



# CITY OF ORLANDO

## 2nd ADVISORY COMMITTEE MEETING MINUTES

RQS18-0119

CEI Services for IBRWRF 480V Improvements Project Construction

April 11, 2018 – 9 a.m.

Tarpon (4<sup>th</sup> Floor) & Blowfish (4<sup>th</sup> 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:

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:

Meeting began at 9:19 a.m. on April 11, 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 the Shortlisted Firm.

### Presentation Schedule of Shortlisted Firms:

<u>Time</u>	<u>Date</u>	<u>Company Name</u>	<u>Meeting Room</u>	<u>Floor</u>
9:00 – 9:27 a.m.	4/11/18	CPH, Inc.	Tarpon Conference Room	4 <sup>th</sup>

The Facilitator asked the Committee for approval of the first Meeting Minutes of February 23, 2018. These Minutes had been distributed by email to all Committee Members. A motion was made by Robert Rutter and seconded by John Guntner, 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. CPH, Inc.

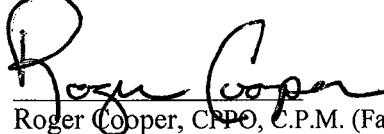
A motion was made by Scherman A. Davis and seconded by Guy Mecabe, to accept the rankings and to recommend to City Council for the Chief Procurement Officer to commence negotiations for a contract

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 John Guntner and seconded by Guy Mecabe, to adjourn at 10:14 am on April 11, 2018. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS18-0119 Advisory Committee Meeting held on April 11, 2018, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



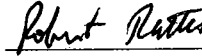
Roger Cooper, CPO, C.P.M. (Facilitator)  
Contract Administrator

Reviewed by:



Teddi McCorkle, CPPB, C.P.M.  
Assistant CPO

Reviewed and Accepted by:



Robert Rutter (Chair)  
Project Manager II  
Public Works

Attachment: Individual and Consolidated Scoring and Rating Spreadsheet

RQS18-0119 CEI Services for IBRWRF 480V Improvements Project  
Final 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	25	24
B	15	14
C	16	14
D	15	14
E	10	9
F	4	4
G	5	0
H	10	9
TOTAL POINT VALUE	100	88
Robert Rutter		1
Ranking		

NO.	POSSIBLE POINTS	CPH, Inc.
A	25	25
B	15	15
C	16	14
D	15	12
E	10	10
F	4	4
G	5	0
H	10	10
TOTAL POINT VALUE	100	90
John Guntner		1
Ranking		

NO.	POSSIBLE POINTS	CPH, Inc.
A	25	25
B	15	15

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C	16	14
D	15	12
E	10	6
F	4	4
G	5	0
H	10	8
TOTAL POINT VALUE	100	84
Guy Mecabe		1
Ranking		

NO.	POSSIBLE POINTS	CPH, Inc.
A	25	20
B	15	14
C	16	14
D	15	15
E	10	10
F	4	4
G	5	0
H	10	8
TOTAL POINT VALUE	100	85
Scherman Davis		1
Ranking		

NO.	POSSIBLE POINTS	CPH, Inc.
A	25	23
B	15	15
C	16	14
D	15	15
E	10	10
F	4	4
G	5	0
H	10	9
TOTAL POINT VALUE	100	90
LaChisha Lewis		1
Ranking		