



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES

RQS17-0132

Request for Qualification Statements for Orlando Main Street District Bicycle and Pedestrian Study

February 23, 2017 – 9:00 a.m.

Agenda Conference Room (2nd Floor)

City Hall, 400 S. Orange Ave., Orlando, FL

First Meeting of the Advisory Committee to review and evaluate responsive qualification statements submitted in response to the subject solicitation.

Committee Members Present:

Lauren Torres, Civil Engineer III (Chair)

Pauline Eaton, Main Street Administrator

Robert Soviero, Milk District Main Street Director

Joanne Grant, Mills 50 Main Street Director

Byron Raysor, Contract Compliance Investigator III, MBE Office

Technical Advisor/Project manager:

Ian Sikonia, Planner III

Other City Personnel Present:

Roger Cooper, Contract Administrator (Facilitator)

Fabio Henao, Procurement Assistant

Members of the Public Present:

None

Actions/Discussion/Motions:

The Facilitator called the meeting to order at 9:05 a.m. and took the following actions:

- 1) Introduced himself and asked all in attendance to introduce themselves.
- 2) Advised that Committee was approved and ethics forms were received.
- 3) Advised the Committee that a quorum was established.
- 4) Announced that the meeting was publicly posted for more than 48 hours in advance.
- 5) Facilitator review Advisory Committee Rules
- 6) Reviewed Public Input Procedures

A motion was made by Pauline Eaton, and seconded by Byron Raysor, to accept the Public Input Procedures. The motion carried unanimously.

The Facilitator handed out the pre-determined scores for Rating Factor E. These scores were completed in accordance with solicitation instructions.

Committee Members were advised that Qualification Statements must be independently scored by each Member; that Committee Members should not indicate what score he/she gives to a particular firm; and that Committee Members must not attempt to influence other Committee Members in their scoring.

The Facilitator indicated that five (5) sealed qualification statements were submitted in response to the solicitation and that all firms had been certified as qualified by the Consultants' Qualifications Board on February 1, 2017.

Meeting was turned over to the technical Chair, who indicated that those five (5) firms are as follows:

- 1) Cribb Philbeck Weaver Group, Inc.
- 2) HDR Engineering, Inc.
- 3) Renaissance Planning Group, Inc.
- 4) Toole Design Group, LLC
- 5) Vanasse Hangen Brustlin, Inc.

The Chair lead discussions and then each Committee member individually scored and ranked each firm. The consolidated results are as follows:

- 1) HDR Engineering, Inc.
- 2) Vanasse Hangen Brustlin, Inc.
- 3) Toole Design Group, LLC
- 4) Renaissance Planning Group, Inc.
- 5) Cribb Philbeck Weaver Group, Inc.

A motion was made by Joanne Grant, and seconded by Lauren Torres, to invite the top Three (3) ranked firms for presentations and interviews. No member of the Public is in attendance. The motion carried unanimously.

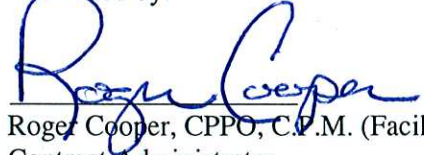
Pauline Eaton made a motion, seconded by Byron Raysor, to allow up to 15 minutes for each presentation and up to 15 minutes for each question-and-answer period. The motion carried unanimously.

The Facilitator indicated that Presentations would be held be on March 15, 2017, beginning at 9:00 a.m. in the Agenda Conference Room – and then alternating between the Sustainability and Agenda Conference Rooms.

A motion was made by Byron Raysor, and seconded by Pauline Eaton, to adjourn at 10:10 am. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS17-0132 Advisory Committee Meeting held on February 23, 2017, 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:



Lauren Torres (Chair)
Civil Engineer III

Attachments:

Public Input Procedures with CPO Memo dated 9/30/2013
Predetermined Scores
Consolidated Scoring and Rating Spreadsheet
Individual Scoring and Rating Sheets



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 • supplier.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.

