



# CITY OF ORLANDO

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## 1st ADVISORY COMMITTEE MEETING MINUTES

RQS15-0382

### Request for Qualification Statements for Continuing Professional Wastewater Engineering Services

October 21, 2015 – 9 a.m.

Sustainability Conference Room (2nd 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 , Project Manager II, CIID (Chair)  
Paul Deuel, Wastewater Assist. Division Mgr.  
Chuck Shultz, Wastewater Assist. Division Mgr.  
Ronnie Proulx, Construction Mgr., PW  
Byron Raysor, Contract Compliance Investigator III, MBE Office

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

Roger Cooper, Contract Administrator (Facilitator)  
Victor Godlewski, Wastewater Division Mgr.

#### **Members of the Public Present:**

None

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

The Facilitator called the meeting to order at 9:08 a.m. and 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 Hector Sanchez, and seconded by Ronnie Proulx, to accept the Public Input Procedures. The motion carried unanimously.

The Chair indicated that fourteen (14) 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 September 23, 2015. Those firms are as follows:

- 1) Atkins North America, Inc.
- 2) Barnes, Ferland, and Associates, Inc.
- 3) Black & Veatch Corporation
- 4) Brown & Caldwell
- 5) Carollo Engineers, Inc.

- 6) Chen Moore, and Associates
- 7) CPH, Inc.
- 8) Dewberry Engineers, Inc.
- 9) Hazen and Sawyer
- 10) Kimley-Horn and Associates, Inc.
- 11) Reiss Engineering, Inc.
- 12) Tetra Tech, Inc.
- 13) Woolpert, Inc.
- 14) Wright-Pierce

The Facilitator handed out the pre-determined scores for Rating Factors C, F, and G. Rating Factor C was supplied by the MBE Office.

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.

Having reviewed all fourteen (14) responses, each Committee member individually scored and ranked each firm. The consolidated results are as follows:

- 1) Tetra Tech, Inc.
- 2) Barnes, Ferland, and Associates, Inc.
- 3) Carollo Engineers, Inc.
- 4) Woolpert, Inc.
- 5) Hazen and Sawyer
- 6) Reiss Engineering, Inc.
- 7) Atkins North America, Inc.
- 8) Wright-Pierce
- 9) CPH, Inc.
- 10) Dewberry Engineers, Inc.
- 11) Black & Veatch Corporation
- 12) Kimley-Horn and Associates, Inc.
- 13) Brown & Caldwell
- 14) Chen Moore and Associates

A motion was made by Hector Sanchez, and seconded by Chuck Shultz, to invite the top seven (7) firms for presentations and interviews. No Members from the Public were present. The motion carried unanimously.

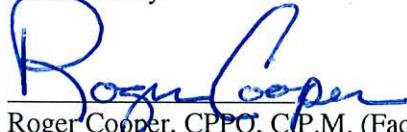
Paul Deuel made a motion, seconded by Ronnie Proulx, to allow twenty (20) minutes for each presentation and a ten (10) minute question-and-answer period, with ten (10) minute breaks in between sessions. The motion carried unanimously.

Presentations are scheduled for November 4, 2015, beginning at 9 a.m. in the Agenda Conference Room (2<sup>nd</sup> Floor) and alternating between Agenda Conference Room and the Sustainability Conference Room (2<sup>nd</sup> Floor) of City Hall.

A motion was made by Byron Raysor, and seconded by Paul Deuel, to adjourn at 10:53 a.m. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS15-0405 Advisory Committee Meeting held on October 21, 2015, 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 (Chair)  
Project Manager II, CIID  
Public Works Department

Attachments:

Public Input Procedures with CPO Memo dated 9/30/2013  
Predetermined Scores  
Consolidated Scoring and Rating Spreadsheet  
Individual Scoring and Rating Sheets



# CITY OF ORLANDO

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## **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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## **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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RQS15-0382 Continuing Professional Wastewater Engineering 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)
Atkins North America, Inc.	14	3	4
Barnes, Ferland, and Associates, Inc.	16	4	0
Black & Veatch Corporation	14	4	0
Brown & Caldwell	15	3	0
Carollo Engineers, Inc.	15	3	0
Chen Moore and Associates	4	4	5
CPH, Inc.	15	4	0
Dewberry Engineers, Inc.	14	4	5
Hazen and Sawyer	15	4	0
Kimley-Horn and Associates, Inc.	15	4	1
Reiss Engineering, Inc.	15	2	5
Tetra Tech, Inc.	15	4	0
Woolpert, Inc.	15	3	1
Wright-Pierce	15	3	5

