



# CITY OF ORLANDO

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## 2nd ADVISORY COMMITTEE MEETING MINUTES

RFP16-0150

Request for Proposals for

Orlando City Hall Energy Efficiency Upgrades & HVAC Retrofit

March 11, 2016 9:00 a.m.

Agenda and Veterans Conference Room, 2nd Floor,  
City Hall, 400 S. Orange Avenue, Orlando, FL 32801

The Advisory Committee for the above project convened on March 11, 2016, at 9:04 a.m. at the City Hall in Orlando, Florida. The purpose of this meeting is to hear presentations from the two (2) respondents to the RFP and review, score, and rank each of those firms.

### **Committee Members Present:**

Ian LaHiff, Energy Project Manager (Chair)

Marissis Gandert, Building Plans Examiner II

Byron Raysor, Contract Compliance, Minority Business Enterprise Office

David Dunn, Division Manager, Fleet & Facilities Management Division

Doris Wasson, Director of Operations, Owens Realty Services

### **Technical Advisor:**

Mark Hartley, Technical Advisor, TLC Engineering for Architecture

Andrew Phillips, Project Coordinator, Fleet & Facilities Management Division

Celestino De La Cruz, Project Coordinator, Fleet & Facilities Management Division

### **Others Present:**

Teddi McCorkle, Contract Administrator (Facilitator)

Silvia Coste, Purchasing Agent II

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

The Ms. McCorkle, Facilitator, introduced herself and took the following actions:

1. Called the meeting to order at 9:04 a.m.
2. Reminded everyone that the meeting is being recorded.
3. Had all Committee members and others present introduce themselves.
4. Advised the Committee that a quorum was established.
5. Announced that the meeting was publicly posted for more than 48 hours in advance.
6. Asked all attendees to sign the sign-in sheet.
7. Reminded the Committee of the Public Input Procedures and indicated that no one was present from the public.

The Facilitator advised each presenter that they would be given sixty (60) minutes total; five (5) minutes for introductions, forty (40) minutes for presentation/clarifications, and fifteen (15) minutes for the question and answer period.

**Presentation Schedule:**

<u>Time</u>	<u>Company</u>	<u>Meeting Room</u>
9:00 a.m. –	Air Mechanical and Services	Agenda Conference
10:00 a.m.	Corporation (AMSCO)	Room
10:30 a.m. -		Veterans
11:30 a.m.	Ellis Mechanical Corporation	Conference Room

A thirty (30) minute break was taken between the two presentations.

After presentations, the Facilitator asked the Committee for approval of the first Meeting Minutes of March 1, 2016. These Minutes had been distributed by email to all Committee Members. A motion was made by Ian Lahiff, and seconded by David Dunn, to accept those Minutes as written. The motion carried unanimously.

**Actions/Discussion/Motions:**

Following the presentations, the Committee discussed each Proposer. Committee members individually scored. The resulting Final Ranking is as follows:

1. Air Mechanical and Service Corporation (AMSCO)
2. Ellis Mechanical Corporation


A motion was made by Ian LaHiff and seconded by Byron Raysor to accept the ranking and evaluations of the proposals, and recommend to City Council that the Chief Procurement Officer negotiate and execute a contract with one (1) Proposer in the ranked order until successful. No one was present from the public. Discussion ensued. Motion carried unanimously.

Ms. McCorkle reminded the Committee that all the rules are still in place until a contract is signed and that all proposals and evaluation materials will be collected after the meeting is adjourned.

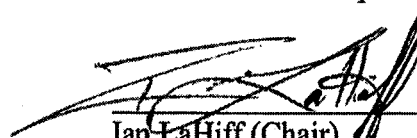
Ian LaHiff, Chair, adjourned the meeting at 12:42 p.m.