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RQS17-0132 Orlando Main Street District Bicycle and Pedestrian Study
Pre-determined Scores for
Volume of Work Previously Awarded (Rating Factor E)

Consultant Name	Prior Dollars Score (E)
Cribb Philbeck Weaver Group, Inc.	5
HDR Engineering, Inc.	4
Renaissance Planning Group, Inc.	0
Toole Design Group, LLC	5
Vanasse Hangen Brustlin, Inc.	0

Request of Qualification Statements
RQS17-0264 Orlando Main Street District Bicycle and Pedestrian Study Project
Shortlisting Scoring / Ranking

Committee Members -->	Lauren Torres	Pauline Eaton	Robert Soviero	Joanne Grant	Byron Raysor
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CONSOLIDATED RANKINGS:

	Lauren Torres	Pauline Eaton	Robert Soviero	Joanne Grant	Byron Raysor	Total	Ranking
Cribb Philbeck Weaver Group, Inc.	5	5	4	3	4	21	5
HDR Engineering, Inc.	1	2	2	2	1	8	1
Renaissance Planning Group, Inc.	3	4	3	3	4	17	4
Toole Design Group, LLC	3	3	4	1	2	13	3
Vanasse Hangen Brustlin, Inc.	2	1	1	5	3	12	2

INDIVIDUAL SCORINGS / RANKINGS:

NO.	POSSIBLE POINTS	Cribb Philbeck Weaver Group, Inc.	HDR Engineering, Inc.	Renaissance Planning Group, Inc.	Toole Design Group, LLC	Vanasse Hangen Brustlin, Inc.
A	35	20	35	25	20	30
B	25	15	25	15	15	20
C	25	5	20	15	15	20
D	10	5	10	0	0	10
E	5	5	4	0	5	0
TOTAL POINT VALUE	100	50	94	55	55	80
Lauren Torres						
Ranking		5	1	3	3	2

NO.	POSSIBLE POINTS	Cribb Philbeck Weaver Group, Inc.	HDR Engineering, Inc.	Renaissance Planning Group, Inc.	Toole Design Group, LLC	Vanasse Hangen Brustlin, Inc.
A	35	10	35	10	25	35
B	25	5	20	10	20	25
C	25	10	20	15	15	25
D	10	5	10	5	5	10
E	5	5	4	0	5	0
0	0					
TOTAL POINT VALUE	100	35	89	40	70	95

Request of Qualification Statements
RQS17-0264 Orlando Main Street District Bicycle and Pedestrian Study Project
Shortlisting Scoring / Ranking

Pauline Eaton	5	2	4	3	1
Ranking					

NO.	POSSIBLE POINTS	Cribb Philbeck Weaver Group, Inc.	HDR Engineering, Inc.	Renaissance Planning Group, Inc.	Toole Design Group, LLC	Vanasse Hangen Brustlin, Inc.
A	35	25	35	30	30	35
B	25	20	20	20	15	25
C	25	20	25	25	20	25
D	10	5	10	10	5	10
E	5	5	4	0	5	0
0	0					
TOTAL POINT VALUE	100	75	94	85	75	95
Robert Soviero		4	2	3	4	1
Ranking						

NO.	POSSIBLE POINTS	Cribb Philbeck Weaver Group, Inc.	HDR Engineering, Inc.	Renaissance Planning Group, Inc.	Toole Design Group, LLC	Vanasse Hangen Brustlin, Inc.
A	35	25	30	30	30	25
B	25	20	20	20	25	20
C	25	20	20	20	20	20
D	10	7	7	7	7	8
E	5	5	4	0	5	0
0	0					
TOTAL POINT VALUE	100	77	81	77	87	73
Joanne Grant		3	2	3	1	5
Ranking						

