



1st ADVISORY COMMITTEE MEETING MINUTES
RFP16-0206
WATERPROOFING CONTRACTORS SERVICES FOR CAMPING WORLD
STADIUM
September 8, 2016
City Hall – Marlin Conference Room, 4th Floor 9:00 a.m.

The Advisory Committee (Committee) for the above project convened on September 8, 2016, at **9:10 a.m.** in the Marlin 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:

Brent Daubach, SC Advisors
Eric Hutcherson, Orlando Venues Operations Fiscal Manager
Ollie Rives, Orlando Venues Operations Facilities Manager
John Sparks, Orlando Venues Operations Assistant Division Manager
Kenneth Marcum, Fleet/Facilities Division, Facilities Project Manager

TECHINAL ADVISOR PRESENT:

Frank Usina, Community Venues Project Manager
Charles Leone, Orlando Venues Operations Division Manager
Allen Johnson, Orlando Venues Operations Executive Director
Craig Borkin, Orlando Venues Operations Assistant Director

CITY REPRESENTATIVES:

Teddi McCorkle, Senior Contract Administrator, Procurement & Contracts Division (Facilitator)
Maureen S. Bowman, Purchasing Agent II, Procurement & Contracts Division
Fabio Henao, Procurement Assistant, Procurement & Contracts Division
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 9:10 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 Brent Daubach, and seconded by Ollie Rives, to accept the Public Input Procedures. The motion carried unanimously.

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

Teddi McCorkle indicated that two (2) proposals were submitted in response to this solicitation. The firms submitting proposals are as follows:

- Alpha Insulation & Waterproofing Company
- Merit Construction Services, Inc.

DISCUSSION AND MOTIONS:

Brent Daubach described the project to the Committee.

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

A discussion ensued about short-listing and D&B Reports, and it was determined that these items will not be required.

The Committee agreed that there will be no presentations, however a Post Proposal Questionnaire will be developed by Brent Daubach and sent to the proposals for their response.

The 2nd Committee Meeting is scheduled for Friday, September 16, 2016, beginning at 8:00 am. in the Sustainability Conference Room (2nd Floor)

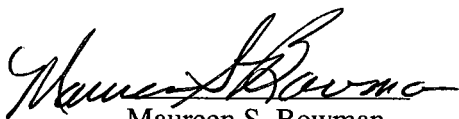
Brent Daubach adjourned the meeting at 10:25 a.m.

These minutes are considered to be the official minutes of the RFP16-0206, 1ST Advisory Committee Meeting held on September 8, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

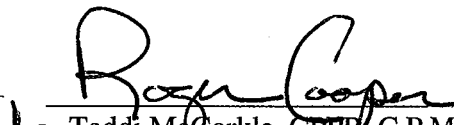
Submitted by:
Accepted by:

Reviewed and Accepted by:

Reviewed and



Maureen S. Bowman
(Recorder) Purchasing Agent II



Teddi McCorkle, CPPB, C.P.M.
(Facilitator) Sr. Contract Administrator
Procurement & Contracts Div

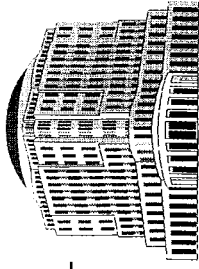


Brent Daubach (Chair)
SC Advisors

Attachment: Sign-in Sheet
References
Public Input Procedures
Rules & Regulations

CITY OF ORLANDO

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



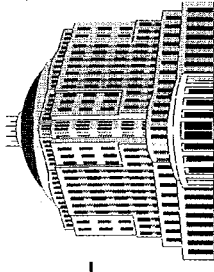
Date: Sept. 8, 2016 Time: 9:00 a.m. Bid Number: RFP16-0206 Location: City Hall at One City Commons, 400 South Orange Avenue, Marlin Conference Room, 4th Floor, Orlando, Florida

Title: Waterproofing Contractors Services for Camping World Stadium

| | CONTRACT REPRESENTATIVE | EMAIL ADDRESS (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. <i>Teddi McCorkle, Sr. Contract Admin.</i> Maureen S. Bowman Purchasing Agent II <i>Maureen S. Bowman</i> | teddi.mccorkle@cityoforlando.net maureen.bowman@cityoforlando.net | (407) 246-2332 (407) 246-2363 | (407) 246-2869 |
| City of Orlando Orlando-Minority Business Enterprise Office | Dawn Chin Shue Contractor Compliance <i>Dawn Chin Shue</i> | Dawn.chinshue@cityoforlando.net | 407-246-2408 | |
| City of Orlando Orlando Venues Project Office | Frank Usina Community Venues Project Manager <i>Frank Usina</i> | Frank.Usina@cityoforlando.net | 407-246-2114 | |
| SC Advisors | Brent Daubach <i>Brent Daubach</i> | bdaubach@sc-advisors.com | 305-725-2242 | |
| City Of Orlando Orlando Venues Operations Division | Eric Hutcherson Fiscal Manager <i>Eric Hutcherson</i> | Eric.Hutcherson@cityoforlando.net | 407-440-7050 | |

