



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES

RQS15-0406

Request for Qualification Statements for Continuing Professional Architectural Services

October 28, 2015 – 9 a.m.

Veterans 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:

James Peters, Assist. Construction Mgr. (Chair)

Ollie Rives, Facility Manager

Beth Gruber, Landscape Arch., Sr-Park Planner

Richard Forbes, Planner III

Dawn Chin Shue, Contract Compliance Investigator III, MBE Office

Other City Personnel Present:

Roger Cooper, Contract Administrator (Facilitator)

Members of the Public Present:

Bao Le-Huu, Le-Huu Partners

Actions/Discussion/Motions:

The Facilitator called the meeting to order at 9:00 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 Ollie Rives, and seconded by Richard Forbes, to accept the Public Input Procedures. The motion carried unanimously.

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.

The Meeting was turned over to the technical Chair, who indicated that thirteen (13) 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 October 13, 2015.

The Chair indicated that those firms are as follows:

- 1) Architectural Design Collaborative (ADC)
- 2) ADG, Inc. dba Architects Design Group
- 3) Bentley Architects+Engineers, Inc.

- 4) Borrelli+Partners, Inc.
- 5) Harvard Jolly Architecture
- 6) KLPNstudio, LLC
- 7) KZF Design, LLC dba KZF Design Studio
- 8) Le-Huu Partners, P.A.
- 9) Ohlson Lavoie Corporation
- 10) Rick Swisher, Architect, Inc.
- 11) Scott+Cormia Architecture and Interiors, LLC
- 12) Song+Associates, Inc.
- 13) Zyscovich Architects

The Committee had a brief discussion, and each Committee member individually scored and ranked each firm. The consolidated results are as follows:

- 1) KZF Design, LLC dba KZF Design Studio
- 2) Le-Huu Partners, P.A.
- 3) Bentley Architects+Engineers, Inc.
- 4) Architectural Design Collaborative (ADC)
- 5) ADG, Inc. dba Architects Design Group
- 6) KLPNstudio, LLC
- 7) Borrelli+Partners, Inc.
- 8) Ohlson Lavoie Corporation
- 9) Zyscovich Architects
- 10) Harvard Jolly Architecture
- 11) Rick Swisher, Architect, Inc.
- 12) Song+Associates, Inc.
- 13) Scott+Cormia Architecture and Interiors, LLC

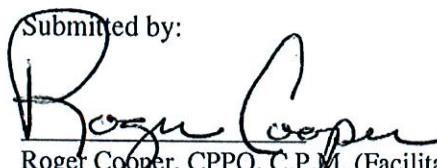
A motion was made by James Peters, and seconded by Ollie Rives, to invite the top six (6) firms for presentations and interviews. The member of the Public declined to make any comments. The motion carried unanimously.


James Peters made a motion, seconded by Richard Forbes, to allow ten (10) 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.

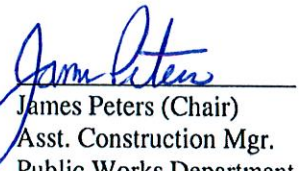
Presentations are scheduled for November 11, 2015, beginning at 9 a.m. in the North Collaborations Conference Room (1st Floor) and alternating between North Collaborations Conference Room and the Agenda Conference Room (2nd Floor) of City Hall.

A motion was made by Ollie Rives, and seconded by Beth Gruber, to adjourn at 11:18 a.m. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS15-0406 Advisory Committee Meeting held on October 28, 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:

James Peters (Chair)
Asst. Construction Mgr.
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

CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990
PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net



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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RQS15-0406 Continuing Professional Architectural 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)
Architeturational Design Collaborative (ADC)	15	3	5
ADG, Inc. dba Architects Design Group	14	3	5
Bentley Architects + Engineers, Inc.	15	3	5
Borrelli + Partners, Inc.	12	4	5
Harvard Jolly Architecture	11	4	5
KLPNstudio, LLC	15	4	5
KZF Design, LLC dba KZF Design Studio	15	4	4
Le-Huu Partners, P.A.	14	4	3
Ohlson Lavoie Corporation	15	4	5
Rick Swisher, Architect, Inc.	15	3	5
Scott + Cormia Architecture and Interiors, LLC	10	3	5
Song + Associates, Inc.	12	4	5
Zyscovich Architects	15	3	5

Shortlisting Scoring / Ranking
RQS15-0406 Continuing Professional Architectural Services

