



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES

RFQu14-0325

Request for Qualification Statements for Citywide Rapid Response and Minor Projects for Infrastructure and General Grouting Repair or Replacement of Drainage Wells

September 25, 2014 – 9 a.m.

Barracuda Conference Rooms (4th 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 the subject solicitation.

Committee Members Present:

Hector Sanchez, P.E., CI & ID Project Manager (Chair)
Howard Elkin, Streets and Stormwater, Assistant Division Manager
Paul Crouter, CI & ID Assistant Division Manager
Byron Raysor, Compliance Investigator III, MWBE Office

Committee Members Not Present:

Charles Shultz, P.E. Wastewater Assistant Division Manager

Other City Personnel Present:

Roger Cooper, Contract Administrator (Facilitator)
Maureen Bowman, Purchasing Agent II
Silvia Coste, Purchasing Agent II

Members of the Public Present:

None

Actions/Discussion/Motions:

The meeting began at 9:05 a.m. The Facilitator called 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 Paul Crouter and seconded by Byron Raysor, to accept the Public Input Procedures. The motion carried unanimously.

The Facilitator indicated that nine (9) sealed qualification statements were submitted in response to the solicitation. Eight of those firms indicated that they were seeking to be selected for the Infrastructure (I) work while two (2) firms indicated that they were seeking to be selected for General Grouting and Repair or Replacement of Drainage Wells (G) work. Those firms are as follows:

<u>NAME OF FIRM</u>	<u>TYPE OF WORK</u>
1) Cathcart Construction Company-FL, LLC	(I)
2) C.E. James, Inc.	(I)
3) Gibbs & Register, Inc.	(I)
4) Henderson Wilder, Contractor	(G)

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|--------------------------------------|-----------|
| 5) JCB Construction, Inc. | (I) |
| 6) PCL Construction Services, Inc. | (I) |
| 7) Prime Construction Group, Inc. | (I) |
| 8) Schuller Contractors Incorporated | (G and I) |
| 9) Uribe Site Development, Inc. | (I) |

Byron Raysor reviewed the pre-determined scores for the Presentation and Approach Submitted Regarding the Respondent Approach to Meet City of Orlando MBE/WBE Requirements (Category E).

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.

At this point the meeting was turned over to the technical Chair, who conducted discussions with the Committee. At the end of discussion, each Committee member individually scored and ranked each firm as follows:

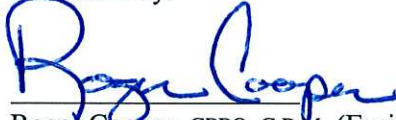
- | <u>INFRASTRUCTURE (I)</u> | <u>GENERAL GROUTING AND REPAIR (G)</u> |
|--|--|
| 1) PCL Construction Services, Inc. | 1) Henderson Wilder, Contractor |
| 2) Gibbs & Register, Inc. | 2) Schuller Contractors Incorporated |
| 3) Prime Construction Group, Inc. | |
| 4) JCB Construction, Inc. | |
| 5) Cathcart Construction Company-FL, LLC | |
| 6) Schuller Contractors Incorporated | |
| 7) C.E. James, Inc. | |
| 8) Uribe Site Development, Inc. | |

A motion was made by Paul Crouter, and seconded by Byron Raysor, to accept the rankings and recommend City Council authorize the Chief Procurement Officer to award Citywide Rapid Response Repair for Infrastructure contracts with the six top ranked firms in that category and Citywide Rapid Response Repair for General Grouting and Repair or Replacement of Drainage Wells contracts to the two ranked firms in that category. There were no members of the public present. The motion carried unanimously.

A motion was made by Paul Crouter, and seconded by Byron Raysor, to adjourn at 10:30 a.m. The motion carried unanimously.

These minutes are considered to be the official minutes of the RFQu14-0325 Advisory Committee Meeting held on September 25, 2014, 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:



Hector Sanchez, P.E. (Chair)
CI & ID Project Manager
Public Works Department



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

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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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