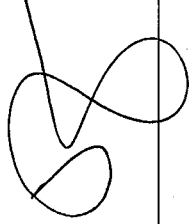


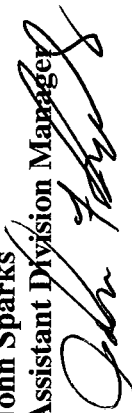
CITY OF ORLANDO

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



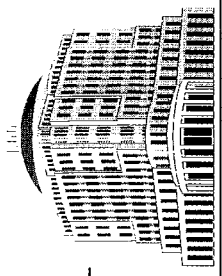
Date: Sept. 8, 2016 Time: 9:00 a.m. Bid Number: RFP16-0206 Location: City Hall at One City Commons, 400 South Orange Avenue, Marlin Conference Room, 4nd Floor, Orlando, Florida

Title: Waterproofing Contractors Services for Camping World Stadium

| COMPANY NAME & ADDRESS DEPARTMENT/ROOM | COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE) | EMAIL ADDRESS: <u>IMPORTANT!</u> (DO NOT LEAVE IN BLANK) | TELEPHONE # | FAX # |
|--|---|--|--------------|-------|
| City Of Orlando Orlando Venues Operations Division | Charles Leone Division Manager (Technical Advisor)  | Charles.Leone@cityoforlando.net | 407-440-7060 | |
| City Of Orlando Orlando Venues Operations Division | Ollie Rives Facilities Manager  | Ollie.Rives@cityoforlando.net | 407-440-7030 | |
| City Of Orlando Fleet/Facilities Management Division | Kenneth Marcum Facilities Project Manager  | Kenneth.Marcum@cityoforlando.net | 321-231-1658 | |
| City Of Orlando Orlando Venues Operations Division | John Sparks Assistant Division Manager  | John.Sparks@cityoforlando.net | 407-440-5706 | |

CITY OF ORLANDO

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



Date: Sept. 8, 2016 Time: 9:00 a.m. Bid Number: RFP16-0206 Location: City Hall at One City Commons, 400 South Orange Avenue, Marlin Conference Room, 4th Floor, Orlando, Florida

Title: Waterproofing Contractors Services for Camping World Stadium

| COMPANY NAME & ADDRESS (PLEASE PRINT CLEAR) | COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE) | EMAIL ADDRESS: <u>IMPORTANT</u> (DO NOT LEAVE IN BLANK) | TELEPHONE # | FAX # |
|--|--|---|-------------|-------|
| City Of Orlando Orlando Venues Operations Division | Allen Johnson Executive Director (Technical Advisor) | <u>Allen.Johnson @cityoforlando.net</u> | | |
| City Of Orlando Orlando Venues Operations Division | Craig Borkin Assistant Director (Technical Advisor) | <u>Craig.Borkin@cityoforlando.net</u> | | |
| Procurement and Contracts Division | | | | |
| | | | | |

RFP16-0206 – WATERPROOFING CONTRACTOR SERVICES FOR CAMPING WORLD STADIUM
PROPOSAL COMPARISON

| Proposer | Alpha Waterproofing | Merit Construction | Merit Construction |
|-------------------------------|--|---|--|
| Proposed Amount | \$ 467,322.00 | \$ 118,400.00 | \$ 153,070.00 |
| System | Sikalastic 621 TC System | Sikalastic 710/715/735 AL System | Preformed, foam joint seals at Joint/ Sikalastic 710/715/735AL at lifting holes |
| JOINT TREATMENT | | | Preformed Foam Joint Sealant |
| Base Coat | | | Balco |
| Product Material Type | Sikalastic 621 TC cold applied, highly elastic, aliphatic, single component, moisture-triggered polyurethane resin | Sikalastic 710 Base Single component, elastomeric, crackbridging, waterproofing base coat | |
| Elongation | Ref. reinforced system data | 500 ± 50% 170 ± 25 pli | |
| Intermittent Coat | | | |
| Product Material Type | Sikalastic 621 TC cold applied, highly elastic, aliphatic, single component, moisture-triggered polyurethane resin | Sikalastic 715 Base one-component aromatic polyurethane top coat (suitable for UV exposure) | |
| Elongation | Ref. reinforced system data | 500 ± 50% 350 ± 50 pli | |
| Top Coat | | | |
| Elongation | Ref. reinforced system data | 230 +/- 50% 400 +/- 50 pli | |
| Reinforcement | Sika ReeMat Nylon Mesh | None | None |
| LIFTING HOLE TREATMENT | SAME AS ABOVE | SAME AS ABOVE | Sikalastic 710/715/735 AL System |
| Limitations | Not recommended for direct exposure to heavy or frequent foot traffic. | Do not proceed if rain is imminent within 8-12 hours of application. | Do not proceed if rain is imminent within 8-12 hours of application. |
| Anticipated Replacement | 7 - 10 Years | 4 - 7 Years | 4 - 7 Years |



