




# CITY OF ORLANDO

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July 28, 2016

## MEMORANDUM

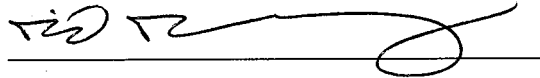
TO: David Billingsley, Chief Procurement Officer

FROM:  Karen Elzy, Senior Purchasing Agent

SUBJECT: RFP16-0128, City Planning Services

Please review / approve the attached **Corrected** Meeting Minutes for the subject Advisory Committee Meeting of June 24, 2016.

Approved: ,

A handwritten signature, likely of David Billingsley, written over a horizontal line.

### PROCUREMENT AND CONTRACTS DIVISION

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# CITY OF ORLANDO

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## **1st ADVISORY COMMITTEE MEETING MINUTES - CORRECTED**

**RFP16-0128**

**CITY PLANNING SERVICES**

**June 24, 2016**

**City Hall – 4th Floor, Marlin Conference Room**

**11:00 a.m.**

The Advisory Committee (Committee) for the above project convened on June 24, 2016, at **11:09 a.m.** in the Tarpon 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:**

Elisabeth Dang (Chair), City Planning  
Aranzazu Lattanzio, Housing and Community Development  
John Rhoades, Transportation Planning  
Lusbeth Perez Pena, Economic Development  
Shannan Stegman, City Planning

### **PROCUREMENT & OTHER CITY REPRESENTATIVES:**

Karen Elzy, Procurement and Contracts Division (Facilitator)  
Dawn Chin Shue, Minority/Women Business Enterprise

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

Karen Elzy, Facilitator, introduced herself and took the following actions:

1. Called the meeting to order at **11:09** 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 John Rhoades, and seconded Elisabeth Dang to accept the Public Input Procedures. The motion carried unanimously.

Karen Elzy indicated that a copy of the solicitation and addenda were provided to the Committee.

Karen Elzy indicated that five (5) proposals were submitted in response to this solicitation. The firms submitting proposals are as follows:

Renaissance Planning Group, Inc.  
Littlejohn Engineering Associates, Inc.  
Vanasse Hangen Brustlin, Inc.  
Canin Associates  
GAI Consultants, Inc./Community Solutions Group

**DISCUSSION AND MOTIONS:**

Dawn Chin Shue, M/WBE representative, gave the Committee a recap of M/WBE participation. Discussion ensued.

Karen Elzy advised the Committee that two firms, Vanasse Hangen Brustlin, Inc. and GAI Consultants, Inc./Community Solutions Group submitted VBE participation plans. Discussion ensued.

Karen Elzy distributed the standard reference letter to the Committee. A discussion about D&B Reports and references ensued.

Karen Elzy asked the Committee if Procurement should run D&B reports (indicating that there is a cost of approximately \$109 each to the using agency.) A motion was made by John Rhoades, seconded by Shannan Stegman, to waive D&B reports. Discussion ensued. No public were present. Motion carried unanimously.

A discussion about short-listing, presentations and references ensued.


A motion was made by Elisabeth Dang, seconded by Lusbeth Perez Pena, for Procurement to send out the standard vendor reference letter to references and report findings to the Committee. No public were present. Motion carried unanimously.

The Committee discussed a second Committee meeting and requested that Karen Elzy review the Committee's calendars and schedule a subsequent meeting for the week of July 11, 2016 for approximately 2 ½ hours.

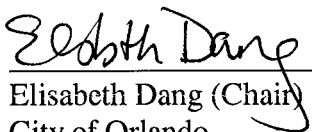
Elisabeth Dang adjourned the meeting at 11:58 a.m.

These minutes are considered to be the official minutes of the RFP16-0128 Advisory Committee Meeting held on June 24, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

  
Karen Elzy  
City of Orlando  
Senior Purchasing Agent

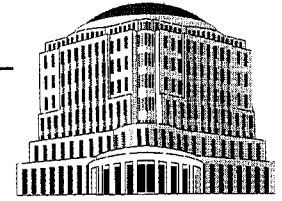
Reviewed and Accepted by:

  
Elisabeth Dang (Chair)  
City of Orlando  
Chief Planner

Attachment: Sign-in Sheet  
Public Input Procedures  
Vendor Reference Letter  
M/WBE Participation Recap

