CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES
RQS18-0366
Request for Qualification Statements for
Continuing Stormwater Engineering Services
July 25, 2018 – 9 a.m.
Blowfish 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:
Eva "Nicki" Wesson, Project Manager II (Chair)
James D. Hunt, Deputy Public Works Director
Lisa Henry, Streets and Stormwater Division Manger
Richard Lee, Stormwater Assistant Division Manager
LaChisha Lewis, Compliance Investigator II, Executive Offices/MWBE Office

Other City Personnel Present:
Fabio Henao, Purchasing Agent II (Facilitator)
Richard Allen, City Surveyor (Technical Advisor)

Members of the Public Present:
None

Actions/Discussion/Motions:
The meeting was called to order at 9:05 a.m., and the Facilitator 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 Lisa Henry and seconded by Jim Hunt, to accept the Public Input Procedures. The motion carried unanimously.

The Facilitator indicated that thirteen (13) sealed qualification statements were submitted in response to the solicitation and that all firms had been certified as qualified by the Consultants' Qualifications Board on July 16, 2018. Those firms are as follows:

1.	AVCON, Inc.
2.	CDM Smith, Inc.
3.	Cribb Philbeck Weaver Group, Inc.
4.	DRMP, Inc.
5.	E-Sciences, Inc.
6.	GAI Consultants, Inc.
7.	Geosyntec Consultants, Inc.
8.	GTC Engineering Corporation
9.	Harris Civil Engineering, LLC
10.	RS&H, Inc.

11.	S&ME, Inc.
12.	Vanasse Hangen Brustlin, Inc.
13.	Wright-Pierce, Inc.

The Facilitator handed out the pre-determined scores for Rating Factor C (Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work), **Rating Factor F** (Proximity of the location of Respondent's office, where the majority of its work will be performed on this project), and **Rating Factor G** (Volume of Previous Work Awarded to Each Respondent by the City). The first of these three Rankings was completed by the MBE Office, and the last two were computed by the Procurement and Contracts Division in accordance with solicitation instructions.

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.

At this point, the meeting was turned over to the technical Chair, who conducted discussions with the Committee. At the end of discussions, each Committee member individually scored and ranked each firm which resulted in a consolidated ranking as follows:

1.	CDM Smith, Inc.
2.	GTC Engineering Corporation
3.	RS&H, Inc.
4.	Geosyntec Consultants, Inc.
5.	E-Sciences, Inc.
6.	Vanasse Hangen Brustlin, Inc.
7.	Cribb Philbeck Weaver Group, Inc.
8.	Wright-Pierce, Inc.
9.	GAI Consultants, Inc.
10.	AVCON, Inc.
11.	DRMP, Inc.
12.	Harris Civil Engineering, LLC
13.	S&ME, Inc.

A motion was made by Jim Hunt, and seconded by Nicki Wesson, to invite the top seven (7) firms for presentations. No Members from the Public were present. The motion carried unanimously.

Lisa Henry made a motion, seconded by Jim Hunt, to allow up to fifteen (15) minutes for each presentation and up to thirty-five (35) minutes for a question-and-answer period, with ten (10) minute-breaks in between sessions. The motion carried unanimously.

Presentations are scheduled for August 8, 2018, and August 9, 2018, beginning at 8:00 a.m. each day, in Conference Rooms to be determined.

A motion was made by Lisa Henry and seconded by Nicki Wesson, to adjourn at 1:14 p.m.. The motion carried unanimously.

These minutes are considered to be the official minutes of the RQS18-0366 Advisory Committee Meeting held on July 25, 2018, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

Fabio Henao (Facilitator)
Purchasing Agent II

Reviewed and Accepted by:

Eva "Nicki" Wesson, (Chair)
Project Manager II

CITY OF ORLANDO

M E M O R A N D U M

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 statue 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.

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.

PROCUREMENT AND CONTRACTS DIVISION
CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990
PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net

Shortlisting Scoring / Ranking
RQS18-0366 Continuing Stormwater Engineering Services

Committee Members -->	Nicki Wesson	Lisa Henry	Jim Hunt	Richard Lee	LaChisha Lewis

Consolidated Ranking:

	Nicki Wesson	Lisa Henry	Jim Hunt	Richard Lee	LaChisha Lewis	Total	Ranking
AVCON, Inc.	13	8	9	10	7	47	10
CDM Smith, Inc.	2	2	1	3	2	10	1
Cribb Philbeck Weaver Group	6	3	6	6	10	31	7
DRMP, Inc.	12	11	10	11	13	57	11
E-Sciences, Inc.	7	6	4	7	3	27	5
GAI Consultants, Inc.	9	9	11	8	9	46	9
Geosyntec Consultants, Inc.	1	5	2	4	8	20	4
GTC Engineering Corporation	4	4	3	1	1	13	2
Harris Civil Engineering, LLC	11	13	13	9	11	57	11
RS&H, Inc.	3	1	5	2	4	15	3
S&ME, Inc.	10	12	12	12	12	58	13
Vanasse Hangen Brustlin, Inc.	5	7	7	5	5	29	6
Wright-Pierce	8	10	8	13	6	45	8

TIE BREAKER FOR 11TH PLACE USING TOTAL

	Nicki Wesson	Lisa Henry	Jim Hunt	Richard Lee	LaChisha Lewis	Total	Ranking
DRMP, Inc.	61	65	69	68	80	343	11
Harris Civil Engineering, LLC	65	53	52	72	82	324	12

Shortlisting Scoring / Ranking
RQS18-0366 Continuing Stormwater Engineering Services

Individual Scoring / Ranking:

NO.	POSSIBLE POINTS	AVCON, Inc.	CDM Smith, Inc.	Cribb Philbeck Weaver Group	DRMP, Inc.	E-Sciences, Inc.	GAI Consultants, Inc.	Geosyntec Consultants, Inc.	GTC Engineering Corporation	Harris Civil Engineering, LLC	RS&H, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc.	Wright-Pierce
A	**30**	10	30	18	20	15	10	30	25	10	30	10	20	18
B	**20**	10	20	20	5	18	20	20	20	20	20	18	20	20
C	**16**	15	14	14	14	15	15	15	14	14	14	14	15	15
D	**15**	7	15	13	10	15	10	13	13	5	10	10	15	8
E	**10**	10	10	10	8	10	10	10	10	7	10	10	10	8
F	**4**	4	3	2	4	4	4	2	4	4	4	4	4	3
G	**5**	0	0	5	0	3	2	5	1	5	0	2	0	1
H														
TOTAL POINT VALUE	**100**	**56**	**92**	**82**	**61**	**80**	**71**	**95**	**87**	**65**	**88**	**68**	**84**	**73**
Nicki Wesson Ranking		**13**	**2**	**6**	**12**	**7**	**9**	**1**	**4**	**11**	**3**	**10**	**5**	**8**

NO.	POSSIBLE POINTS	AVCON, Inc.	CDM Smith, Inc.	Cribb Philbeck Weaver Group	DRMP, Inc.	E-Sciences, Inc.	GAI Consultants, Inc.	Geosyntec Consultants, Inc.	GTC Engineering Corporation	Harris Civil Engineering, LLC	RS&H, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc.	Wright-Pierce
A	**30**	25	30	27	22	27	25	27	27	10	30	15	27	20
B	**20**	19	20	20	10	20	15	20	20	10	20	15	20	20
C	**16**	15	14	14	14	15	15	15	14	14	14	14	15	15
D	**15**	12	15	14	10	12	10	12	15	5	15	7	12	12
E	**10**	8	10	9	5	7	6	8	9	5	10	6	9	5
F	**4**	4	3	2	4	4	4	2	4	4	4	4	4	3
G	**5**	0	0	5	0	3	2	5	1	5	0	2	0	1
H	**0**													
TOTAL POINT VALUE	**100**	**83**	**92**	**91**	**65**	**88**	**77**	**89**	**90**	**53**	**93**	**63**	**87**	**76**
Lisa Henry Ranking		**8**	**2**	**3**	**11**	**6**	**9**	**5**	**4**	**13**	**1**	**12**	**7**	**10**

NO.	POSSIBLE POINTS	AVCON, Inc.	CDM Smith, Inc.	Cribb Philbeck Weaver Group	DRMP, Inc.	E-Sciences, Inc.	GAI Consultants, Inc.	Geosyntec Consultants, Inc.	GTC Engineering Corporation	Harris Civil Engineering, LLC	RS&H, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc.	Wright-Pierce
A	**30**	25	30	22	23	25	20	26	27	10	25	18	24	23
B	**20**	10	20	18	10	18	12	18	18	10	18	12	17	15
C	**16**	15	14	14	14	15	15	15	14	14	14	14	15	15
D	**15**	10	15	12	12	12	10	13	14	5	13	9	14	12
E	**10**	8	10	8	6	9	5	9	9	4	8	5	6	8
F	**4**	4	3	2	4	4	4	2	4	4	4	4	4	3
G	**5**	0	0	5	0	3	2	5	1	5	0	2	0	1
H	**0**													
TOTAL POINT VALUE	**100**	**72**	**92**	**81**	**69**	**86**	**68**	**88**	**87**	**52**	**82**	**64**	**80**	**77**