NO.	POSSIBLE POINTS	Cribb Philbeck Weaver Group, Inc.	HDR Engineering, Inc.	Renaissance Planning Group, Inc.	Toole Design Group, LLC	Vanasse Hangen Brustlin, Inc.
A	35	33	34	34	33	34
B	25	23	24	24	23	24
C	25	21	24	24	23	24
D	10	8	9	8	8	9
E	5	5	4	0	5	0
0	0					
TOTAL POINT VALUE	100	90	95	90	92	91
Byron Raysor		4	1	4	2	3
Ranking						

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Byron Rayson DATE: 2/23/17

FIRM NAME: CPWG - Cribb Philbeck Weaver Group

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	33
B. The experience and qualifications of the sub-consultants.	25	23
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	21
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	8
E. Volume of work previously awarded to Respondent by the City.	5	5
TOTAL SCORE	100	90

RANK: 4

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Byron Raynor DATE: 2/23/17

FIRM NAME: HDR Engineering, Inc.

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	34
B. The experience and qualifications of the sub-consultants.	25	24
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	24
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	9
E. Volume of work previously awarded to Respondent by the City.	5	4
TOTAL SCORE	100	95

RANK: 1

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EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Bryn Raynor DATE: 2/23/17

FIRM NAME: Renaissance Planning Group, Inc

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	34
B. The experience and qualifications of the sub-consultants.	25	24
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	24
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	8
E. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	90

RANK: 4

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Bryan Raynor DATE: 2/23/17

FIRM NAME: Toole Design Group (TDG)

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	33
B. The experience and qualifications of the sub-consultants.	25	23
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	23
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	8
E. Volume of work previously awarded to Respondent by the City.	5	5
TOTAL SCORE	100	92

RANK: 2

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Byron Raynor DATE: 2/23/17

FIRM NAME: VHB

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	34
B. The experience and qualifications of the sub-consultants.	25	24
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	24
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	9
E. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	91

RANK: 3

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Robert Saviero DATE: 2/23/2017
FIRM NAME: Cribb Philbeck Weaver Group

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	25
B. The experience and qualifications of the sub-consultants.	25	20
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	20
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	5
E. Volume of work previously awarded to Respondent by the City.	5	5
TOTAL SCORE	100	75

RANK: ~~1~~ 4

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EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Robert Soudero DATE: 2/23/2017

FIRM NAME: HDR Engineering

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	35
B. The experience and qualifications of the sub-consultants.	25	20
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	25
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	10
E. Volume of work previously awarded to Respondent by the City.	5	4
TOTAL SCORE	100	94

RANK: 2

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EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Robert Saviero DATE: 2/23/2017
FIRM NAME: Renaissance Planning

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	30
B. The experience and qualifications of the sub-consultants.	25	20
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	25
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	10
E. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	85

RANK: 3

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EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Robert Souiers DATE: _____

FIRM NAME: Toole Design Group

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	30
B. The experience and qualifications of the sub-consultants.	25	15
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	20
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	5
E. Volume of work previously awarded to Respondent by the City.	5	5
TOTAL SCORE	100	75

RANK: 4

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EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Robert Saviero DATE: 2/23/2017
FIRM NAME: Vanasse Hangen Brustlin

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	35
B. The experience and qualifications of the sub-consultants.	25	25
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	25
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	10
E. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	95

RANK: 1

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EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Lauren Torres DATE: 2/23/17

FIRM NAME: Cribb Philbeck Weaver Group, Inc.

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	20
B. The experience and qualifications of the sub-consultants.	25	15
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	5
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	5
E. Volume of work previously awarded to Respondent by the City.	5	5
TOTAL SCORE	100	50

RANK: 45 st

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Lauren Torres DATE: 2/23/17

FIRM NAME: HDR Engineering Inc.

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	35
B. The experience and qualifications of the sub-consultants.	25	25
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	20
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	10
E. Volume of work previously awarded to Respondent by the City.	5	4
TOTAL SCORE	100	94

RANK: 1

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Lauren Torres DATE: 2/23/17

FIRM NAME: Renaissance Planning Group, Inc.

