



CITY OF ORLANDO

2nd ADVISORY COMMITTEE MEETING MINUTES
RQS15-0382
Request for Qualification Statements for
Continuing Professional Wastewater Engineering Services
November 4, 2015 – 9 a.m.
Agenda and Sustainability Conference Rooms (2nd Floor)
City Hall, 400 S. Orange Ave., Orlando, FL

The purpose of this meeting was to hold discussions with shortlisted firms and review, score, and rank each of those firms on its qualification statement and clarifying interview session.

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)

Members of the Public Present:

None

Actions/Discussion/Motions:

City staff introduced themselves and signed the attendance roster. The meeting was publicly posted for more than 48 hours in advance, and there was a quorum present.

Presentation Schedule of Shortlisted Firms:

<u>Time</u>	<u>Date</u>	<u>Company Name</u>	<u>Meeting Room</u>	<u>Floor</u>
9:00 a.m. -- 9:30 a.m.	11/4/15	Atkins North America, Inc.	Agenda Conference Room	2 nd
9:40 a.m. –10:10 a.m.	11/4/15	Barnes, Ferland, and Associates, Inc.	Sustainability Conference Room	2 nd
10:20 a.m. -- 10:50 a.m.	11/4/15	Carollo Engineers, Inc.	Agenda Conference Room	2 nd
11:00 a.m. – 11:30 a.m.	11/4/15	Hazen and Sawyer	Sustainability Conference Room	2 nd
12:30 p.m. – 1:00 p.m.	11/4/15	Reiss Engineering, Inc.	Agenda Conference Room	2 nd
1:10 p.m. – 1:40 p.m.	11/4/15	Tetra Tech, Inc.	Sustainability Conference Room	2 nd
1:50 p.m. – 2:20 p.m.	11/4/15	Woolpert, Inc.	Agenda Conference Room	2 nd

After presentations, the Facilitator asked the Committee for approval of the first Meeting Minutes of October 21, 2015. These Minutes had been distributed by email to all Committee Members. A motion

was made by Chuck Shultz, and seconded by Paul Deuel, to accept those Minutes as written. The motion carried unanimously.

The Facilitator handed out the pre-determined scores (calculated as per solicitation requirements) to each Respondent. These scores did not change from the first meeting.

Committee Members were advised that Qualification Statements must be independently scored by each Member; that Committee Members should not indicate to the group what scores he/she gives to a particular firm; and that Committee Members must not attempt to influence other Committee Members in their scoring.

The Meeting was turned over to the technical Chair and discussion ensued, and, then, Committee members individually scored/ranked the shortlisted firm according to the criteria outlined in the Request for Qualification Statements.

The consolidated results are as follows:

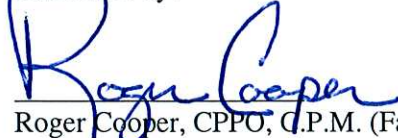
1. Tetra Tech, Inc.
2. Barnes, Ferland, and Associates, Inc.
3. Atkins North America, Inc.
4. Reiss Engineering, Inc.
5. Carollo Engineers, Inc.
6. Hazen and Sawyer
7. Woolpert, Inc.

A motion was made by Ronnie Proulx, and seconded by Paul Deuel, to accept the rankings and to recommend to City Council for authorization for the Chief Procurement Officer (CPO) to negotiate and execute contracts, and all subsequent renewals, for Continuing Contracts with the top five (5) ranked firms. There were no members of the public present. The motion carried unanimously.

A motion was made by Hector Sanchez, and seconded by Byron Raysor, to adjourn at 3:13 p.m. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS15-0382 Advisory Committee Meeting held on November 4, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



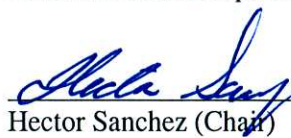
Roger Cooper, CPPO, C.P.M. (Facilitator)
Contract Administrator

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:

Predetermined Scores
Consolidated Scoring and Rating Spreadsheet
Individual Scoring and Rating Sheets

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
Carollo Engineers, Inc.	15	3	0
Hazen and Sawyer	15	4	0
Reiss Engineering, Inc.	15	2	5
Tetra Tech, Inc.	15	4	0
Woolpert, Inc.	15	3	1

Final Scoring / Ranking

Committee Members -->	Hector Sanchez	Paul Deuel	Chuck Shultz	Ronnie Proulx	Byron Raysor
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CONSOLIDATED RANKING:

	Hector Sanchez	Paul Deuel	Chuck Shultz	Ronnie Proulx	Byron Raysor	Total	Ranking
Atkins North America, Inc.	4	3	5	3	1	16	2
Barnes, Ferland, and Associates, Inc.	1	6	2	5	2	16	2
Carollo Engineers, Inc.	5	1	4	5	5	20	5
Hazen and Sawyer	6	5	6	1	5	23	6
Reiss Engineering, Inc.	3	3	7	3	2	18	4
Tetra Tech, Inc.	2	2	1	1	4	10	1
Woolpert, Inc.	7	7	3	5	5	27	7

BREAKING TIE FOR 2ND PLACE (using total scores):

	Hector Sanchez	Paul Deuel	Chuck Shultz	Ronnie Proulx	Byron Raysor	Total	Revised Ranking
Atkins North America, Inc.	85	87	78.5	90	88	428.5	3
Barnes, Ferland, and Associates, Inc.	90	83	84	89	87	433	2

INDIVIDUAL SCORING / RANKING:

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Barnes, Ferland, and Associates, Inc.	Carollo Engineers, Inc.	Hazen and Sawyer	Reiss Engineering, Inc.	Tetra Tech, Inc.	Woolpert, Inc.
A	25	21	23	24	22	22	24	22
B	15	13	14	13	13	13	14	13
C	16	14	16	15	15	15	15	15
D	15	13	14	12	12	12	14	12
E	10	9	9	8	8	8	9	8
F	4	3	4	3	4	2	4	3
G	5	4	0	0	0	5	0	1
H	10	8	10	9	9	9	9	8
TOTAL POINT VALUE	100	85	90	84	83	86	89	82
Hector Sanchez		4	1	5	6	3	2	7
Ranking								

Final Scoring / Ranking

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Barnes, Ferland, and Associates, Inc.	Carollo Engineers, Inc.	Hazen and Sawyer	Reiss Engineering, Inc.	Tetra Tech, Inc.	Woolpert, Inc.
A	25	23	21	25	24	23	24.5	21
B	15	13	13	13	13	13	13	13
C	16	14	16	15	15	15	15	15
D	15	13	13	14	13	13	13	13
E	10	9	8	9	8	8	9	8
F	4	3	4	3	4	2	4	3
G	5	4	0	0	0	5	0	1
H	10	8	8	9	9	8	9	8
TOTAL POINT VALUE	100	87	83	88	86	87	87.5	82
Paul Deuel		3	6	1	5	3	2	7
Ranking								

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Barnes, Ferland, and Associates, Inc.	Carollo Engineers, Inc.	Hazen and Sawyer	Reiss Engineering, Inc.	Tetra Tech, Inc.	Woolpert, Inc.
A	25	19	21	22	20	17	24	22
B	15	12	13	13	12	11	12	12
C	16	14	16	15	15	15	15	15
D	15	11.5	13	12	12	9	14	13
E	10	8	9	7	7	7	8	9
F	4	3	4	3	4	2	4	3
G	5	4	0	0	0	5	0	1
H	10	7	8	8	8	9	9	8
TOTAL POINT VALUE	100	78.5	84	80	78	75	86	83
Chuck Shultz		5	2	4	6	7	1	3
Ranking								

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Barnes, Ferland, and Associates, Inc.	Carollo Engineers, Inc.	Hazen and Sawyer	Reiss Engineering, Inc.	Tetra Tech, Inc.	Woolpert, Inc.
A	25	23	24	24	24	23	24	24
B	15	13	13	14	15	14	15	14
C	16	14	16	15	15	15	15	15
D	15	14	14	14	14	14	14	14
E	10	9	9	9	9	8	9	9
F	4	3	4	3	4	2	4	3
G	5	4	0	0	0	5	0	1
H	10	10	9	10	10	9	10	9
TOTAL POINT VALUE	100	90	89	89	91	90	91	89
Ronnie Proulx		3	5	5	1	3	1	5
Ranking								

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Barnes, Ferland, and Associates, Inc.	Carollo Engineers, Inc.	Hazen and Sawyer	Reiss Engineering, Inc.	Tetra Tech, Inc.	Woolpert, Inc.
A	25	23	23	23	23	23	23	23
B	15	13	13	13	13	13	13	13
C	16	14	16	15	15	15	15	15
D	15	13	13	13	13	13	13	13
E	10	9	9	9	9	9	9	9
F	4	3	4	3	4	2	4	3
G	5	4	0	0	0	5	0	1
H	10	9	9	9	8	7	9	8
TOTAL POINT VALUE	100	88	87	85	85	87	86	85
Byron Raysor		1	2	5	5	2	4	5
Ranking								