



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES

RQS15-0293

Request for Qualification Statements for Continuing Stormwater Services

July 9, 2015 – 9 a.m.

South Collaborations Conference Room (1st 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:

Lisa Henry, Streets and Stormwater Division Manager (Chair)

James D. Hunt, Deputy Director of Public Works – City Engineer

Richard Allen, City Surveyor

Lihua Wei, Project Manager

Rene Carcamo, Compliance Investigator III, Executive Offices/MWBE Office

Other City Personnel Present:

Roger Cooper, Contract Administrator (Facilitator)

Members of the Public Present:

None

Actions/Discussion/Motions:

The meeting was called to order at 9:10 a.m., and the Facilitator 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 reviewed Advisory Committee Rules
- 6) Reviewed Public Input Procedures

A motion was made by Jim Hunt, and seconded by Lisa Henry, to accept the Public Input Procedures. The motion carried unanimously.

The Facilitator indicated that twelve (12) sealed qualification statements were submitted in response to the solicitation and that all firms had been certified as qualified by the Consultants' Qualifications Board on June 5, 2015. Those firms are as follows:

- 1) AVCON, Inc.
- 2) CDM Smith, Inc.
- 3) DeLoach Engineering Science, PLLC
- 4) DRMP, Inc.
- 5) E Sciences, Incorporated
- 6) Florida Engineering Group, Inc.
- 7) Geosyntec Consultants
- 8) GTC Engineering Corporation
- 9) Kisinger Campo & Associates, Corp
- 10) RS&H, Inc.
- 11) Vanassee Hangen Brustlin, Inc.
- 12) Wantman Group, Inc.

The Facilitator handed out the pre-determined scores for **Rating Factor C** (Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work), **Rating Factor F** (Proximity of the location of Respondent's office, where the majority of its work will be performed on this project), and **Rating Factor G** (Volume of Previous Work Awarded to Each Respondent by the City). The first of these three Rankings was completed by the MBE Office, and the last two were computed by the Procurement and Contracts Division in accordance with solicitation instructions.

A discussion ensued about **Rating Factor G** for RS&H, Inc. Since the City has not made any payments to RS&H, Inc., this firm received a 5 for this rating factor. However, one or more Committee Members remembered that this company was previously known as Reynolds, Smith & Hills, Inc. – and that previous payments had been made under this name. The Facilitator checked the Workday financial system and found that payments had been made to Reynolds, Smith & Hill, Inc. Those payments would have yielded a score of 4 in this category. Therefore, Jim Hunt made a motion, seconded by Richard Allen to change the pre-determined score of 5 to a score of 4. No Member from the Public was Present. The motion carried unanimously.

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 discussions, each Committee member individually scored and ranked each firm -- which resulted in a consolidated ranking as follows:

- 1) GTC Engineering Corporation
- 2) CDM Smith, Inc.
- 3) RS&H, Inc.
- 4) E Sciences, Incorporated
- 5) AVCON, Inc.
- 6) Vanassee Hangen Brustlin, Inc.
- 7) Geosyntec Consultants
- 8) DRMP, Inc.
- 9) Kisinger Campo & Associates, Corp
- 10) Deloach Engineering Science, PLLC
- 11) Wantman Group, Inc.
- 12) Florida Engineering Group, Inc.

A motion was made by Lisa Henry, and seconded by Jim Hunt, to invite a small core group from the top five (5) firms for presentations. No Member from the Public Present. The motion carried unanimously.

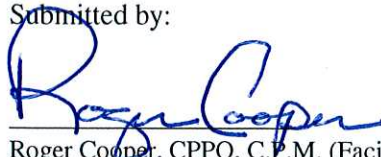
Richard Allen made a motion, seconded by Jim Hunt, to allow up to thirty (30) minutes for each presentation introduction and up to fifteen (15) minutes for a question-and-answer period with each firm, with fifteen (15) minute-breaks in between sessions. The motion carried unanimously.

Presentations are scheduled for July 22, 2015, beginning at 9:00 a.m. in the Tarpon Conference Room (4th Floor of City Hall) and then alternating between the Tarpon Conference Room and the Veterans Conference Room (2nd Floor of City Hall).

A motion was made by Lisa Henry, and seconded by Richard Allen to adjourn at 12:05 p.m. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS15-0293 Advisory Committee Meeting held on July 9, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

A handwritten signature in blue ink, appearing to read "Roger Cooper", written over a horizontal line.