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	25
B. The experience and qualifications of the sub-consultants.	25	15
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	15
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	0
E. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	55

RANK: 3

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Lauren Torres DATE: 2/23/17

FIRM NAME: Toide Design Group, LLC

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	20
B. The experience and qualifications of the sub-consultants.	25	15
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	15
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	0
E. Volume of work previously awarded to Respondent by the City.	5	5
TOTAL SCORE	100	55

RANK: 3

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Lauren Torres DATE: 2/23/17

FIRM NAME: Vanasse Hengen Brustlin Inc

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	30
B. The experience and qualifications of the sub-consultants.	25	20
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	20
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	10
E. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	80

RANK: 2

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: JOANNE GRANT DATE: 2/23/2017

FIRM NAME: CPWG

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	25
B. The experience and qualifications of the sub-consultants.	25	20
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	20
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	7
E. Volume of work previously awarded to Respondent by the City.	5	5
TOTAL SCORE	100	77

RANK: #3

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: JOANNE GRANT DATE: 2/23/2017

FIRM NAME: HDR

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	30
B. The experience and qualifications of the sub-consultants.	25	20
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	20
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	7
E. Volume of work previously awarded to Respondent by the City.	5	4
TOTAL SCORE	100	81

RANK: #2

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: JOANNE GRANT DATE: 2/23/2017

FIRM NAME: RENAISSANCE

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	30
B. The experience and qualifications of the sub-consultants.	25	20
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	20
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	7
E. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	77

RANK: #3

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: JOANNE GRANT DATE: 2/23/2017
FIRM NAME: TOOLE

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	30
B. The experience and qualifications of the sub-consultants.	25	25
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	20
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	7
E. Volume of work previously awarded to Respondent by the City.	5	5
TOTAL SCORE	100	87

RANK: #1

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: JOANNE GRANT DATE: 2/23/2017

FIRM NAME: VHB

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	25
B. The experience and qualifications of the sub-consultants.	25	20
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	20
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	8
E. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	73

RANK: #5

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER:

Pauline Eaton

DATE:

2-23-17

FIRM NAME:

Cribb Philbeck Weaver Group, Inc.

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	<i>10</i>
B. The experience and qualifications of the sub-consultants.	25	<i>5</i>
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	<i>10</i>
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	<i>5</i>
E. Volume of work previously awarded to Respondent by the City.	5	<i>5</i>
TOTAL SCORE	100	<i>35</i>

RANK:

5

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Pauline Eaton DATE: 2-23-17

FIRM NAME: HDR Engineering, Inc

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	35
B. The experience and qualifications of the sub-consultants.	25	20
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	20
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	10
E. Volume of work previously awarded to Respondent by the City.	5	4
TOTAL SCORE	100	89

RANK: 2

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Pauline Eaton DATE: 2-23-17

FIRM NAME: Renaissance Planning Group, Inc

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	10
B. The experience and qualifications of the sub-consultants.	25	10
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	15
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	5
E. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	40

RANK: 4

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Pauline Eaton DATE: 2-23-17

FIRM NAME: Toole Design Group, LLC

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	25
B. The experience and qualifications of the sub-consultants.	25	20
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	15
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	5
E. Volume of work previously awarded to Respondent by the City.	5	5
TOTAL SCORE	100	70

RANK: 3

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

MEMBER: Pauline Eaton DATE: 2-23-17
FIRM NAME: VHB

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

RATING FACTORS	MAXIMUM POINTS	ITEM SCORE
A. Respondent's experience and qualifications.	35	35
B. The experience and qualifications of the sub-consultants.	25	25
C. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	25	25
D. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project, meet time requirements, and work successfully with City staff and any other stakeholders.	10	10
E. Volume of work previously awarded to Respondent by the City.	5	0
TOTAL SCORE	100	95

RANK: 1

Notes regarding Exhibit "F": Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each 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 firm 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 Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.