Shortlisting Scoring / Ranking  
RQS15-0382 Continuing Wastewater Engineering Services

<b>Committee Members --&gt;</b>	Hector Sanchez	PaueI Deuel	Chuck Shultz	Ronnie Proulx	Byron Raysor
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**Consolidated Ranking:**

	Hector Sanchez	PaueI Deuel	Chuck Shultz	Ronnie Proulx	Byron Raysor	Total	Ranking
Atkins North America, Inc.	12	3	7	4	5	31	7
Barnes, Ferland, and Associates, Inc.	2	10	2	1	1	16	2
Black & Veatch Corporation	10	4	9	12	6	41	11
Brown & Caldwell	8	13	13	13	13	60	13
Carollo Engineers, Inc.	4	1	4	8	6	23	3
Chen Moore and Associates	14	14	14	14	14	70	14
CPH, Inc.	5	8	10	7	10	40	9
Dewberry Engineers, Inc.	11	10	8	10	1	40	9
Hazen and Sawyer	6	5	5	4	6	26	5
Kimley-Horn and Associates, Inc.	13	12	12	9	6	52	12
Reiss Engineering, Inc.	7	5	11	3	4	30	6
Tetra Tech, Inc.	1	1	1	2	10	15	1
Woolpert, Inc.	3	5	3	4	10	25	4
Wright-Pierce	9	8	6	11	1	35	8

**Breaking Tie for 9th Place (using total scores):**

	Hector Sanchez	PaueI Deuel	Chuck Shultz	Ronnie Proulx	Byron Raysor	Total	Revised Ranking
CPH, Inc.	84.5	76	65.1	79	84	388.6	9
Dewberry Engineers, Inc.	79	75	67.1	76	88	385.1	10

**Bring / Ranking:**

	POSSIBLE	Atkins North	Barnes, Ferland,	Black &	Brown	Carollo	Chen Moore and		Dewberry	Hazen	Kimley-Horn	Reiss Engineering,		Woo
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NO.	POINTS	America, Inc.	and Associates, Inc.	Veatch Corporation	& Caldwell	Engineers, Inc.	and Associates	CPH, Inc.	and Engineers, Inc.	and Sawyer	and Associates, Inc.	and Engineers, Inc.	Tetra Tech, Inc.	and Engineers, Inc.
A	30	22	28	26	26	28	20	26.5	20	26	21	24	29	20
B	20	15	18	16	18	18	15	17	16	19	15	16	19	15
C	16	14	16	14	15	15	4	15	14	15	15	15	15	15
D	15	13	13	12	12	13	10	13	13	12	12	13	14	15
E	10	7	9	8	8	8	8	9	7	8	7	8	10	9
F	4	3	4	4	3	3	4	4	4	4	4	2	4	3
G	5	4	0	0	0	0	5	0	5	0	1	5	0	5
TOTAL POINT VALUE	100	78	88	80	82	85	66	84.5	79	84	75	83	91	85
Hector Sanchez		12	2	10	8	4	14	5	11	6	13	7	1	3
Ranking														

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Barnes, Ferland, and Associates, Inc.	Black & Veatch Corporation	Brown & Caldwell	Carollo Engineers, Inc.	Chen Moore and Associates	CPH, Inc.	Dewberry Engineers, Inc.	Hazen and Sawyer	Kimley-Horn and Associates, Inc.	Reiss Engineering, Inc.	Tetra Tech, Inc.	Woodward Clyde
A	30	25	20	27	20	28	15	22	18	25	18	22	28	20
B	20	15	15	15	15	15	12	15	15	15	15	15	15	15
C	16	14	16	14	15	15	4	15	14	15	15	15	15	15
D	15	12	12	12	11	13	10	12	12	12	12	12	12	15
E	10	8	8	8	7	8	7	8	7	8	7	8	8	8
F	4	3	4	4	3	3	4	4	4	4	4	2	4	3
G	5	4	0	0	0	0	5	0	5	0	1	5	0	5
	0													
TOTAL POINT VALUE	100	81	75	80	71	82	57	76	75	79	72	79	82	75
Pauluel Deuel		3	10	4	13	1	14	8	10	5	12	5	1	5
Ranking														