These minutes are considered to be the official minutes of the RFP16-0150 2nd Advisory Committee Meeting held on March 11, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

  
Teddi McCorkle (Facilitator)  
Senior Contract Administrator  
Procurement & Contracts Division

Reviewed and Accepted by:

  
Ian LaHiff (Chair)  
Energy Project Manager  
Facilities Management

Attachments: Scoring Sheeting and Final Tabulation

Sign-in Sheets

**EVALUATION CRITERIA FOR SCORING**

**RFP16-0150, ORLANDO CITY HALL**  
**ENERGY EFFICIENCY UPGRADES & HVAC RETROFIT**

Committee Member: David L. Dunn Date: March 11, 2016

Firm Name: Air Mechanical and Service Corporation David L. Dunn

<b>RATING FACTORS</b>	<b>MAXIMUM POINTS</b>	<b>ITEM SCORE</b>
A. Project Scope and Approach	30	28
B. Similar Projects Experience of Proposer and Assigned Management Team	23	20
C. Minority and Women Owned Business Enterprise – The degree of participation by City Certified or recognized M/WBE in subcontracts	5	0
D. Veteran Business Enterprise participation in subcontracts	2	0
E. Price Proposal	40	0
<b>TOTAL SCORE</b>	<b>100</b>	<b>48</b>
<b>RANKING BASED ON ABOVE POINTS *</b> (#1 reflects the highest point value; #2 is the next highest point value; etc.)		1

\* 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.

**EVALUATION CRITERIA FOR SCORING**

**REP16-0150, ORLANDO CITY HALL**  
**ENERGY EFFICIENCY UPGRADES & HVAC RETROFIT**

Committee Member: David L. Dunn Date: March 11, 2016

Firm Name: Ellis Mechanical Corporation

*David L. Dunn*

<b>RATING FACTORS</b>	<b>MAXIMUM POINTS</b>	<b>ITEM SCORE</b>
A. Project Scope and Approach	30	15
B. Similar Projects Experience of Proposer and Assigned Management Team	23	10
C. Minority and Women Owned Business Enterprise - The degree of participation by City Certified or recognized M/WBE in subcontracts	5	5
D. Veteran Business Enterprise participation in subcontracts	2	0
E. Price Proposal	40	0.74
<b>TOTAL SCORE</b>	<b>100</b>	
<b>RANKING BASED ON ABOVE POINTS *</b> (#1 reflects the highest point value; #2 is the next highest point value; etc.)		<b>2</b>

30.74

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**EVALUATION CRITERIA FOR SCORING**

**RFP16-0150, ORLANDO CITY HALL**  
**ENERGY EFFICIENCY UPGRADES & HVAC RETROFIT**

Committee Member: Marissis Gandert Date: March 11, 2016

Firm Name: Air Mechanical and Service Corporation

<b>RATING FACTORS</b>	<b>MAXIMUM POINTS</b>	<b>ITEM SCORE</b>
A. Project Scope and Approach	30	25
B. Similar Projects Experience of Proposer and Assigned Management Team	23	20
C. Minority and Women Owned Business Enterprise – The degree of participation by City Certified or recognized M/WBE in subcontracts	5	0
D. Veteran Business Enterprise participation in subcontracts	2	0
E. Price Proposal	40	0
<b>TOTAL SCORE</b>	<b>100</b>	
<b>RANKING BASED ON ABOVE POINTS *</b> (#1 reflects the highest point value; #2 is the next highest point value; etc.)		45

①

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**EVALUATION CRITERIA FOR SCORING**

**RFP16-0150, ORLANDO CITY HALL**  
**ENERGY EFFICIENCY UPGRADES & HVAC RETROFIT**

Committee Member: Marissis Gandert Date: March 11, 2016

Firm Name: Ellis Mechanical Corporation

<b>RATING FACTORS</b>	<b>MAXIMUM POINTS</b>	<b>ITEM SCORE</b>
A. Project Scope and Approach	30	15
B. Similar Projects Experience of Proposer and Assigned Management Team	23	18
C. Minority and Women Owned Business Enterprise – The degree of participation by City Certified or recognized M/WBE in subcontracts	5	5
D. Veteran Business Enterprise participation in subcontracts	2	0
E. Price Proposal	40	0.74
<b>TOTAL SCORE</b>	<b>100</b>	
<b>RANKING BASED ON ABOVE POINTS *</b> (#1 reflects the highest point value; #2 is the next highest point value; etc.)		<b>38.74</b>

②

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**EVALUATION CRITERIA FOR SCORING**