Roger Cooper, CPPO, C.P.M. (Facilitator)
Contract Administrator

Reviewed by:

A handwritten signature in blue ink, appearing to read "McCorkle", written over a horizontal line.

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

Reviewed and Accepted by:

A handwritten signature in blue ink, appearing to read "Lisa Henry", written over a horizontal line.

Lisa Henry (Chair)
Division Manager
Streets and Stormwater



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

CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990
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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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RQS15-0293 Continuing Stormwater 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)
AVCON, Inc.	10.53	4	3
CDM Smith, Inc.	14	3	0
DeLoach Engineering Science, PLLC	14	4	5
DRMP, Inc.	14	4	5
E Sciences, Incorporated	10.28	4	3
Florida Engineering Group, Inc.	15	3	5
Geosyntec Consultants	14	2	5
GTC Engineering Corporation	16	4	1
Kisinger Campo & Associates, Corp	14	4	5
RS&H, Inc.	14	4	5 4 *
Vanassee Hangen Brustlin, Inc.	15	4	0
Wantman Group, Inc.	13.51	3	0
* This score was changed by the Committee -- since payments were previously made to Reynolds, Smith and Hill, Inc. (which was the previous name of RS&H, Inc.).			

Shortlisting Scoring / Ranking
RQS15-0293 Continuing Stormwater Services

Committee Members -->	Lisa Henry	James D. Hunt	Richard Allen	Lihua Wei	Rene Carcamo
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Consolidated Ranking:

	Lisa Henry	James D. Hunt	Richard Allen	Lihua Wei	Rene Carcamo	Total	Ranking
AVCON, Inc.	3	4	4	6	6	23	4
CDM Smith, Inc.	2	1	2	2	4	11	2
DeLoach Engineering Science, PLLC	10	9	11	11	8	49	10
DRMP, Inc.	9	10	9	8	4	40	8
E Sciences, Incorporated	4	5	3	4	7	23	4
Florida Engineering Group, Inc.	12	12	12	9	8	53	12
Geosyntec Consultants	6	8	6	7	10	37	7
GTC Engineering Corporation	1	2	1	1	1	6	1
Kisinger Campo & Associates, Corp	8	6	8	9	10	41	9
RS&H, Inc.	5	3	5	3	2	18	3
Vanassee Hangen Brustlin, Inc.	7	11	7	5	3	33	6
Wantman Group, Inc.	11	7	10	12	12	52	11

Shortlisting Scoring / Ranking
RQS15-0293 Continuing Stormwater Services

Tie Breaker:

Since there is a tie between the following two firms for the number Four Position, the TOTAL SCORES for these same firms are compared below in order to break this tie:							
	Lisa Henry	James D. Hunt	Richard Allen	Lihua Wei	Rene Carcamo	Total	Ranking
AVCON, Inc.	90.53	76.53	82.53	78.53	91.53	419.65	5
E Sciences, Incorporated	90.28	76.28	83.28	87.28	91.28	428.4	4

Individual Scoring / Ranking:

NO.	POSSIBLE POINTS	AVCON, Inc.	CDM Smith, Inc.	DeLoach Engineering Science, PLLC	DRMP, Inc.	E Sciences, Incorporated	Florida Engineering Group, Inc.	Geosyntec Consultants	GTC Engineering Corporation	Kisinger Campo & Associates, Corp	RS&H, Inc.	Vanassee Hangen Brustlin, Inc.	Wantman Group, Inc.
A	30	28	30	18	22	28	20	25	30	20	28	25	15
B	20	20	20	15	15	20	7	20	20	19	18	15	20
C	16	10.53	14	14	14	10.28	15	14	16	14	14	15	13.51
D	15	15	15	10	7	15	10	10	15	10	13	14	10
E	10	10	10	7	7	10	5	9	10	7	8	7	7
F	4	4	3	4	4	4	3	2	4	4	4	4	3
G	5	3	0	5	5	3	5	5	1	5	4	0	0
TOTAL POINT VALUE	100	90.53	92	73	74	90.28	65	85	96	79	89	80	68.51
Lisa Henry		3	2	10	9	4	12	6	1	8	5	7	11
Ranking													