Shortlisting Scoring / Ranking

RQS18-0366 Continuing Stormwater Engineering Services

Jim Hunt	**9**	**1**	**6**	**10**	**4**	**11**	**2**	**3**	**13**	**5**	**12**	**7**	**8**
Ranking													

NO.	POSSIBLE POINTS	AVCON, Inc.	CDM Smith, Inc.	Cribb Philbeck Weaver Group	DRMP, Inc.	E-Sciences, Inc.	GAI Consultants, Inc.	Geosyntec Consultants, Inc.	GTC Engineering Corporation	Harris Civil Engineering, LLC	RS&H, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc.	Wright-Pierce
A	**30**	17	30	30	17	30	30	30	30	20	30	18	29	20
B	**20**	18	20	12	18	18	19	19	20	20	20	18	18	10
C	**16**	15	14	14	14	15	15	15	14	14	14	14	15	15
D	**15**	10	15	15	7	5	4	11	15	5	15	6	14	10
E	**10**	5	10	9	8	6	6	9	10	4	10	5	10	4
F	**4**	4	3	2	4	4	4	2	4	4	4	4	4	3
G	**5**	0	0	5	0	3	2	5	1	5	0	2	0	1
H	**0**													
TOTAL POINT VALUE	**100**	**69**	**92**	**87**	**68**	**81**	**80**	**91**	**94**	**72**	**93**	**67**	**90**	**63**
Richard Lee	**10**	**3**	**6**	**11**	**7**	**8**	**4**	**1**	**9**	**2**	**12**	**5**	**13**	
Ranking														

NO.	POSSIBLE POINTS	AVCON, Inc.	CDM Smith, Inc.	Cribb Philbeck Weaver Group	DRMP, Inc.	E-Sciences, Inc.	GAI Consultants, Inc.	Geosyntec Consultants, Inc.	GTC Engineering Corporation	Harris Civil Engineering, LLC	RS&H, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc.	Wright-Pierce
A	**30**	27	30	25	20	26	26	24	30	23	27	23	26	28
B	**20**	20	20	18	19	20	18	20	20	20	20	20	19	20
C	**16**	15	14	14	14	15	15	15	14	14	14	14	15	15
D	**15**	13	15	13	15	14	12	12	15	11	15	10	15	10
E	**10**	7	10	6	8	9	7	7	10	5	10	8	10	10
F	**4**	4	3	2	4	4	4	2	4	4	4	4	4	3
G	**5**	0	0	5	0	3	2	5	1	5	0	2	0	1
H	**0**													
TOTAL POINT VALUE	**100**	**86**	**92**	**83**	**80**	**91**	**84**	**85**	**94**	**82**	**90**	**81**	**89**	**87**
LaChisha Lewis	**7**	**2**	**10**	**13**	**3**	**9**	**8**	**1**	**11**	**4**	**12**	**5**	**6**	
Ranking														

EVALUATION CRITERIA FOR SHORT-LISTING

RQS18-0366 Continuing Stormwater Engineering Services

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

CATEGORY	Max. Points	AVCON, Inc.	CDM Smith, Inc.	Cribb Philbeck Weaver Group, Inc.	DRMP, Inc.	E Sciences, Inc.	GAI Consultants, Inc.	Geosyntec Consultants, Inc.	GTC Engineering Corporation	Harris Civil Engineers, LLC	RS&H, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc. (VHB)	Wright-Pierce, Inc.
A. Respondent's experience and qualifications.	30	17	30	30	17	30	30	30	30	20	30	18	29	20
B. The experience and qualifications of the sub-consultants.	20	18	20	12	18	18	19	19	20	20	20	18	18	16
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	15	14	14	14	15	15	15	14	14	14	14	15	15
D. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	15	10	15	15	7	15	14	11	15	5	15	6	14	10
E. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project and work successfully with City staff and any other stakeholders.	10	5	10	9	8	6	6	9	10	4	10	5	10	4
F. Proximity of the location of Respondent's office, where the majority of its work will be performed on this project, to the City of Orlando.	4	4	3	2	4	4	4	2	4	4	4	4	4	3
G. Volume of work previously awarded to Respondent by the City.	5	0	0	5	0	3	2	5	1	5	0	2	0	1
TOTAL POINTS	100	69	92	97	68	86	80	91	94	72	93	67	90	63
RANK	(1-13)	10	3	6	11	7	8	4	1	9	2	12	5	13

