



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES

RQS18-0119

CEI Services for IBRWRF 480V Improvements Project Construction

February 23, 2018 – 9 a.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 the subject solicitation.

Committee Members Present:

Robert Rutter, Project Manager II (Chair)

John Guntner, High Voltage Spec

Guy Mecabe, Industrial Automation Manager

Scherman A. Davis, Wastewater Maintenance Supv

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:

The Facilitator called the meeting to order at 9:07 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 reviewed Advisory Committee Rules.
- 6) Reviewed Public Input Procedures.

A motion was made by Robert Rutter, and seconded by Guy Mecabe, to accept the Public Input Procedures. There were no members of the public present. 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.

One (1) sealed qualification statement was submitted in response to the solicitation. The qualification statement received was certified as qualified by the Consultants' Qualifications Board on January 23, 2018.

The Meeting was turned over to the technical Chair, who indicated that the one (1) firm is listed below:

- 1) CPH, Inc.

The Committee had a brief discussion, and each Committee member individually scored and ranked the firm. The consolidated results are as follows:

- 1) CPH, Inc.

A motion was made by Robert Rutter and seconded by Guy Mecabe, to invite this firm for presentations and discussions. There were no members of the public present. The motion carried unanimously.

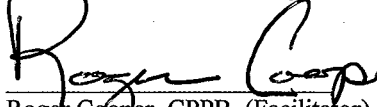
A motion was also made by Robert Rutter, and seconded by LaChisha Lewis, to give each firm up to seven (7) minutes in length for project approach presentation and up to twenty (20) minutes in length for a question and answer period. The motion carried unanimously.


Presentations date will be determined later based on Committee members' availability.

A motion was made by John Guntner, and seconded by Robert Rutter, to adjourn at 9:44a.m. The motion carried unanimously.


These minutes are considered to be the official minutes of the RQS18-0119 Advisory Committee Meeting held on February 23, 2018, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted and Reviewed by:


Roger Cooper, CPPB, (Facilitator)
Contract Administrator


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

Reviewed and Accepted by:


Robert Rutter (Chair)
Project Manager II

Attachments:

Public Input Procedures with CPO Memo dated 9/30/2013
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
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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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RQS18-0119 Electrical Engineering Construction, Engineering and Inspection Services for IBRWRF 480V Improvements Project
Short List Scoring

COMMITTEE MEMBERS:

Robert Rutter	John Guntner	Guy Mecabe	Scherman Davis	LaChisha Lewis
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CONSOLIDATED RANKING:

	Robert Rutter	John Guntner	Guy Mecabe	Scherman Davis	LaChisha Lewis	Total	Ranking
CPH, Inc.	1	1	1	1	1	5	1

INDIVIDUAL SCORING AND RANKING:

NO.	POSSIBLE POINTS	CPH, Inc.
A	30	20
B	20	19
C	16	14
D	15	13
E	10	8
F	4	4
G	5	0
H	0	
TOTAL POINT VALUE	100	78
Robert Rutter		1
Ranking		

NO.	POSSIBLE POINTS	CPH, Inc.
A	30	30
B	20	20
C	16	14
D	15	15
E	10	5
F	4	4
G	5	0
H	0	
TOTAL POINT VALUE	100	88
John Guntner		1
Ranking		

NO.	POSSIBLE POINTS	CPH, Inc.
A	30	25
B	20	17

RQS18-0119 Electrical Engineering Construction, Engineering and Inspection Services for IBRWRF 480V Improvements Project
Short List Scoring

C	16	14
D	15	13
E	10	3
F	4	4
G	5	0
H	0	
TOTAL POINT VALUE	100	76
Guy Mecabe		1
Ranking		

NO.	POSSIBLE POINTS	CPH, Inc.
A	30	25
B	20	16
C	16	14
D	15	13
E	10	8
F	4	4
G	5	0
H	0	
TOTAL POINT VALUE	100	80
Scherman Davis		1
Ranking		

NO.	POSSIBLE POINTS	CPH, Inc.
A	30	29
B	20	20
C	16	14
D	15	15
E	10	10
F	4	4
G	5	0
H	0	
TOTAL POINT VALUE	100	92
LaChisha Lewis		1
Ranking		