NO.	POSSIBLE POINTS	AVCON, Inc.	CDM Smith, Inc.	DeLoach Engineering Science, PLLC	DRMP, Inc.	E Sciences, Incorporated	Florida Engineering Group, Inc.	Geosyntec Consultants	GTC Engineering Corporation	Kisinger Campo & Associates, Corp	RS&H, Inc.	Vanassee Hangen Brustlin, Inc.	Wantman Group, Inc.
A	30	22	28	16	20	27	15	20	26	20	21	20	26
B	20	15	18	15	15	15	10	15	15	15	18	15	15
C	16	10.53	14	14	14	10.28	15	14	16	14	14	15	13.51
D	15	15	15	10	5	10	8	10	10	10	10	10	10

Shortlisting Scoring / Ranking													
RQS15-0293 Continuing Stormwater Services													
E	10	7	5	8	8	7	8	7	8	7	7	6	7
F	4	4	3	4	4	4	3	2	4	4	4	4	3
G	5	3	0	5	5	3	5	5	1	5	4	0	0
	0												
TOTAL POINT VALUE	100	76.53	83	72	71	76.28	64	73	80	75	78	70	74.51
James D. Hunt		4	1	9	10	5	12	8	2	6	3	11	7
Ranking													

NO.	POSSIBLE POINTS	AVCON, Inc.	CDM Smith, Inc.	DeLoach Engineering Science, PLLC	DRMP, Inc.	E Sciences, Incorporated	Florida Engineering Group, Inc.	Geosyntec Consultants	GTC Engineering Corporation	Kisinger Campo & Associates, Corp	RS&H, Inc.	Vanassee Hangen Brustlin, Inc.	Wantman Group, Inc.
A	30	27	28	15	24	26	16	22	29	18	25.5	24	22
B	20	16	18	13	12	18	13	18	18	18	17	16	17
C	16	10.53	14	14	14	10.28	15	14	16	14	14	15	13.51
D	15	13	13	10	12	13	11	13	14	13	13	12.5	11
E	10	9	8	9	6	9	5	8	9	7	5	8	8
F	4	4	3	4	4	4	3	2	4	4	4	4	3
G	5	3	0	5	5	3	5	5	1	5	4	0	0
	0												
TOTAL POINT VALUE	100	82.53	84	70	77	83.28	68	82	91	79	82.5	79.5	74.51
Richard Allen		4	2	11	9	3	12	6	1	8	5	7	10
Ranking													

NO.	POSSIBLE POINTS	AVCON, Inc.	CDM Smith, Inc.	DeLoach Engineering Science, PLLC	DRMP, Inc.	E Sciences, Incorporated	Florida Engineering Group, Inc.	Geosyntec Consultants	GTC Engineering Corporation	Kisinger Campo & Associates, Corp	RS&H, Inc.	Vanassee Hangen Brustlin, Inc.	Wantman Group, Inc.
A	30	20	30	20	20	25	20	20	30	20	25	25	20
B	20	20	20	13	15	20	15	20	20	15	20	20	15
C	16	10.53	14	14	14	10.28	15	14	16	14	14	15	13.51
D	15	13	15	10	10	15	10	10	15	10	13	13	10
E	10	8	10	5	6	10	5	6	10	5	8	8	5
F	4	4	3	4	4	4	3	2	4	4	4	4	3

G	5	3	0	5	5	3	5	5	1	5	4	0	0
	0												
TOTAL POINT VALUE	100	78.53	92	71	74	87.28	73	77	96	73	88	85	66.51
Lihua Wei		6	2	11	8	4	9	7	1	9	3	5	12
Ranking													

NO.	POSSIBLE POINTS	AVCON, Inc.	CDM Smith, Inc.	DeLoach Engineering Science, PLLC	DRMP, Inc.	E Sciences, Incorporated	Florida Engineering Group, Inc.	Geosyntec Consultants	GTC Engineering Corporation	Kisinger Campo & Associates, Corp	RS&H, Inc.	Vanassee Hangen Brustlin, Inc.	Wantman Group, Inc.
A	30	29	30	26	27	29	27	27	30	27	29	29	28
B	20	20	20	20	20	20	20	20	20	18	19	20	19
C	16	10.53	14	14	14	10.28	15	14	16	14	14	15	13.51
D	15	15	15	12	14	15	14	12	15	12	15	15	15
E	10	10	10	10	8	10	7	10	10	10	10	10	10
F	4	4	3	4	4	4	3	2	4	4	4	4	3
G	5	3	0	5	5	3	5	5	1	5	4	0	0
	0												
TOTAL POINT VALUE	100	91.53	92	91	92	91.28	91	90	96	90	95	93	88.51
Rene Carcamo		6	4	8	4	7	8	10	1	10	2	3	12
Ranking													