



CITY OF ORLANDO

2nd ADVISORY COMMITTEE MEETING MINUTES RQS18-0002

Request for Qualification Statements for Orlando Urban Trail Gap and Extension

January 5, 2018 – 10 a.m.

Tarpon Conference Room (4th Floor) and House Conference Room (7th Floor)
City Hall, 400 S. Orange Ave., Orlando, FL

The 2nd Committee Meeting of the Advisory Committee is for Presentations of shortlisted firms and the recommendation of award.

Committee Members Present:

Ian Sikonia, Senior Planner / Bicycle & Pedestrian Coordinator (Chair)
Christopher Cairns, Transportation Engineering Division Manager
Cade Braud, Traffic Operations Engineer
Wes Shaffer, Planner II
Byron Raysor, Contract Compliance Investigator III, Executive Offices/MWBE Office

Other City Personnel Present:

Roger Cooper, Contract Administrator (Facilitator)
Fabio Henao, Purchasing Agent II

Members of the Public Present:

None

Actions/Discussion/Motions:

City staff introduced themselves and signed the attendance roster. The meeting time/location was publicly posted for more than 48 hours in advance, and there was a quorum present.

Presentation Schedule of Shortlisted Firms:

<u>Time</u>	<u>Date</u>	<u>Company Name</u>	<u>Meeting Room</u>	<u>Floor</u>
10:00 -- 10:30 a.m.	1/5/18	Vanasse Hangen Brustlin, Inc.	Tarpon Conference Room	4 th
11:00 -- 11:30 a.m.	1/5/18	S&ME, Inc.	House Conference Room	7 th
1:00 -- 1:30 a.m.	1/5/18	AVCON, Inc.	Tarpon Conference Room	4 th

The Facilitator asked the Committee for approval of the first Meeting Minutes of December 20, 2017. These Minutes had been distributed by email to all Committee Members. A motion was made by Cade Braud, and seconded by Christopher Cairns, to accept those Minutes as written. The motion carried unanimously.

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

The Meeting was turned over to the technical Chair and discussion ensued, and, then, Committee members individually scored/ranked the shortlisted firm according to the criteria outlined in the Request for Qualification Statements.

The consolidated results are as follows:


1. Vanasse Hangen Brustlin, Inc.
2. S&ME, Inc.
3. AVCON, Inc.

A motion was made by Ian Sikonia, and seconded by Cade Braud, to accept the ranking and to recommend to City Council for authorization for the Chief Procurement Officer (CPO) to negotiate a contract with the top ranked firm in ranked order until successful. There were no members of the public present. The motion carried unanimously.

A motion was made by Christopher Cairns, and seconded by Byron Raysor, to adjourn at 2:43 p.m. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS18-0002 Advisory Committee Meeting held on January 5, 2018, 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:


Ian Sikonia (Chair)
Senior Planner /
Bicycle & Pedestrian Coordinator
Transportation Dept

Attachments:

Committee Scoring / Ranking

Request for Qualification Statements for
RQS18-0002 for the Orlando Urban Trail Gap and Extension - Final Scoring / Ranking

COMMITTEE MEMBERS:

Ian Sikonia	Christopher Cairns	Cade Braud	Wes Shaffer	Byron Raysor
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CONSOLIDATED RANKING:

	Ian Sikonia	Christopher Cairns	Cade Braud	Wes Shaffer	Byron Raysor	Total	Ranking
AVCON, Inc.	3	3	2	3	1	12	3
S&ME, Inc.	1	2	3	1	3	10	2
Vanasse Hangen Brustlin, Inc.	2	1	1	2	2	8	1

INDIVIDUAL SCORING / RANKING:

NO.	POSSIBLE POINTS	AVCON, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc.
A	35	30	34	31
B	20	18	19	19
C	25	22	22	22
D	10	4	8	8
E	10	9	9	8
TOTAL POINT VALUE	100	83	92	88
Ian Sikonia		3	1	2
Ranking				

NO.	POSSIBLE POINTS	AVCON, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc.
A	35	31	34	33
B	20	18	19	18
C	25	22	20	23
D	10	8	9	10
E	10	8	9	9
TOTAL POINT VALUE	100	87	91	93
Christopher Cairns		3	2	1
Ranking				

NO.	POSSIBLE POINTS	AVCON, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc.
A	35	30	28	30
B	20	20	20	20

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C	25	22	18	20
D	10	5	8	8
E	10	9	9	9
TOTAL POINT VALUE	100	86	83	87
Cade Braud		2	3	1
Ranking				

NO.	POSSIBLE POINTS	AVCON, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc.
A	35	34	34	33
B	20	20	20	20
C	25	24	25	25
D	10	8	10	9
E	10	10	10	10
TOTAL POINT VALUE	100	96	99	97
Wes Shaffer		3	1	2
Ranking				

NO.	POSSIBLE POINTS	AVCON, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc.
A	35	34	33	34
B	20	19	19	19
C	25	24	24	24
D	10	9	9	9
E	10	9	8	8
TOTAL POINT VALUE	100	95	93	94
Byron Raysor		1	3	2
Ranking				