# CITY OF ORLANDO

## Procurement & Contracts Division 1<sup>st</sup> Committee Meeting Sign-In Sheet



Date: 6/24/16	Time: 11:00 a.m.	Bid Number: RFP16-0128	Location: City of Orlando, 400 S. Orange Avenue, Tarpon Conference, 4 <sup>th</sup> Floor, Orlando, FL 32802
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Title: CITY PLANNING SERVICES

Procurement & Contracts Div. 400 South Orange Avenue, 4 <sup>th</sup> Floor Orlando, Florida 32801	Karen Elzy, Senior Purchasing Agent	Karen.Elzy@cityoforlando.net	(407) 246-2368	(407) 246-2869
City of Orlando, City Planning Division	Elisabeth Dang, Chair	elisabeth.dang@ cityoforlando.net	407-246-3408	407-246-2895
CITY OF ORLANDO 400 S. ORANGE AVENUE	ELISABETH PEREZ	ELISABETH. PEREZ @CITY OF ORLANDO. NET	407-246-3309	
City of Orlando 400 S Orange Ave	Arancha Lattanzio	arancha.lattanzio@cityof orlando.net	407.246.3413	
City of Orlando 400 S Orange Ave	Shannan Stegman	shannan.stegman@ cityoforlando.net	407-246-2681	

NOTE: DO NOT WRITE ON THE BACK OF THE FORM.

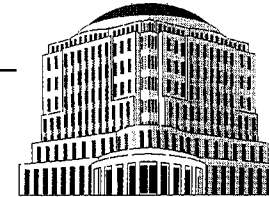
### PROCUREMENT AND CONTRACTS DIVISION

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# CITY OF ORLANDO

## Procurement & Contracts Division

### 1<sup>st</sup> Committee Meeting Sign-In Sheet



Date: 6/24/16	Time: 11:00 a.m.	Bid Number: RFP16-0128	Location: City of Orlando, 400 S. Orange Avenue, Tarpon Conference, 4 <sup>th</sup> Floor, Orlando, FL 32802
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Title: CITY PLANNING SERVICES

COMPANY NAME	COMPANY REPRESENTATIVE (PRINT NAME AND SIGNATURE)	EMAIL ADDRESS (IMPORTANT - DO NOT LEAVE BLANK)	TELEPHONE #	FAX #
CZTY - TPL 02V.	RHOADES, JOHN	JOHN.RHOADES@ CZTYOFORLANDO.NET	407 246 2293	
MBE OFFICE CITY OF ORLANDO	DAWN CHIN SHUE <i>Dawn Chin Shue</i>			
MBE Office City of Orlando	Chisha Lewis <i>Chisha Lewis</i>			

NOTE: DO NOT WRITE ON THE BACK OF THE FORM.

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# CITY OF ORLANDO

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## **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. 286.0114, 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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# CITY OF ORLANDO

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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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## MINORITY BUSINESS ENTERPRISE

**PROJECT:** City Planning Services  
RFP16-0128

**MBE GOAL: 18% WBE GOAL: 6%**

**PURCHASING AGENT:** Karen Elzy

**DATE:** 6/24/2016

The following are 5 the firms that submitted RFP.

### 1) Canin Associates

Subconsultants	MBE/WBE	%	Scope of Work
<b>TOTAL MBE PARTICIPATION</b>		<b>0%</b>	
Toole design Group, LLC	WBE	10%	Transportation Engineering
Laura Turner Planning Services	WBE	5%	Public Participation
<b>TOTAL WBE PARTICIPATION</b>		<b>15%</b>	

**Remarks:** MWBE PARTICIPATION PLAN SUBMITTED  
MBE Goal not met

### 2) GAI Consultants, Inc./ Community Solutions Group

Subconsultants	MBE/WBE	%	Scope of Work
Brindley Pieters and Associates, Inc.	MBE	6-8%	Professional Engineering Services – Civil & Structural
Barnes, Ferland and Associates, Inc.	MBE	6-8%	Civil engineering and Permitting
Rhodes + Brito Architects	MBE	6-8%	Architecture, CADD, Interior Space Planning
<b>TOTAL MBE PARTICIPATION</b>		<b>18-24%</b>	
Toole Design Group, LLC	WBE	3-5%	Planning and Design- Specializing in Bicycle and Pedestrian Services
Hattaway Consulting, Inc.	WBE	3-5%	Land Use Planning, Project Management, Due Diligence & Entitlements, Owner's Representative Consultant Services and Permit Expediting Services
<b>TOTAL WBE PARTICIPATION</b>		<b>6-10%</b>	

