



CITY OF ORLANDO

2nd ADVISORY COMMITTEE MEETING MINUTES
RQS18-0009 Request for Qualification Statements for
Construction Engineering and Inspection Services for
Shingle Creek Trail from Sand Lake Road to Oak Ridge Road
February 7, 2018 – 9 a.m. & February 9, 2018 – 11 a.m.
House Conference Room (7th Floor) and Tarpon & Dolphin Conference Rooms (4th Floor)
City Hall, 400 S. Orange Ave., Orlando, FL

The purpose of the subject meeting was to hold discussions and hear presentations from shortlisted firms and then review, score, and rank each of those firms.

Committee Members Present:

William Burns, Project Manager II (Chair)
Julio Alamo, Construction Inspector III
Peter Holzer, Construction Manager
Adam Walosik, Construction Manager
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:

Meeting began at 9:30 a.m. on February 7, 2018. Postings were for more than 48 hours in advance, and there was a quorum present. City staff introduced themselves and signed the attendance roster. Discussions continued with the Presentation Schedule of Shortlisted Firms.

The Facilitator asked the Committee for approval of the first Meeting Minutes of January 24, 2018. These Minutes had been distributed by email to all Committee Members. A motion was made by **Byron Raysor**, and seconded by **Adam Walosik**, to accept those Minutes as written. The motion carried unanimously.

Presentation Schedule of Shortlisted Firms:

<u>Time</u>	<u>Date</u>	<u>Company Name</u>	<u>Meeting Room</u>	<u>Floor</u>
9:40 -- 10:10 a.m.	2/7/18	DRMP, Inc.	Tarpon Conference Room	4 th
10:20 -- 10:50 a.m.	2/7/18	GAI Consultants, Inc.	House Conference Room	7 th
11:00 -- 11:30 a.m.	2/9/18	CDM Smith, Inc.	Tarpon Conference Room	4 th

Following the presentation of GAI Consultants, Inc., the meeting recessed and reconvened at 11:00 a.m. on February 9, 2018, with the presentation of CDM Smith, Inc. (as shown above).

Then, after this presentation, 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 meeting was then turned over to the technical Committee Chair, who conducted discussions with the Committee members. At the end of those discussions, each Committee Member individually scored and ranked each firm. The consolidated results of those rankings are as follows:

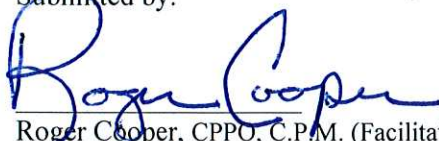
1. CDM Smith, Inc.
2. DRMP, Inc.
3. GAI Consultants, Inc.

A motion was made by William Burns, and seconded by Peter Holzer, to accept the rankings and to recommend to City Council for the Chief Procurement Officer to commence negotiations for a contract with the top ranked firm in ranked order until successful. There were no members of the general public present. The motion carried unanimously.

A motion was made by Adam Walosik, and seconded by Byron Raysor, to adjourn at 12:08 p.m. on February 9, 2018. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS18-0009 Advisory Committee Meeting held on February 7 and February 9, 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:



William Burns (Chair)
Project Manager II
Public Works Department

Attachment: Individual and Consolidated Scoring and Rating Spreadsheet

RQS18-0009 CEI Services For Shingle Creek Trail from Sand Lake Road to Oak Ridge Road
Final Scoring and Ranking

COMMITTEE MEMBERS:

Bill Burns	Julio Alamo	Peter Holzer	Adam Walosik	Byron Raysor
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CONSOLIDATED RANKING:

	Bill Burns	Julio Alamo	Peter Holzer	Adam Walosik	Byron Raysor	Total	Ranking
CDM Smith, Inc.	1	1	1	1	1	5	1
DRMP, Inc.	2	2	2	2	3	11	2
GAI Consultants, Inc.	3	3	3	3	2	14	3

INDIVIDUAL SCORING AND RANKING:

NO.	POSSIBLE POINTS	CDM Smith, Inc.	DRMP, Inc.	GAI Consultants, Inc.
A	35	35	35	33
B	20	18	18	18
C	25	24	24	24
D	10	10	9	9
E	10	10	8	9
TOTAL POINT VALUE	100	97	94	93
Bill Burns		1	2	3
Ranking				

NO.	POSSIBLE POINTS	CDM Smith, Inc.	DRMP, Inc.	GAI Consultants, Inc.
A	35	35	30	28
B	20	18	15	13
C	25	23	21	18
D	10	10	10	10
E	10	10	10	10
TOTAL POINT VALUE	100	96	86	79
Julio Alamo		1	2	3
Ranking				

NO.	POSSIBLE POINTS	CDM Smith, Inc.	DRMP, Inc.	GAI Consultants, Inc.
A	35	35	30	28
B	20	18	17	17
C	25	25	20	18
D	10	9	8	8
E	10	10	6	6

RQS18-0009 CEI Services For Shingle Creek Trail from Sand Lake Road to Oak Ridge Road
Final Scoring and Ranking

TOTAL POINT VALUE	100	97	81	77
Peter Holzer		1	2	3
Ranking				

NO.	POSSIBLE POINTS	CDM Smith, Inc.	DRMP, Inc.	GAI Consultants, Inc.
A	35	35	35	35
B	20	20	19	20
C	25	25	25	20
D	10	10	9	8
E	10	10	8	5
TOTAL POINT VALUE	100	100	96	88
Adam Walosik		1	2	3
Ranking				

NO.	POSSIBLE POINTS	CDM Smith, Inc.	DRMP, Inc.	GAI Consultants, Inc.
A	35	34	34	34
B	20	19	19	19
C	25	24	24	24
D	10	9	9	9
E	10	10	8	9
TOTAL POINT VALUE	100	96	94	95
Byron Raysor		1	3	2
Ranking				