Committee Members -->	James Peters	Ollie Rives	Beth Gruber	Richard Forbes	Dawn Chin Shue
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Consolidated Ranking:

	James Peters	Ollie Rives	Beth Gruber	Richard Forbes	Dawn Chin Shue	Total	Ranking
Architectural Design Collaborative (ADC)	3	3	12	3	2	23	3
ADG, Inc. dba Architects Design Group	9	5	1	3	6	24	5
Bentley Architects + Engineers, Inc.	1	3	5	9	5	23	3
Borrelli + Partners, Inc.	8	10	6	5	2	31	7
Harvard Jolly Architecture	5	9	9	12	8	43	10
KLPNstudio, LLC	9	1	4	6	6	26	6
KZF Design, LLC dba KZF Design Studio	2	5	1	1	1	10	1
Le-Huu Partners, P.A.	3	11	3	2	2	21	2
Ohlson Lavoie Cororation	12	1	6	9	8	36	8
Rick Swisher, Architect, Inc.	6	8	8	11	10	43	10
Scott + Cormia Architecture and Intriors, LLC	13	13	13	13	13	65	13
Song + Associates, Inc.	11	12	9	8	10	50	12
Zyscovich Architects	6	5	9	7	12	39	9

Breaking Tie for 3rd Place (using total scores):

	James Peters	Ollie Rives	Beth Gruber	Richard Forbes	Dawn Chin Shue	Total	Revised Ranking
Architectural Design Collaborative (ADC)	88	95	85	85	90	443	4
Bentley Architects + Engineers, Inc.	98	95	90	77	89	449	3

Breaking Tie for 10th Place (using total scores):

	James Peters	Ollie Rives	Beth Gruber	Richard Forbes	Dawn Chin Shue	Total	Revised Ranking
Harvard Jolly Architecture	86	92	87	73	86	424	10
Rick Swisher, Architect, Inc.	80	93	88	74	85	420	11

Shortlisting Scoring / Ranking
RQS15-0406 Continuing Professional Architectural Services

Individual Scoring / Ranking:

NO.	POSSIBLE POINTS	Architectural Design Collaborative (ADC)	ADG, Inc. dba Architects Design Group	Bentley Architects + Engineers, Inc.	Borrelli + Partners, Inc.	Harvard Jolly Architecture	KLPNstudio, LLC	KZF Design, LLC dba KZF Design Studio	Le-Huu Partners, P.A.	Ohlson Lavoie Cororation	Rick Swisher, Architect, Inc.	Scott + Cormia Architecture and Intriors, LLC	Song + Associates, Inc.	Zyscovich Architects
A	30	28	24	30	25	28	20	28	28	15	25	19	20	25
B	20	16	14	20	15	17	15	18	17	12	15	14	15	15
C	16	15	14	15	12	11	15	15	14	15	15	10	12	15
D	15	13	9	15	10	13	10	14	13	9	10	9	10	10
E	10	8	7	10	7	8	7	9	9	7	7	5	7	7
F	4	3	3	3	4	4	4	4	4	4	3	3	4	3
G	5	5	5	5	5	5	5	4	3	5	5	5	5	5
H	0													
TOTAL POINT VALUE	100	88	76	98	78	86	76	92	88	67	80	65	73	80
James Peters														
Ranking		3	9	1	8	5	9	2	3	12	6	13	11	6

NO.	POSSIBLE POINTS	Architectural Design Collaborative (ADC)	ADG, Inc. dba Architects Design Group	Bentley Architects + Engineers, Inc.	Borrelli + Partners, Inc.	Harvard Jolly Architecture	KLPNstudio, LLC	KZF Design, LLC dba KZF Design Studio	Le-Huu Partners, P.A.	Ohlson Lavoie Cororation	Rick Swisher, Architect, Inc.	Scott + Cormia Architecture and Intriors, LLC	Song + Associates, Inc.	Zyscovich Architects
A	30	29	29	29	29	29	29	29	28	29	28	27	28	29
B	20	19	19	19	19	19	19	19	19	19	18	18	18	19
C	16	15	14	15	12	11	15	15	14	15	15	10	12	15
D	15	14	14	14	14	14	14	14	14	14	14	14	14	14
E	10	10	10	10	8	10	10	9	8	10	10	9	8	9
F	4	3	3	3	4	4	4	4	4	4	3	3	4	3
G	5	5	5	5	5	5	5	4	3	5	5	5	5	5
H	0													
TOTAL POINT VALUE	100	95	94	95	91	92	96	94	90	96	93	86	89	94
Ollie Rives														
Ranking		3	5	3	10	9	1	5	11	1	8	13	12	5

