



# CITY OF ORLANDO

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January 14, 2016

## MEMORANDUM

TO: David Billingsley, Chief Procurement Officer

FROM: Brian Ferrier, Senior Purchasing Agent *BF*

SUBJECT: RFP16-0039, Dubsdread Golf Management and Operations Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of January 13, 2016.

Approved:

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

David Billingsley, CPSM, C.P.M.  
Chief Procurement Officer

### **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

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## ADVISORY COMMITTEE MEETING MINUTES

### RFP16-0039 FOR DUBSDREAD GOLF CLUB MANAGEMENT AND OPERATION SERVICES

Wednesday, January 13, 2016  
Orlando City Hall, Fourth Floor – Tarpon Conference Room  
1:00 P.M.

Second meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP16-0039.

#### **COMMITTEE MEMBERS PRESENT:**

Brendan Gibson, Financial System Administrator (Chair)  
Rodney Williams, Recreation Division Manager  
Lindsay Gordon, Facilities Project Manager  
Martin Carmody, Budget Division Manager  
Laurie Botts, Real Estate Division, Real Estate Division Manager

#### **COMMITTEE MEMBERS ABSENT:**

None

#### **PROCUREMENT REPRESENTATIVE:**

Brian Ferrier, Senior Purchasing Agent

#### **OTHERS PRESENT (CITY STAFF):**

Dawn Chin Shue, MWBE Office - Contract Compliance Investigator III

The Purchasing Agent introduced himself and took the following actions:

- A) Called the meeting to order at 1:13 P.M.
- B) Announced the meeting and future meetings would be recorded.
- C) Asked if anyone from the public is present. There was not anyone from the public present.
- D) Asked all attendees to sign the sign-in sheet.
- E) Announced the meeting had been duly posted at least 48 hours in advance.

The Committee Chair, Brendan Gibson, introduced himself and took the following actions:

- A) Indicated that there was a Quorum with five out of five Committee Members present
- B) Confirmed the meeting was called to order at 1:13 P.M.
- C) Asked all Committee members to introduce themselves.
- D) Asked Brian Ferrier to report on Proposer References. Copies of the RFP Proposer reference responses were distributed. Committee members reviewed the references individually.

Brian Ferrier asked Dawn Chin Shue to report on MWBE participation. Discussion ensued.

Brian Ferrier reported on VBE participation. Discussion ensued. Scoring sheets were distributed.

Brendan Gibson opened the meeting to discussion and motions. General discussion ensued.

Brendan Gibson asked the Committee if they were ready to score the proposals. The committee unanimously indicated they were ready to score.

Brian Ferrier reminded the committee that scoring must be based on proposal submitted.

The committee members individually completed their scoring sheet for the proposals.

Brian Ferrier tallied the results. He then presented the results to the committee. The ranking is as follows (ranking tally and scoring sheets are attached):

<u>Rank</u>	<u>Firm</u>
1	Billy Casper Golf, LLC
2	*Integrity Golf Company, LLC
3	*Hampton Golf, Inc
4	Cypress Golf Management, LLC

\*Ranking after applying tie breaker for second rank.

Committee Chair, Brendan Gibson, asked for a motion to "accept ranking and evaluations of the Proposals and recommend to City Council to authorize the Chief Procurement Officer to negotiate a contract with the Proposers in the ranked order until successful."




Motion was made by Rodney Williams  
Motion seconded by Laurie Botts.  
Motion unanimously carried by all committee members,

A motion was made by Martin Carmody and seconded by Lindsay Gordon to adjourn the meeting. The motion was unanimously carried by the Committee.


The meeting closed at 2:01 p.m.

These minutes are considered to be the official minutes of the RFP16-0039 Committee Meeting held on Wednesday, January 13, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

  
Jennifer Rosario,  
Administrative Assistant

Reviewed by:

  
Brian Ferrier,  
Senior Purchasing Agent -  
Assigned Purchasing Agent

Review and Accepted by:

  
Brendan Gibson,  
Financial System  
Administrator -  
Committee Chair

RFP16-0039  
Dubsdread Golf Course Management and Operations Services

PROPOSER	Brendan Gibson Chairman	Laurie Botts	Martin Carmody	Lindsay Gordon	Rodney Williams	Total	Total Points for Tie Breaker	Ranking
Billy Casper Golf, LLC	1	1	2	1	1	6	N/A	1
Cypress Golf Management, LLC	2	4	4	2	4	16	N/A	4
Hampton Golf, Inc.	3	3	1	3	3	13	374	3
Integrity Golf Company, LLC	3	2	2	4	2	13	377	2

**TIE BREAKER FOR TIED PROPOSALS IN RESPONSE TO RFP16-0039**

NO.	FACTOR	POSSIBLE POINTS	Brendan Gibson	Laurie Botts	Martin Carmody	Lindsay Gordon	Rodney Williams	Total	Rank After Tie Breaker
1	Operating Plan	38	25	25	28	20	34	132	
2	Experience of Proposer and Assigned Management Team	35	30	25	28	30	30	143	
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	2	3	2	2	2	11	
4	Veteran's Business Enterprises.	2	1	1	1	1	1	5	
5	Price Proposal	20	17	19	14	14	19	83	
<b>HAMPTON GOLF TOTAL POINT VALUE</b>		<b>100</b>	<b>75</b>	<b>73</b>	<b>73</b>	<b>67</b>	<b>86</b>	<b>374</b>	<b>3</b>
1	Operating Plan	38	20	32	25	20	36	133	
2	Experience of Proposer and Assigned Management Team	35	35	28	27	30	34	154	
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	0	0	0	0	0	0	
4	Veteran's Business Enterprises.	2	0	0	0	0	0	0	
5	Price Proposal	20	20	20	18	12	20	90	
<b>INTEGRITY GOLF COMPANY, LLC TOTAL POINT VALUE</b>		<b>100</b>	<b>75</b>	<b>80</b>	<b>70</b>	<b>62</b>	<b>90</b>	<b>377</b>	<b>2</b>

