



CITY OF ORLANDO

2nd ADVISORY COMMITTEE MEETING MINUTES

RQS15-0406

Request for Qualification Statements for
Continuing Professional Architectural Services

November 11, 2015 – 9 a.m.

North Collaborations Conference Room (1st Floor)

Agenda Conference Room (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:

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:

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. -- 9:20 a.m.	11/11/15	Architectural Design Collaborative (ADC)	North Collaborations Conference Room	1 st
9:30 a.m. – 9:50 a.m.	11/11/15	ADG, Inc. dba Architects Design Group	Agenda Conference Room	2 nd
10:00 a.m. -- 10:20 a.m.	11/11/15	Bentley Architects + Engineers, Inc.	North Collaborations Conference Room	1 st
10:30 a.m. – 10:50 a.m.	11/11/15	KLPNstudio, LLC	Agenda Conference Room	2 nd
11:00 p.m. – 11:20 p.m.	11/11/15	KZF Design, LLC dba KZF Design Studio	North Collaborations Conference Room	1 st
11:30 p.m. – 11:50 p.m.	11/11/15	Le-Huu Partners, P.A.	Agenda Conference Room	2 nd

After presentations, the Facilitator asked the Committee for approval of the first Meeting Minutes of October 28, 2015. These Minutes had been distributed by email to all Committee Members. A motion was made by James Peters, and seconded by Dawn Chin Shue, 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:

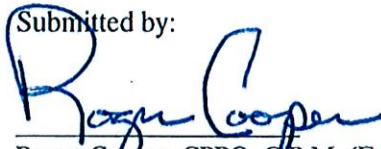
1. KZF Design, LLC dba KZF Design Studio
2. Architectural Design Collaborative (ADC)
3. Le-Huu Partners, P.A.
4. KLPNstudio, LLC
5. Bentley Architects + Engineers, Inc.
6. ADG, Inc. dba Architects Design Group

A motion was made by James Peters, and seconded by Ollie Rives, to accept the rankings and to recommend to City Council for authorization for the Chief Procurement Officer (CPO) to negotiate and execute a Continuing Contract, and all subsequent renewals, in ranked order, with the top-ranked firm. There were no members of the public present. The motion carried unanimously.

A motion was made by Ollie Rives, and seconded by Beth Gruber, to adjourn at 12:58 p.m. The motion carried unanimously.


These minutes are considered to be the official minutes of the RQS15-0406 Advisory Committee Meeting held on November 11, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



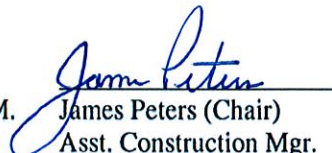
Roger Cooper, CPPO, C.P.M. (Facilitator)
Contract Administrator

Reviewed by:



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

Reviewed and Accepted by:



James Peters (Chair)
Asst. Construction Mgr.
Fleet Facilities Division

Attachments:

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

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
KLPNstudio, LLC	15	4	5
KZF Design, LLC dba KZF Design Studio	15	4	4
Le-Huu Partners, P.A.	14	4	3

2nd Meeting Final Ranking
RQS15-0406 Continuing Professional Architectual 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)	2	3	5	2	3	15	2
ADG, Inc. dba Architects Design Group	5	5	3	5	6	24	6
Bentley Architects + Engineers, Inc.	3	2	6	6	3	20	4
KLPNstudio, LLC	4	6	3	4	3	20	4
KZF Design, LLC dba KZF Design Studio	1	1	1	1	1	5	1
Le-Huu Partners, P.A.	6	3	2	3	2	16	3

Breaking Tie for 4th Place (using total scores):

	James Peters	Ollie Rives	Beth Gruber	Richard Forbes	Dawn Chin Shue	Total	Revised Ranking
Bentley Architects + Engineers, Inc.	93	91	86	89	89	448	5
KLPNstudio, LLC	91	87	91	95	89	453	4

INDIVIDUAL SCORING AND RANKING:

NO.	POSSIBLE POINTS	Architectural Design Collaborative (ADC)	ADG, Inc. dba Architects Design Group	Bentley Architects + Engineers, Inc.	KLPNstudio, LLC	KZF Design, LLC dba KZF Design Studio	Le-Huu Partners, P.A.
A	25	23	17	22	20	24	15
B	15	15	15	15	15	15	15
C	16	15	14	15	15	15	14
D	15	15	10	14	13	15	8
E	10	10	7	9	9	10	7
F	4	3	3	3	4	4	4

2nd Meeting Final Ranking
RQS15-0406 Continuing Professional Architectual Services

G	5	5	5	5	5	4	3
H	10	10	10	10	10	10	10
TOTAL POINT VALUE	100	96	81	93	91	97	76
James Peters		2	5	3	4	1	6
Ranking							

NO.	POSSIBLE POINTS	Architectural Design Collaborative (ADC)	ADG, Inc. dba Architects Design Group	Bentley Architects + Engineers, Inc.	KLPNstudio, LLC	KZF Design, LLC dba KZF Design Studio	Le-Huu Partners, P.A.
A	25	22	22	23	21	24	24
B	15	14	14	14	14	14	14
C	16	15	14	15	15	15	14
D	15	14	14	14	14	14	14
E	10	9	8	8	7	9	9
F	4	3	3	3	4	4	4
G	5	5	5	5	5	4	3
H	10	8	8	9	7	9	8
TOTAL POINT VALUE	100	90	88	91	87	93	90
Ollie Rives		3	5	2	6	1	3
Ranking							

NO.	POSSIBLE POINTS	Architectural Design Collaborative (ADC)	ADG, Inc. dba Architects Design Group	Bentley Architects + Engineers, Inc.	KLPNstudio, LLC	KZF Design, LLC dba KZF Design Studio	Le-Huu Partners, P.A.
A	25	23	23	23	23	25	25
B	15	15	15	11	15	15	14
C	16	15	14	15	15	15	14
D	15	11	14	13	13	14	14
E	10	8	9	8	8	9	9
F	4	3	3	3	4	4	4
G	5	5	5	5	5	4	3
H	10	8	8	8	8	10	10
TOTAL POINT VALUE	100	88	91	86	91	96	93
Beth Gruber		5	3	6	3	1	2
Ranking							

NO.	POSSIBLE POINTS	Architectural Design Collaborative (ADC)	ADG, Inc. dba Architects Design Group	Bentley Architects + Engineers, Inc.	KLPNstudio, LLC	KZF Design, LLC dba KZF Design Studio	Le-Huu Partners, P.A.
A	25	24	23	20	23	25	25
B	15	15	15	14	15	15	15
C	16	15	14	15	15	15	14
D	15	15	14	14	14	15	15
E	10	10	10	10	10	10	10

2nd Meeting Final Ranking
RQS15-0406 Continuing Professional Architectural Services

F	4	3	3	3	4	4	4
G	5	5	5	5	5	4	3
H	10	10	9	8	9	10	10
TOTAL POINT VALUE	100	97	93	89	95	98	96
Richard Forbes		2	5	6	4	1	3
Ranking							

NO.	POSSIBLE POINTS	Architectural Design Collaborative (ADC)	ADG, Inc. dba Architects Design Group	Bentley Architects + Engineers, Inc.	KLPNstudio, LLC	KZF Design, LLC dba KZF Design Studio	Le-Huu Partners, P.A.
A	25	23	23	24	23	24	24
B	15	14	14	14	15	15	14
C	16	15	14	15	15	15	14
D	15	13	13	13	12	14	14
E	10	8	7	7	8	8	8
F	4	3	3	3	4	4	4
G	5	5	5	5	5	4	3
H	10	8	8	8	7	9	9
TOTAL POINT VALUE	100	89	87	89	89	93	90
Dawn Chin Shue		3	6	3	3	1	2
Ranking							