



CITY OF ORLANDO

2nd ADVISORY COMMITTEE MEETING MINUTES
RQS18-0093 Engineering Design for Downtown Connector Trail
March 7, 2018 – 9 a.m.
Tarpon (4th Floor) & Blowfish (4th Floor) Conference Rooms
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:

Ian Sikonia, Planner Senior (Chair)
Gustavo Castro, Project Manager I
Jeremy Crowe, Project manager II
John Rhoades, Project Manager II
LaChisha Lewis, Contract Compliance Investigator II, 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 9:00 a.m. on March 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.

Presentation Schedule of Shortlisted Firms:

<u>Time</u>	<u>Date</u>	<u>Company Name</u>	<u>Meeting Room</u>	<u>Floor</u>
9:00 -- 9:35 a.m.	3/7/18	HDR Engineering, Inc.	Blowfish Conference Room	4 th
9:45 – 10:20 a.m.	3/7/18	S&ME, Inc.	Tarpon Conference Room	4 th
10:30 – 11:05 a.m.	3/7/18	Kisinger Campo & Associates, Corp. (KCA)	Blowfish Conference Room	4 th

The Facilitator asked the Committee for approval of the first Meeting Minutes of February 21, 2018. These Minutes had been distributed by email to all Committee Members. A motion was made by John Rhoades, and seconded by Gustavo Castro, 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 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. HDR Engineering, Inc.
2. Kisinger Campo & associates, Corp. (KCA)
3. S&ME, Inc.

A motion was made by John Rhoades, and seconded by Jeremy Crowe, 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.

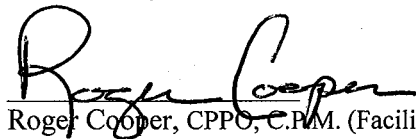
A motion was made by Ian Sikonia, and seconded by Gustavo Castro, to adjourn at 12:01 p.m. on March 7, 2018. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS18-0093 Advisory Committee Meeting held on March 7, 2018, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

Reviewed by:

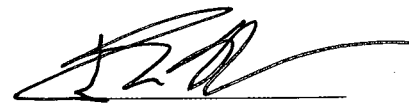
Reviewed and Accepted by:



Roger Cooper, CPPB, C.P.M. (Facilitator)
Contract Administrator



Teddi McCorkle, CPPB, C.P.M.
Sr. Contract Administrator



Ian Sikonia (Chair)
Planner Senior

Attachment: Individual and Consolidated Scoring and Rating Spreadsheet

RQS18-0093 Engineering Design for Downtown
Final Scoring and Selection

COMMITTEE MEMBERS:

Ian Sikonia	Gustavo Castro	Jeremy Crowe	John Rhoades	LaChisha Lewis
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CONSOLIDATED RANKING:

	Ian Sikonia	Gustavo Castro	Jeremy Crowe	John Rhoades	LaChisha Lewis	Total	Ranking
HDR Engineering, Inc.	1	1	1	1	1	5	1
S&ME, Inc.	3	3	3	3	3	15	3
Kisinger Campo & Associates (KCA)	2	2	2	2	2	10	2

INDIVIDUAL SCORING AND RANKING:

NO.	POSSIBLE POINTS	HDR Engineering, Inc.	S&ME, Inc.	Kisinger Campo & Associates (KCA)
A	25	24	22	22
B	15	13	12	13
C	16	14	14	14
D	15	14	14	14
E	10	10	10	10
F	4	4	4	4
G	5	4	3	5
H	10	10	5	6
TOTAL POINT VALUE	100	93	84	88
Ian Sikonia		1	3	2
Ranking				

NO.	POSSIBLE POINTS	HDR Engineering, Inc.	S&ME, Inc.	Kisinger Campo & Associates (KCA)
A	25	24	24	23
B	15	14	14	14
C	16	14	14	14
D	15	14	14	13
E	10	8	9	10
F	4	4	4	4
G	5	4	3	5
H	10	10	8	8
TOTAL POINT VALUE	100	92	90	91
Gustavo Castro		1	3	2
Ranking				

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NO.	POSSIBLE POINTS	HDR Engineering, Inc.	S&ME, Inc.	Kisinger Campo & Associates (KCA)
A	25	24	20	21
B	15	14	11	12
C	16	14	14	14
D	15	13	10	11
E	10	6	5	7
F	4	4	4	4
G	5	4	3	5
H	10	10	3	6
TOTAL POINT VALUE	100	89	70	80
Jeremy Crowe		1	3	2
Ranking				

NO.	POSSIBLE POINTS	HDR Engineering, Inc.	S&ME, Inc.	Kisinger Campo & Associates (KCA)
A	25	25	24	24
B	15	14	14	14
C	16	14	14	14
D	15	15	15	15
E	10	10	9	10
F	4	4	4	4
G	5	4	3	5
H	10	10	8	9
TOTAL POINT VALUE	100	96	91	95
John Rhoades		1	3	2
Ranking				

NO.	POSSIBLE POINTS	HDR Engineering, Inc.	S&ME, Inc.	Kisinger Campo & Associates (KCA)
A	25	25	25	25
B	15	15	15	15
C	16	14	14	14
D	15	15	15	15
E	10	10	10	10
F	4	4	4	4
G	5	4	3	5
H	10	10	6	8
TOTAL POINT VALUE	100	97	92	96

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LaChisha Lewis	1	3	2
Ranking			