Shortlisting Scoring / Ranking
RQS15-0406 Continuing Professional Architectural Services

NO.	POSSIBLE POINTS	Architectural Design Collaborative (ADC)	ADG, Inc. dba Architects Design Group	Bentley Architects + Engineers, Inc.	Borrelli + Partners, Inc.	Harvard Jolly Architecture	KLPNstudio, LLC	KZF Design, LLC dba KZF Design Studio	Le-Huu Partners, P.A.	Ohlson Lavoie Cororation	Rick Swisher, Architect, Inc.	Scott + Cormia Architecture and Intriors, LLC	Song + Associates, Inc.	Zyscovich Architects
A	30	26	30	29	27	29	27	30	30	27	27	25	29	26
B	20	19	19	17	20	17	20	20	19	17	19	15	18	18
C	16	15	14	15	12	11	15	15	14	15	15	10	12	15
D	15	9	15	13	13	11	13	14	14	13	11	10	11	12
E	10	8	9	8	8	10	8	8	10	8	8	5	8	8
F	4	3	3	3	4	4	4	4	4	4	3	3	4	3
G	5	5	5	5	5	5	5	4	3	5	5	5	5	5
H	0													
TOTAL POINT VALUE	100	85	95	90	89	87	92	95	94	89	88	73	87	87
Beth Gruber														
Ranking		12	1	5	6	9	4	1	3	6	8	13	9	9

NO.	POSSIBLE POINTS	Architectural Design Collaborative (ADC)	ADG, Inc. dba Architects Design Group	Bentley Architects + Engineers, Inc.	Borrelli + Partners, Inc.	Harvard Jolly Architecture	KLPNstudio, LLC	KZF Design, LLC dba KZF Design Studio	Le-Huu Partners, P.A.	Ohlson Lavoie Cororation	Rick Swisher, Architect, Inc.	Scott + Cormia Architecture and Intriors, LLC	Song + Associates, Inc.	Zyscovich Architects
A	30	26	28	23	27	24	16	30	29	19	20	20	24	25
B	20	16	15	14	16	13	18	20	18	18	13	17	16	16
C	16	15	14	15	12	11	15	15	14	15	15	10	12	15
D	15	10	12	10	12	10	14	15	15	10	10	10	10	10
E	10	10	8	7	8	6	10	10	10	6	8	7	8	6
F	4	3	3	3	4	4	4	4	4	4	3	3	4	3
G	5	5	5	5	5	5	5	4	3	5	5	5	5	5
H	0													
TOTAL POINT VALUE	100	85	85	77	84	73	82	98	93	77	74	72	79	80
Richard Forbes														
Ranking		3	3	9	5	12	6	1	2	9	11	13	8	7

Shortlisting Scoring / Ranking
RQS15-0406 Continuing Professional Architectural Services

NO.	POSSIBLE POINTS	Architectural Design Collaborative (ADC)	ADG, Inc. dba Architects Design Group	Bentley Architects + Engineers, Inc.	Borrelli + Partners, Inc.	Harvard Jolly Architecture	KLPNstudio, LLC	KZF Design, LLC dba KZF Design Studio	Le-Huu Partners, P.A.	Ohlson Lavoie Cororation	Rick Swisher, Architect, Inc.	Scott + Cormia Architecture and Intriors, LLC	Song + Associates, Inc.	Zyscovich Architects
A	30	27	27	28	28	27	25	27	28	24	24	23	26	24
B	20	19	18	18	19	18	18	19	19	18	18	17	18	18
C	16	15	14	15	12	11	15	15	14	15	15	10	12	15
D	15	13	14	13	14	13	13	14	14	12	12	12	13	12
E	10	8	7	7	8	8	8	8	8	8	8	7	7	7
F	4	3	3	3	4	4	4	4	4	4	3	3	4	3
G	5	5	5	5	5	5	5	4	3	5	5	5	5	5
H	0													
TOTAL POINT VALUE	100	90	88	89	90	86	88	91	90	86	85	77	85	84
Dawn Chin Shue														
Ranking		2	6	5	2	8	6	1	2	8	10	13	10	12