**RFP16-0206 – WATERPROOFING CONTRACTOR SERVICES FOR
CAMPING WORLD STADIUM
Reference Questionnaire**

Date: Wednesday, September 7, 2016

Proposer: Alpha Waterproofing

Project: University of Florida O' Connel Center Renovations

Contact: Adam Cowen
407-209-9242

Description: Underground waterproofing, Seating Bowl Caulking for renovation/ expansion of Basketball Arena.

Overall Project Amount:

Waterproofing/ Caulking Amount: Approximately \$320,000

Year Completed: Ongoing

1. What type of work was performed by the Contractor?

- Waterproofing Traffic Topping Caulking
 Other Fluid Applied and Peel & Stick Waterproofing

2. What type of structure was the work performed on?

- Precast Concrete CIP Concrete Structural Steel
 Other _____

3. What type of product was used on your project?

- 4. Did the Contractor meet the project schedule and stay within Budget?** Yes No
- 5. How would you rate the overall Service Level provided by the firm?** 1 2 3 4
- 6. How would you rate the timeliness** 1 2 3 4
- 7. Were there any problems during the performance of the work?** Yes No
- 8. How well did firm's staff perform?** 1 2 3 4

Relevant Staff Members on Project:

Cortney Besav

- 9. If applicable, did the firm meet your M/WBE goals on the Project?** Yes No N/A
- 10. Did the Firm meet all of your expectations?** Yes No
- 11. Overall, would you enter into Contract with this firm again?** Yes No
- 12. Were warranty claims on the project addressed in a timely manner?** Yes No N/A

13. Is there anything else you would like to share about the project or the firm's capabilities?

Questionnaire Completed By: Brent Daubach

Date: 8/30/2016



**RFP16-0206 – WATERPROOFING CONTRACTOR SERVICES FOR
CAMPING WORLD STADIUM
Reference Questionnaire**

Date: Wednesday, September 7, 2016

Proposer: Merit Construction

Project: University of Florida O'Connell Center Renovations

Contact: Adam Cowen
407-209-9242

Description: Underground waterproofing, Seating Bowl Caulking for renovation/ expansion of Basketball Arena.

Overall Project Amount:

Waterproofing/ Caulking Amount: Approximately \$320,000

Year Completed: Ongoing

1. What type of work was performed by the Contractor?

- Waterproofing Traffic Topping Caulking
 Other Fluid Applied and Peel & Stick Waterproofing

2. What type of structure was the work performed on?

- Precast Concrete CIP Concrete Structural Steel
 Other _____

3. What type of product was used on your project?

- 4. Did the Contractor meet the project schedule and stay within Budget?** Yes No
- 5. How would you rate the overall Service Level provided by the firm?** 1 2 3 4
- 6. How would you rate the timeliness** 1 2 3 4
- 7. Were there any problems during the performance of the work?** Yes No
- 8. How well did firm's staff perform?** 1 2 3 4

Relevant Staff Members on Project:
Cortney Besav

- 9. If applicable, did the firm meet your M/WBE goals on the Project?** Yes No N/A
- 10. Did the Firm meet all of your expectations?** Yes No
- 11. Overall, would you enter into Contract with this firm again?** Yes No
- 12. Were warranty claims on the project addressed in a timely manner?** Yes No N/A

