” Conference Room
11:00-11:35 a.m.	Dix.Hite + Partners, Inc.	Agenda Conference Room

#### Actions/Discussion/Motions:

Following the presentations, the Committee discussed each presentation and qualification statement submitted by the four (4) short-listed Respondents. Committee members individually scored. The resulting Final Ranking is as follows:

1. Dix.Hite + Partners, Inc.
1. Magley Design, LLC
3. Bellomo-Herbert and Company, Inc.
3. Littlejohn Engineering Associates, Inc.

A motion was made by Beth Gruber, and seconded by Denise Riccio, to accept the rankings, to recommend the rankings to City Council for City staff to commence negotiations with the two (2) top ranked firms and if unsuccessful to continue in ranked order until successful. The motion carried unanimously.

A motion was made by Beth Gruber, to adjourn at 1:07 p.m.

These minutes are considered to be the official minutes of the RQS14-0145 2nd Advisory Committee Meeting held on April 3, 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