



CITY OF ORLANDO

2nd ADVISORY COMMITTEE MEETING MINUTES
RQS18-0120 Engineering Services for IBRWRF Pretreatment Improvements Project
April 5, 2018 – 8 a.m.
Tarpon (4th Floor) & House (7th 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)
Paul Deuel, Wastewater Asst. Division Manager
Robert Rang, Treatment Plant Manager
Anthony Shorter, Treatment Plant Operator Chief
LaChisha Lewis, Contract Compliance Investigator II, Executive Offices/MWBE Office

Other City Personnel Present:

Roger Cooper, Contract Administrator (Facilitator)
Fabio Henao, Purchasing Agent II
Kristina Fries, Project Manager II (Technical Advisor)
Roy Pelletier, Wastewater Project Consultant (Technical Advisor)

Members of the Public Present:

None

Actions/Discussion/Motions:

Meeting began at 8:00 a.m. on April 5, 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>
8:00 – 8:50 a.m.	4/5/18	Carollo Engineers, Inc.	Tarpon Conference Room	4 th
9:00 – 9:50 a.m.	4/5/18	D&B Engineers and Architects, P.C.	House Conference Room	7 th
10:00 – 10:50 a.m.	4/5/18	Atkins North America, Inc.	Tarpon Conference Room	4 th
11:00 – 11:50 a.m.	4/5/18	WSP USA, Inc.	House Conference Room	7 th

The Facilitator asked the Committee for approval of the first Meeting Minutes of February 28, 2018. These Minutes had been distributed by email to all Committee Members. A motion was made by Robert Rutter and seconded by Anthony Shorter 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:

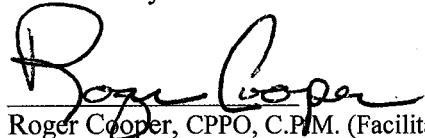
1. WSP USA, Inc.
2. Carollo Engineers, Inc.
3. Atkins North America, Inc.
4. D&B Engineers and Architects, P.C.

A motion was made by Paul Deuel and seconded by Robert Rutter, 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 Robert Rutter and seconded by Anthony Shorter, to adjourn at 12:37 pm. on April 5, 2018. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS18-0120 Advisory Committee Meeting held on April 5, 2018, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



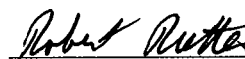
Roger Cooper, CPPO, C.P.M. (Facilitator)
Contract Administrator

Reviewed by:



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

Reviewed and Accepted by:



Robert Rutter (Chair)
Project Manager II
Public Works

Attachment: Individual and Consolidated Scoring and Rating Spreadsheet

RQS18-0120 Engineering Services for IBRWRF Pretreatment Improvements Project
Final Scoring

COMMITTEE MEMBERS:

Bob Rutter	Robert Rang	Paul Deuel	Anthony Shorter	LaChisha Lewis
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CONSOLIDATED RANKING:

	Bob Rutter	Robert Rang	Paul Deuel	Anthony Shorter	LaChisha Lewis	Total	Ranking
Atkins North America, Inc.	3	3	3	4	3	16	3
Carollo Engineers, Inc.	2	2	2	1	1	8	2
D&B Engineers and Architects, P.C.	4	4	4	3	4	19	4
WSP USA, Inc.	1	1	1	2	2	7	1

INDIVIDUAL SCORING AND RANKING:

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Carollo Engineers, Inc.	D&B Engineers and Architects, P.C.	WSP USA, Inc.
A	25	22	24	17	24
B	15	14	15	11	15
C	16	14	15	14	15
D	15	11	14	11	14
E	10	10	10	10	10
F	4	3	4	1	4
G	5	0	0	5	4
H	10	7	10	6	10
TOTAL POINT VALUE	100	81	92	75	96
Bob Rutter		3	2	4	1
Ranking					

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Carollo Engineers, Inc.	D&B Engineers and Architects, P.C.	WSP USA, Inc.
A	25	20	25	15	25
B	15	10	15	10	15
C	16	14	15	14	15
D	15	10	15	5	15
E	10	8	9	7	10
F	4	3	4	1	4
G	5	0	0	5	4
H	10	10	9	4	10

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Final Scoring

TOTAL POINT VALUE	100	75	92	61	98
Robert Rang		3	2	4	1
Ranking					

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Carollo Engineers, Inc.	D&B Engineers and Architects, P.C.	WSP USA, Inc.
A	25	23	25	20	25
B	15	13	14	13	15
C	16	14	15	14	15
D	15	14	15	13	15
E	10	10	10	10	10
F	4	3	4	1	4
G	5	0	0	5	4
H	10	8	10	6	10
TOTAL POINT VALUE	100	85	93	82	98
Paul Deuel		3	2	4	1
Ranking					

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Carollo Engineers, Inc.	D&B Engineers and Architects, P.C.	WSP USA, Inc.
A	25	15	25	20	25
B	15	5	15	10	15
C	16	14	15	14	15
D	15	5	15	15	10
E	10	8	8	10	6
F	4	3	4	1	4
G	5	0	0	5	4
H	10	8	10	5	10
TOTAL POINT VALUE	100	58	92	80	89
Anthony Shorter		4	1	3	2
Ranking					

NO.	POSSIBLE POINTS	Atkins North America, Inc.	Carollo Engineers, Inc.	D&B Engineers and Architects, P.C.	WSP USA, Inc.
A	25	20	25	20	20
B	15	15	15	10	13
C	16	14	15	14	15
D	15	15	15	10	15
E	10	10	10	10	10

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Final Scoring

F	4	3	4	1	4
G	5	0	0	5	4
H	10	6	10	5	9
TOTAL POINT VALUE	100	83	94	75	90
LaChisha Lewis		3	1	4	2
Ranking					