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Barnes, Ferland, and Associates, Inc.	Black & Veatch Corporatio	Brown & Caldwell	Carollo Engineers, Inc.	Chen Moore and Associates	CPH, Inc.	Dewberry Engineers, Inc.	Hazen and Sawyer	Kimley-Horn and Associates, Inc.	Reiss Engineering, Inc.	Tetra Tech, Inc.	Woolpert, Inc.	Wright-Pierce
A	30	20	25	21	20	23	18	20	18	22	18	18	27	25	21
B	20	10	13	10	10	11	8	10	10	10	9	10	12	12	9.5
C	16	14	16	14	15	15	4	15	14	15	15	15	15	15	15
D	15	9	9	9.5	5	9.5	7	9.1	9	10	8	8	12	11	10
E	10	8	8	7	8	8	6	7	7.1	8	7	7	8	7	5
F	4	3	4	4	3	3	4	4	4	4	4	2	4	3	3
G	5	4	0	0	0	0	5	0	5	0	1	5	0	1	5
	0														
TOTAL POINT VALUE	100	68	75	65.5	61	69.5	52	65.1	67.1	69	62	65	78	74	68.5
Chuck Shultz		7	2	9	13	4	14	10	8	5	12	11	1	3	6
Ranking															

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Barnes, Ferland, and Associates, Inc.	Black & Veatch Corporation	Brown & Caldwell	Carollo Engineers, Inc.	Chen Moore and Associates	CPH, Inc.	Dewberry Engineers, Inc.	Hazen and Sawyer	Kimley-Horn and Associates, Inc.	Reiss Engineering, Inc.	Tetra Tech, Inc.	Woolpert, Inc.	Wright-Pierce
A	30	21	23	20	19	22	20	21	19	22	19	22	23	23	19
B	20	18	19	17	16	18	16	18	16	17	17	17	18	18	17
C	16	14	16	14	15	15	4	15	14	15	15	15	15	15	15
D	15	13	14	10	12	11	10	13	10	14	13	12	13	12	8
E	10	7	7	8	7	9	7	8	8	8	8	8	9	8	7
F	4	3	4	4	3	3	4	4	4	4	4	2	4	3	3
G	5	4	0	0	0	0	5	0	5	0	1	5	0	1	5
	0														
TOTAL POINT VALUE	100	80	83	73	72	78	66	79	76	80	77	81	82	80	74
Ronnie Proulx		4	1	12	13	8	14	7	10	4	9	3	2	4	11
Ranking															

Shortlisting Scoring / Ranking  
RQS15-0382 Continuing Wastewater Engineering Services

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Barnes, Ferland, and Associates, Inc.	Black & Veatch Corporatio	Brown & Caldwell	Carollo Engineers, Inc.	Chen Moore and Associates	CPH, Inc.	Dewberry Engineers, Inc.	Hazen and Sawyer	Kimley-Horn and Associates, Inc.	Reiss Engineering, Inc.	Tetra Tech, Inc.	Woolpert, Inc.	Wright-Pierce
A	30	27	28	27	27	27	27	27	27	27	27	27	27	27	27
B	20	17	18	18	17	18	17	17	17	18	17	17	17	17	17
C	16	14	16	14	15	15	4	15	14	15	15	15	15	15	15
D	15	13	14	14	13	14	13	13	13	13	13	13	13	13	13
E	10	8	8	8	8	8	8	8	8	8	8	8	8	8	8
F	4	3	4	4	3	3	4	4	4	4	4	2	4	3	3
G	5	4	0	0	0	0	5	0	5	0	1	5	0	1	5
	0														
TOTAL POINT VALUE	100	86	88	85	83	85	78	84	88	85	85	87	84	84	88
Byron Raysor		5	1	6	13	6	14	10	1	6	6	4	10	10	1
Ranking															