**RFP16-0150, ORLANDO CITY HALL**  
**ENERGY EFFICIENCY UPGRADES & HVAC RETROFIT**

Committee Member: Ian LaHiff Date: March 11, 2016

Firm Name: Air Mechanical and Service Corporation

<b>RATING FACTORS</b>	<b>MAXIMUM POINTS</b>	<b>ITEM SCORE</b>
A. Project Scope and Approach	30	29
B. Similar Projects Experience of Proposer and Assigned Management Team	23	23
C. Minority and Women Owned Business Enterprise – The degree of participation by City Certified or recognized M/WBE in subcontracts	5	0
D. Veteran Business Enterprise participation in subcontracts	2	0
E. Price Proposal	40	0
<b>TOTAL SCORE</b>	<b>100</b>	<b>52</b>
<b>RANKING BASED ON ABOVE POINTS *</b> (#1 reflects the highest point value; #2 is the next highest point value; etc.)		<b>1</b>

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**EVALUATION CRITERIA FOR SCORING**

**RFP16-0150, ORLANDO CITY HALL  
ENERGY EFFICIENCY UPGRADES & HVAC RETROFIT**

Committee Member:   *Jan LaHiff*   Date: March 11, 2016

Firm Name:   Ellis Mechanical Corporation  

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Project Scope and Approach	30	10
B. Similar Projects Experience of Proposer and Assigned Management Team	23	10
C. Minority and Women Owned Business Enterprise – The degree of participation by City Certified or recognized M/WBE in subcontracts	5	5
D. Veteran Business Enterprise participation in subcontracts	2	0
E. Price Proposal	40	0.74
<b>TOTAL SCORE</b>	<b>100</b>	<b>25.74</b>
<b>RANKING BASED ON ABOVE POINTS *</b> (#1 reflects the highest point value; #2 is the next highest point value; etc.)		<b>2</b>

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**EVALUATION CRITERIA FOR SCORING**

**RFP16-0150, ORLANDO CITY HALL  
ENERGY EFFICIENCY UPGRADES & HVAC RETROFIT**

Committee Member: Byron Raysor Date: March 11, 2016

Firm Name: Air Mechanical and Service Corporation

<b>RATING FACTORS</b>	<b>MAXIMUM POINTS</b>	<b>ITEM SCORE</b>
A. Project Scope and Approach	30	25
B. Similar Projects Experience of Proposer and Assigned Management Team	23	22
C. Minority and Women Owned Business Enterprise – The degree of participation by City Certified or recognized M/WBE in subcontracts	5	0
D. Veteran Business Enterprise participation in subcontracts	2	0
E. Price Proposal	40	0
<b>TOTAL SCORE</b>	<b>100</b>	
<b>RANKING BASED ON ABOVE POINTS *</b> (#1 reflects the highest point value; #2 is the next highest point value; etc.)		47

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**EVALUATION CRITERIA FOR SCORING**

**RFP16-0150, ORLANDO CITY HALL**  
**ENERGY EFFICIENCY UPGRADES & HVAC RETROFIT**

Committee Member: Byron Rayson

Date: March 11, 2016

Firm Name: Ellis Mechanical Corporation

<b>RATING FACTORS</b>	<b>MAXIMUM POINTS</b>	<b>ITEM SCORE</b>
A. Project Scope and Approach	30	18
B. Similar Projects Experience of Proposer and Assigned Management Team	23	18
C. Minority and Women Owned Business Enterprise – The degree of participation by City Certified or recognized M/WBE in subcontracts	5	5
D. Veteran Business Enterprise participation in subcontracts	2	0
E. Price Proposal	40	0.74
<b>TOTAL SCORE</b>	<b>100</b>	
<b>RANKING BASED ON ABOVE POINTS *</b> (#1 reflects the highest point value; #2 is the next highest point value; etc.)		41.74

②

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**EVALUATION CRITERIA FOR SCORING**

**RFP16-0150, ORLANDO CITY HALL**  
**ENERGY EFFICIENCY UPGRADES & HVAC RETROFIT**

Committee Member: Neris Wasson Date: March 11, 2016

Firm Name: Air Mechanical and Service Corporation

<b>RATING FACTORS</b>	<b>MAXIMUM POINTS</b>	<b>ITEM SCORE</b>
A. Project Scope and Approach	30	28
B. Similar Projects Experience of Proposer and Assigned Management Team	23	22
C. Minority and Women Owned Business Enterprise – The degree of participation by City Certified or recognized M/WBE in subcontracts	5	0
D. Veteran Business Enterprise participation in subcontracts	2	0
E. Price Proposal	40	0
<b>TOTAL SCORE</b>	<b>100</b>	
<b>RANKING BASED ON ABOVE POINTS *</b> (#1 reflects the highest point value; #2 is the next highest point value; etc.)		50