**Remarks:** MWBE PARTICIPATION PLAN SUBMITTED



### 3) Littlejohn

Subconsultants	MBE/WBE	%	Scope of Work
Accurate Traffic Counts, Inc.	MBE	4%	Traffic Counts and Data Collection
Nadic Engineering Services, Inc.	MBE	14%	Infrastructure Planning and Civil Engineering
<b>TOTAL MBE PARTICIPATION</b>		<b>18%</b>	
Toole Design Group, LLC	WBE	6%	Pedestrian and Bicycle Planning
<b>TOTAL WBE PARTICIPATION</b>		<b>6%</b>	

**Remarks:** MWBE PARTICIPATION PLAN SUBMITTED

### 4) Renaissance Planning

Subconsultants	MBE/WBE	%	Scope of Work
Barnes, Ferland and Associates, Inc.	MBE	18%	Master/community facilities planning, urban planning/design, transportation planning, brown-fields/site remediation, community outreach, environmental justice, utility engineering, workforce development, etc.
<b>TOTAL MBE PARTICIPATION</b>		<b>18%</b>	
Ruth Hamberg Landscape Architecture & Urban Design	WBE	6%	Site planning, landscape architecture, urban design and public involvement facilitation support
<b>TOTAL WBE PARTICIPATION</b>		<b>6%</b>	

**Remarks:** MWBE PARTICIPATION PLAN SUBMITTED

5) VHB

Subconsultants	MBE/WBE	%	Scope of Work
Accurate Traffic Counts, Inc.	MBE	7%	Traffic data collection and turning movements counts
Asha Planning Consultancy, Inc.	MBE	7%	Parking analysis and recommendations
Collins Survey Consulting, LLC	MBE	4%	Right-of-way verifications and preparation of base maps
<b>TOTAL MBE PARTICIPATION</b>		<b>18%</b>	
Laura Turner Planning Services	WBE	3.5%	Community engagement and facilitation
Ruth Hamberg LA & Urban Design	WBE	2.5%	Landscape design and alternative configuration
<b>TOTAL WBE PARTICIPATION</b>		<b>6%</b>	

Remarks: MWBE PARTICIPATION PLAN SUBMITTED

**\* This is a summary of all the MWBE Participation Plans as was submitted in the proposal. This is not the confirmed MWBE Participation Plan.**

AS LISTED IN PROPOSALS



**CITY OF ORLANDO  
PROCUREMENT AND CONTRACTS DIVISION  
VENDOR REFERENCE FORM**

Date \_\_\_\_\_, 2010

{Reference Contact Name}  
{Firm Name}  
{Address}  
{City} {State} {Zip Code}

Dear {Reference Name}

The City of Orlando has publicly solicited proposals regarding {Enter Title of Project} in which {Firm name} has provided you as a reference. We would greatly appreciate your input in completing this Reference Questionnaire.

The Procurement and Contracts Division requests return of the Questionnaire by {Date and Time}. Please fax or email your completed Questionnaire to the attention of:

\_\_\_\_\_.

Thank you for your time in assisting us with this feedback.

1. Briefly describe the nature of the services provided. \_\_\_\_\_  
\_\_\_\_\_
2. Contract Value? \_\_\_\_\_
3. Did the vendor provide the service according to the project schedule and within Budget?  
☐ Yes or ☐ No
4. Is the project complete? ☐ Yes or ☐ No
5. How would you rate the overall Service Level provided by the firm? On a scale from 1-5 with 5 being the highest, how would you rate the quality and timeliness of service?  
☐1 ☐2 ☐3 ☐4 ☐5
6. Were there any problems during the performance of the work? ☐ Yes or ☐ No
7. Did the firm resolve issues in a satisfactory manner? ☐ Yes or ☐ No
8. How well did firm's staff perform? ☐1 ☐2 ☐3 ☐4 ☐5
9. Did the firm meet your expectations? ☐ Yes or ☐ No  
If not, please explain: \_\_\_\_\_
10. According to Contract requirements, scope, terms and conditions, please rate the overall performance of the firm. (Scale 1-5) ☐1 ☐2 ☐3 ☐4 ☐5
11. Overall, would you enter into Contract with this firm again? ☐ Yes or ☐ No
12. Is there anything else you would like to share about the project or the firm's capabilities?  
\_\_\_\_\_

Questionnaire completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name and Title)

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