13. Is there anything else you would like to share about the project or the firm's capabilities?

Questionnaire Completed By: Brent Daubach **Date:** 8/30/2016



**RFP16-0206 – WATERPROOFING CONTRACTOR SERVICES FOR
CAMPING WORLD STADIUM
Reference Questionnaire**

Date: Tuesday, August 30, 2016

Proposer: Merit Construction

Project: 250 E Washington

Contact: Chase Gravengood
414-283-9665

Description: Phase I of II waterproofing on a precast parking garage

Overall Project Amount: Approximately \$300,000

Waterproofing/ Caulking Amount: Approximately \$300,000

Year Completed: 2015

1. What type of work was performed by the Contractor?

- Waterproofing Traffic Topping Caulking
 Other Expansion Joint Replacement

2. What type of structure was the work performed on?

- Precast Concrete CIP Concrete Structural Steel
 Other

3. What type of product was used on your project?

4. Did the Contractor meet the project schedule and stay within Budget? Yes No
5. How would you rate the overall Service Level provided by the firm? 1 2 3 4 5
6. How would you rate the timeliness 1 2 3 4 5
7. Were there any problems during the performance of the work? Yes No
8. How well did firm's staff perform? 1 2 3 4 5

Relevant Staff Members on Project:

Pete Wildenberg

9. If applicable, did the firm meet your M/WBE goals on the Project? Yes No N/A
10. Did the Firm meet all of your expectations? Yes No
11. Overall, would you enter into Contract with this firm again? Yes No
12. Were warranty claims on the project addressed in a timely manner? Yes No
13. Is there anything else you would like to share about the project or the firm's capabilities?

Questionnaire Completed By: Brent Daubach

Date: 8/30/2016



**RFP16-0206 – WATERPROOFING CONTRACTOR SERVICES FOR
CAMPING WORLD STADIUM
Reference Questionnaire**

Date: Tuesday, August 29, 2016

Proposer: Merit Construction

Project: Cornhusker Stadium

Contact: Brooke Hay
402-472-5182

Description: Miscellaneous Caulking and Waterproofing

Overall Project Amount: -

Waterproofing/ Caulking Amount: -

Year Completed: 2012

1. What type of work was performed by the Contractor?

- Waterproofing Traffic Topping Caulking
 Other _____

2. What type of structure was the work performed on?

- Precast Concrete CIP Concrete Structural Steel
 Other _____

3. What type of product was used on your project?

4. Did the Contractor meet the project schedule and stay within Budget? Yes No
5. How would you rate the overall Service Level provided by the firm? 1 2 3 4
6. How would you rate the timeliness 1 2 3 4
7. Were there any problems during the performance of the work? Yes No
8. How well did firm's staff perform? 1 2 3 4

Relevant Staff Members on Project:

9. If applicable, did the firm meet your M/WBE goals on the Project? Yes No
10. Did the Firm meet all of your expectations? Yes No
11. Overall, would you enter into Contract with this firm again? Yes No
12. Were warranty claims on the project addressed in a timely manner? Yes No

13. Is there anything else you would like to share about the project or the firm's capabilities?

Brooke Hay was not involved in the project, the Project Manager preferred to provide information through
Brooke and provide only general information. Brooke's general comments were as follows:
Merit Construction could get things done and the price was good. The university used several waterproofing
contractors through he various phases and noted that other contractors performed better.

Questionnaire Completed By: Brent Daubach

Date: 8/30/2016



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.

PROCUREMENT AND CONTRACTS DIVISION

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**REQUEST FOR PROPOSAL
ADVISORY COMMITTEE RULES AND INFORMATION**

- 1. Advisory Committee Meetings fall under:**
 - Sunshine Law
 - Public Records Act
 - Chapter 7, City Code, Procurement
 - City Policies and Procedures

- 2. Advisory Committee meetings follow Robert's Rules of Order**

- 3. Meetings will be recorded. Procurement Representative will prepare a summary/minutes of the meeting**

- 4. Advisory Committee Members must be familiar with:**
 - Solicitation
 - Addenda (if any)
 - Proposals received

- 5. In preparation of the First Advisory Committee, each Member shall:**
 - Evaluate proposals submitted and be prepared to discuss with the Committee
 - Review references received to date

- 6. First Advisory Committee Meeting:**
 - Review Committee Rules
 - Members shall discuss each firm's strengths and weaknesses.
 - Need for Interviews/Presentations shall be determined.

- 7. Second Committee Meeting - Interviews/Presentations and Scoring/Ranking:**
 - Proposers shall demonstrate their knowledge and understanding of the scope of services under the contract.
 - Committee Members shall ensure proposers are fully responsive to solicitation requirements.
 - Committee Members shall identify proposed team's strengths and qualifications.
 - Firms shall identify changes to key personnel (if any have occurred since submission).
 - Firms shall answer questions/situations posed by Advisory Committee Members.
 - Individual Scoring and Ranking

*****Committee Members can NOT discuss the solicitation or selection process with anyone (including City officials, media, consultants, other City staff) outside of the committee meetings. Any inquiries shall be referred to the Procurement Representative*****