(1)

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**EVALUATION CRITERIA FOR SCORING**

**RFP16-0150, ORLANDO CITY HALL**  
**ENERGY EFFICIENCY UPGRADES & HVAC RETROFIT**

Committee Member: Doris Wasson Date: March 11, 2016

Firm Name: Ellis Mechanical Corporation

<b>RATING FACTORS</b>	<b>MAXIMUM POINTS</b>	<b>ITEM SCORE</b>
A. Project Scope and Approach	30	10
B. Similar Projects Experience of Proposer and Assigned Management Team	23	7
C. Minority and Women Owned Business Enterprise – The degree of participation by City Certified or recognized M/WBE in subcontracts	5	5
D. Veteran Business Enterprise participation in subcontracts	2	0
E. Price Proposal	40	0.74
<b>TOTAL SCORE</b>	<b>100</b>	
<b>RANKING BASED ON ABOVE POINTS *</b> (#1 reflects the highest point value; #2 is the next highest point value; etc.)		22.74

②

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RFP16-0150 Orlando City Hall Energy Efficiency Upgrades and HVAC Retrofit  
Scoring - Ranking

COMMITTEE MEMBERS -->

Ian LaHiff	Marissis Gandert	David Dunn	Doris Wasson	Byron Raysor
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CONSOLIDATED RANKING:

	Ian LaHiff	Marissis Gandert	David Dunn	Doris Wasson	Byron Raysor	Total	Ranking
Air Mechanical and Services Corporation	1	1	1	1	1	5	1
Ellis Mechanical Corporation	2	2	2	2	2	10	2

INDIVIDUAL SCORING AND RANKING:

NO.	POSSIBLE POINTS	Air Mechanical and Services Corporation	Ellis Mechanical Corporation
A	30	29	10
B	23	23	10
C	5	0	5
D	2	0	0
E	40	0	0.74
<b>TOTAL POINT VALUE</b>	<b>100</b>	<b>52</b>	<b>25.74</b>
<b>Ian LaHiff</b>		<b>1</b>	<b>2</b>
<b>Ranking</b>			

NO.	POSSIBLE POINTS	Air Mechanical and Services Corporation	Ellis Mechanical Corporation
A	30	25	15
B	23	20	18
C	5	0	5
D	2	0	0
E	40	0	0.74
<b>TOTAL POINT VALUE</b>	<b>100</b>	<b>45</b>	<b>38.74</b>
<b>Marissis Gandert</b>		<b>1</b>	<b>2</b>
<b>Ranking</b>			

NO.	POSSIBLE POINTS	Air Mechanical and Services Corporation	Ellis Mechanical Corporation
A	30	28	15
B	23	20	10
C	5	0	5
D	2	0	0
E	40	0	0.74

RFP16-0150 Orlando City Hall Energy Efficiency Upgrades and HVAC Retrofit  
Scoring - Ranking

<b>TOTAL POINT VALUE</b>	<b>100</b>	<b>48</b>	<b>30.74</b>
<b>David Dunn</b>		<b>1</b>	<b>2</b>
<b>Ranking</b>			

<b>NO.</b>	<b>POSSIBLE POINTS</b>	<b>Air Mechanical and Services Corporation</b>	<b>Ellis Mechanical Corporation</b>
A	30	28	10
B	23	22	7
C	5	0	5
D	2	0	0
E	40	0	0.74
<b>TOTAL POINT VALUE</b>	<b>100</b>	<b>50</b>	<b>22.74</b>
<b>Doris Wasson</b>		<b>1</b>	<b>2</b>
<b>Ranking</b>			

<b>NO.</b>	<b>POSSIBLE POINTS</b>	<b>Air Mechanical and Services Corporation</b>	<b>Ellis Mechanical Corporation</b>
A	30	25	18
B	23	22	18
C	5	0	5
D	2	0	0
E	40	0	0.74
<b>TOTAL POINT VALUE</b>	<b>100</b>	<b>47</b>	<b>41.74</b>
<b>Byron Raysor</b>		<b>1</b>	<b>2</b>
<b>Ranking</b>			