## PROPOSAL EVALUATION FORM

NO.	FACTOR	POSSIBLE POINTS	BILLY CASPER GOLF, LLC	CYPRESS GOLF MANAGEMENT, LLC	HAMPTON GOLF, INC.	INTEGRITY GOLF COMPANY, LLC
1	Operating plan.	38	30	16	28	25
2	Experience of Proposer and Assigned Management Team	35	30	15	28	27
5	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	0	0	2	0
	Veteran's Business Enterprises.	23	0	0	1	0
6	Price Proposal.	20	10	11	14	18
TOTAL POINT VALUE		100	70	42	73	70
RANKING BASED ON ABOVE POINTS * (#1 reflects the highest point value; #2 is the next highest point value; etc.)			2	4	1	2

DATE: 1/13/16 EVALUATOR: Martin Carnody OF City of Orlando  
(print name) (print name of organization)

SIGNATURE: [Signature]

\* Each Advisory Committee member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the Proposer with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Proposers' total scores from each member will be added and compared. The Proposer with the highest point total will be ranked highest of the tied Proposers.

## PROPOSAL EVALUATION FORM

NO.	FACTOR	POSSIBLE POINTS	BILLY CASPER GOLF, LLC	CYPRESS GOLF MANAGEMENT, LLC	HAMPTON GOLF, INC.	INTEGRITY GOLF COMPANY, LLC
1	Operating plan.	38	28	30	20	20
2	Experience of Proposer and Assigned Management Team	35	33	27	30	30
5	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	0	0	2	0
	Veteran's Business Enterprises.	22	0	0	1	0
6	Price Proposal.	20	15	15	14	12
TOTAL POINT VALUE		100	76	72	67	62
RANKING BASED ON ABOVE POINTS * (#1 reflects the highest point value; #2 is the next highest point value; etc.)			1	2	3	4

DATE: 1/13/16 EVALUATOR: Lindsay Gordon OF City of Orlando  
(print name) (print name of organization)

SIGNATURE: 

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## PROPOSAL EVALUATION FORM

NO.	FACTOR	POSSIBLE POINTS	BILLY CASPER GOLF, LLC	CYPRESS GOLF MANAGEMENT, LLC	HANPTON GOLF, INC.	INTEGRITY GOLF COMPANY, LLC
1	Operating plan.	38	38	10	29	32
2	Experience of Proposer and Assigned Management Team	35	35	10	25	28
5	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	0	0	3	0
	Veteran's Business Enterprises.	28	0	0	1	0
6	Price Proposal.	20	17	18	19	20
TOTAL POINT VALUE		100	90	38	73	80
<b>RANKING BASED ON ABOVE POINTS *</b> (#1 reflects the highest point value; #2 is the next highest point value; etc.)						
			1	4	3	2

DATE: 1/13/17 EVALUATOR: Laurie Botts OF City of Orlando  
(print name) (print name of organization)

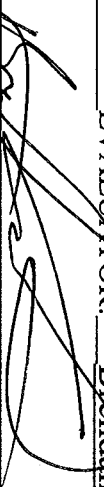
SIGNATURE: Laurie Botts

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NO.	FACTOR	POSSIBLE POINTS	BILLY CASPER GOLF, LLC	CYPRESS GOLF MANAGEMENT, LLC	HAMPTON GOLF, INC.	INTEGRITY GOLF COMPANY, LLC
1	Operating plan.	38	34	33	25	20
2	Experience of Proposer and Assigned Management Team	35	35	30	30	35
5	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	0	0	2	0
	Veteran's Business Enterprises.	12	0	0	1	0
6	Price Proposal.	20	15	18	17	20
TOTAL POINT VALUE		100	68	81	75	75
RANKING BASED ON ABOVE POINTS *						
		(#1 reflects the highest point value; #2 is the next highest point value; etc.)				
		1				
		2				
		3				

DATE: 1-13-16 EVALUATOR: Brendan Gibson OF City of Orlando  
(print name) (print name of organization)

SIGNATURE: 

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NO.	FACTOR	POSSIBLE POINTS	BILLY CASPER GOLF, LLC	CYPRESS GOLF MANAGEMENT, LLC	HAMPTON GOLF, INC.	INTEGRITY GOLF COMPANY, LLC
1	Operating plan.	38	38	33	34	36
2	Experience of Proposer and Assigned Management Team	35	35	32	30	34
5	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts.	5	0	0	2	0
	Veteran's Business Enterprises.	12.5	0	0	1	0
6	Price Proposal.	20	18	19	19	20
TOTAL POINT VALUE		100	91	84	86	90
RANKING BASED ON ABOVE POINTS * (#1 reflects the highest point value; #2 is the next highest point value; etc.)			1	4	3	2

DATE: 1/13/16 EVALUATOR: Rodney Williams OF City of Orlando  
(print name) (print name of organization)

SIGNATURE: [Signature]

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