



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES
RFP16-0008
PAVEMENT MANAGEMENT AND ROW SURVEY
May 13, 2016
City Hall – 4th Floor, Dolphin Conference Room
9:00 a.m.

The Advisory Committee (Committee) for the above project convened on May 13, 2016, at **9:03 am** at the Dolphin Conference Room, City Hall. The purpose of this meeting was to review the responsive proposals and to have general discussions on the upcoming meeting.

COMMITTEE MEMBERS PRESENT:

Russell Owen Blakely III (Chair)
Richard Howard, Public Works Director
Christopher McCullion, Deputy Chief Financial Officer
Amanda Furman, Senior GIS Programmer
Charles Ramdatt, Public Works Deputy Director

TECHINAL ADVISOR:

Lisa Henry, Streets and Stormwater Division Manager

PROCUREMENT & OTHER CITY REPRESENTATIVES:

Teddi McCorkle, Senior Contract Administrator
Silvia Coste, Purchasing Agent II (Facilitator)
Dawn Chin Shue, Contract Compliance, Minority Business Enterprise Office

Actions/Discussion/Motions:

Teddi McCorkle, Facilitator, introduced herself and took the following actions:

1. Called the meeting to order at **9:03** a.m.
2. Reminded everyone that the meeting is being recorded.
3. Had all Committee members and others present introduce themselves.
4. Advised that the Committee was approved and ethics forms were received.
5. Advised the Committee that a quorum was established.
6. Announced that the meeting was publicly posted for more than 48 hours in advance.
7. Asked all attendees to sign the sign-in sheet.
8. Facilitator reviewed Advisory Committee Rules.
9. Reviewed Public Input Procedures - Explained that, though no public representatives were present, policy requires that public input be allowed prior to each vote on non-ministerial motions.

A motion was made by **Christopher McCullion**, and seconded by **Richard Howard**, to accept the Public Input Procedures. The motion carried unanimously.

Teddi McCorkle indicated that a copy of the solicitation and addenda were emailed to the Committee.

Teddi McCorkle indicated that Eight (8) proposals were submitted in response to this solicitation. The firms submitting proposals are as follows:

- Applied Research Associates, Inc.
- Data Transfer Solutions, LLC
- Dynatest North America, Inc.
- Fugro Roadware
- IMS Infrastructure Management Services, LLC
- MDS Technologies, Inc.
- Southeastern Surveying and Mapping Corporation
- Transmap Corporation

DISCUSSION AND MOTIONS:

Russell Owen indicated that Lisa Henry will be a Technical Advisor for this project.

Russell Owen described the project to the Committee.

A general discussion ensued about questions to be requested from the Proposers References. Questions were established. Teddi McCorkle will obtain the references and distribute to the Committee members as they are received.

A discussion about short-listing, presentations, and D&B Reports was entertained. These items will be addressed at the 2nd Committee meeting.

The Advisory Committee requested that Procurement notify the Proposers, that if shortlisted to present, presentations will be held on June 1, 2016.

The 2nd Committee Meeting is scheduled for May 20, 2016, beginning at 2:00 pm. in the Tarpon Conference Room (4th Floor)

Russell Owen adjourned the meeting at 9:28 am.

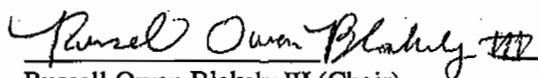
These minutes are considered to be the official minutes of the RFP16-0008 Advisory Committee Meeting held on May 13, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Teddi McCorkle
City of Orlando
Senior Contract Administrator

Reviewed and Accepted by:



Russell Owen Blakely III (Chair)
City of Orlando
Project Manager II

Attachment: Sign-in Sheet
References
Public Input Procedures

CITY OF ORLANDO

Procurement and Contracts Division 1st Committee Meeting Sign-In Sheet

Date: 05/13/16

Time: 9:00 a.m.

Bid Number: RFP16-0008

Location: City Hall at One City Commons, 400 South Orange Avenue, Marlin Conference Room, 4th Floor, Orlando, Florida

Title: Pavement Management and Row Survey

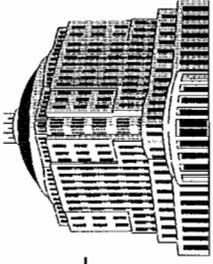
COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor, City Hall Orlando, Florida 32801	Teddi McCorkle, Sr. Contract Admin. Silvia Coste, Purchasing Agent II 	<u>teddi.mccorkle@cityoforlando.net</u> <u>silvia.coste@cityoforlando.net</u>	(407) 246-2332 (407) 246-2216	(407) 246-2869
City of Orlando Orlando-Minority Business Enterprise Office	Dawn Chin Shue Contractor Compliance 	<u>Dawn.chinshue@cityoforlando.net</u>	407-246-2408	
City of Orlando Street & Storm Water Division	Russell Blakely 	<u>Russell.Blakely@cityoforlando.net</u>	407-246-3645	
City of Orlando Public Works Director	Richard Howard 	<u>Richard.howard@cityoforlando.net</u>	3222	2892
Deputy Chief Financial Officer	Christopher McCullion 	<u>Christopher.mccullion@cityoforlando.net</u> <u>do.net</u>	4274	

PROCUREMENT AND CONTRACTS DIVISION

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CITY OF ORLANDO

Procurement and Contracts Division 1st Committee Meeting Sign-In Sheet



Date: 05/13/16

Time: 9:00 a.m.

Bid Number: RFP16-0008

Location: City Hall at One City Commons, 400 South Orange Avenue, Dolphin Conference Room, 2nd Floor, Orlando, Florida

Title: Pavement Management and Row Survey

COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: <u>IMPORTANT</u> (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Senior GIS Programmer	Amanda Furman 	Amanda.furman@cityoforlando.net		
Public Works Deputy Director	Charles Ramdatt 	Charles.ramdatt@cityoforlando.net		
Streets & Stormwater Division Manager	Lisa Henry 	Lisa.Henry@cityoforlando.net		

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REFERENCE VBE FOR RFP16-0008 PAVEMENT MANAGEMENT AND ROW SURVEY

REFERENCES RECEIVED FOR RFP16-0008 PAVEMENT MANAGEMENT AND ROW SURVEY				VBE Participation
Applied Research Association REFERENCE RECEIVED	Cape Coral FL Left Message 5/19/16	FL Delt. Transportation YES	Metropolitan Nashville YES	0
Data Transfer Solutions, LLC REFERENCE RECEIVED	City of Houston Texas YES	Cityof West Palm Beach Left Message 5/19/16	City of Lakeland YES	2
Dynatest North America, Inc. REFERENCE RECEIVED	City of Alexandria YES	City of Indianapolis YES	Prince George's County YES	0
Fugro Roadware REFERENCE RECEIVED	City of Irving Texas Left Message 5/19/16	Louisiana DOTD YES	Pennsylvania DOT Left Message 5/19/16	0
IMS Infrastructure Management REFERENCE RECEIVED	City of Keywest YES	Monroe County FL Left Message 5/19/16	City of Sanford FL YES	0
MDS Technologies REFERENCE RECEIVED	City of Boulder Left Message 5/19/16	City of Boulder 2 YES	York County YES	0
Southeastern Surveying & Mapping REFERENCE RECEIVED	Altamonte Spring YES	OC Public School Left Message 5/19/16	Semiolen County YES	2
Transmap Corporation REFERENCE RECEIVED	Manatee county YES	Osceola County YES	Deray Beach YES	0



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.

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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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