



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES
RFP17-0181- Executive Level Disaster Consulting Services
Request for Qualification Statements for

March 27, 2017 – 1:30 p.m.

Tarpon Conference Room, 4th 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 RFP17-0181, Request for Proposals, for **Executive Level Disaster Consulting Services**.

Committee Members Present:

1. Michael Carroll, Solid Waste Division Manager (Chair)
2. Laurie Nossair, Deputy City Clerk
3. William Spinelli, Controller
4. Ashley Connolly, Fiscal Manager, Public Works
5. Manuel Soto, Emergency Manager

PROCUREMENT REPRESENTATIVES:

Teddi McCorkle, Senior Contract Administrator (Facilitator)
Maureen S. Bowman, Purchasing Agent II
Fabio Henao, Procurement Assistant

Actions/Discussion/Motions:

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

1. Called the meeting to order at 1:32 p.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 from the five in attendance.
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 Robert Rules.
9. Reviewed Public Input Procedures

A motion was made by Mr. Carroll, and seconded by Mr. Soto, to accept the Public Input Procedures. The motion carried unanimously.

Ms. McCorkle indicated that copy of the solicitation and addendums were disbursed to the Committee.

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

- ❖ Atkins North America, Inc.
- ❖ David M. Shapiro Disaster Planning and Recovery Consultants, Inc.
- ❖ GP Strategies Corporation
- ❖ Tetra Tech, Inc.
- ❖ Witt O'Brien's, LLC

DISCUSSION AND MOTIONS:

A general discussion pursued about questions to be requested from the Proposers references. Questions were established. The Committee requested Ms. McCorkle and Ms. Bowman finalize the questions based on the Committee recommendations. Ms. Bowman will send out the reference check requests and will submit to the Committee as they are received.

Mr. Carroll described the project to the Committee.

Ms. McCorkle indicated that there is no MWBE Participation Plan or Veterans participation required for this solicitation.

Ms. McCorkle indicated that the Committee can request D&B Reports, and the Committee requested D&B reports on all proposers.

The Committee had a general discussion about the need for presentations and will make a decision at the 2nd Committee Meeting. There was no member of the Public present Discussion ensued. The motion carried unanimously.

The next Committee Meeting is scheduled for April 13, 2017, beginning at 9:00 a.m. in the Dolphin Conference Room (4th Floor) of City Hall.

A motion was made by Mr. Carroll, Chair adjourned the meeting at 2:03 p.m.

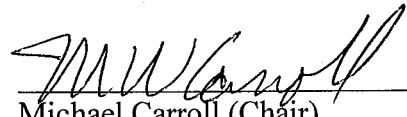
These minutes are considered to be the official minutes of the RFP17-0181 Executive Level Disaster Consulting Services Advisory Committee Meeting held on March 27, 2017, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Reviewed and Accepted by:



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

Reviewed and Accepted by:



Michael Carroll (Chair)
City of Orlando
Solid Waste Division Manager

Attachment: Sign-in Sheet
Public Input Procedures

CITY OF ORLANDO
PROCUREMENT AND CONTRACTS DIVISION
SIGN-IN SHEET
1ST COMMITTEE MEETING

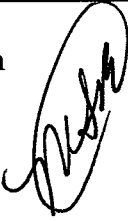

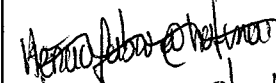

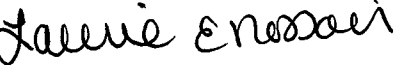
SOLICITATION NUMBER: RFP17-0181

DATE: March 27, 2017

TIME: 1:30 p.m.

TITLE: EXECUTIVE LEVEL DISASTER CONSULTING SERVICES

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

COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT YOUR NAME & PROVIDE SIGNATURE)	TELEPHONE #	EMAIL **DO NOT LEAVE BLANK**
Procurement and Contracts Division City Hall at One City Commons 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Maureen S. Bowman Purchasing Agent II 	(407) 246-2363	<u>Maureen.bowman@cityoforlando.net</u>
Procurement and Contracts Division City Hall at One City Commons 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Teddi McCorkle Senior Contract Administrator  Teddi McCorkle	(407) 246-2332 (407) 246-3562	<u>teddi.mccorkle@CityofOrlando.net</u>  Teddi McCorkle@CityofOrlando.net
Solid Waste Division City of Orlando 1028 Woods Avenue Orlando, Florida 32805	Michael Carroll Solid Waste Division Manager 	(407) 246-3050	<u>michael.carroll@CityofOrlando.net</u>
City of Orlando City Hall at One City Commons 400 South Orange Avenue, 2 nd Floor Orlando, Florida 32801	Laurie Nossair Deputy City Clerk 	407-246-3538	<u>laurie.nossair@cityoforlando.net</u>

CITY OF ORLANDO
PROCUREMENT AND CONTRACTS DIVISION
SIGN-IN SHEET
1ST COMMITTEE MEETING

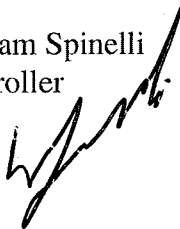

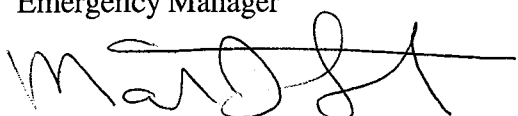
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Business and Financial Services Division City Hall at One City Commons 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	William Spinelli Controller 	407-246-2165	william.spinelli@cityoforlando.net
Public Works Department City Hall at One City Commons 400 South Orange Avenue, 8 th Floor Orlando, Florida 32801	Ashley Connolly Fiscal Manager 	407-246-2768	ashley.connolly@cityoforlando.net
Fire Support Services Bureau Fire Emergency Management City of Orlando	Manuel Soto, Jr. Emergency Manager 	321-235-5438	manuel.soto@cityoforlando.net



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
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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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