COMMITTEE MEMBER NAME: Richard Lee DATE: 7/25/18

COMMITTEE MEMBER SIGNATURE: Richard Lee

Notes regarding Exhibit A: Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the tc score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

RQS18-0366 Continuing Stormwater Engineering Services

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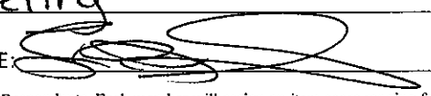
CATEGORY	Max. Points	AVCON, Inc.	CDM Smith, Inc.	Cribb Philbeck Weaver Group, Inc.	DRMP, Inc.	E Sciences, Inc.	GAI Consultants, Inc.	Geosyntec Consultants, Inc.	GTC Engineering Corporation	Harris Civil Engineers, LLC	RS&H, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc. (VHB)	Wright-Pierce, Inc.
A. Respondent's experience and qualifications.	30	25	30	27	22	27	25	27	27	10	30	15	27	20
B. The experience and qualifications of the sub-consultants.	20	19	20	20	10	20	15	20	20	10	20	15	20	20
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	15	14	14	14	15	15	15	14	14	14	14	15	15
D. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	15	12	15	14	10	12	10	12	15	5	15	7	12	12
E. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project and work successfully with City staff and any other stakeholders.	10	8	10	9	5	7	6	8	9	5	10	6	9	5
F. Proximity of the location of Respondent's office, where the majority of its work will be performed on this project, to the City of Orlando.	4	4	3	2	4	4	4	2	4	4	4	4	4	3
G. Volume of work previously awarded to Respondent by the City.	5	0	0	5	0	3	2	5	1	5	0	2	0	1
TOTAL POINTS	100	83	92	91	65	88	77	89	90	53	93	63	87	76
RANK	(1-13)	8	2	3	11	6	9	5	4	13	1	12	7	10

COMMITTEE MEMBER NAME: Lisa Henry DATE: 7/25/18

COMMITTEE MEMBER SIGNATURE: 

Notes regarding Exhibit A: Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the tc score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

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A. Respondent's experience and qualifications.	30	27	30	25	20	26	26	24	30	23	27	23	26	28
B. The experience and qualifications of the sub-consultants.	20	20	20	18	19	20	18	20	20	20	20	20	19	20
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	15	14	14	14	15	15	15	14	14	14	14	15	15
D. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	15	13	15	13	15	14	12	12	15	11	15	10	15	10
E. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project and work successfully with City staff and any other stakeholders.	10	7	10	6	8	9	7	7	10	5	10	8	10	10
F. Proximity of the location of Respondent's office, where the majority of its work will be performed on this project, to the City of Orlando.	4	4	3	2	4	4	4	2	4	4	4	4	4	3
G. Volume of work previously awarded to Respondent by the City.	5	0	0	5	0	3	2	5	1	5	0	2	0	1
TOTAL POINTS	100	86	92	83	80	91	84	85	94	82	90	81	89	87
RANK	(1-13)	7	2	10	13	3	9	8	1	11	4	12	5	6

COMMITTEE MEMBER NAME: Chisha Lewis DATE: 7/25/18

COMMITTEE MEMBER SIGNATURE: Chisha Lewis

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A. Respondent's experience and qualifications.	30	10	30	18	20	15	10	30	25	10	30	10	20	18
B. The experience and qualifications of the sub-consultants.	20	10	20	20	5	18	20	20	20	20	20	18	20	20
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	15	14	14	14	15	15	15	14	14	14	14	15	15
D. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	15	7	15	13	10	15	10	13	13	5	10	10	15	8
E. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project and work successfully with City staff and any other stakeholders.	10	10	10	10	8	10	10	10	10	7	10	10	10	8
F. Proximity of the location of Respondent's office, where the majority of its work will be performed on this project, to the City of Orlando.	4	4	3	2	4	4	4	2	4	4	4	4	4	3
G. Volume of work previously awarded to Respondent by the City.	5	0	0	5	0	3	2	5	1	5	0	2	0	1
TOTAL POINTS	100	56	92	82	61	80	71	95	87	65	88	68	84	72
RANK	(1-13)	13	2	6	12	7	9	1	4	11	3	10	5	8

COMMITTEE MEMBER NAME: Nicki Wesson DATE: 7/25/18

COMMITTEE MEMBER SIGNATURE: Nicki Wesson

Notes regarding Exhibit A: Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the tc score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.

EVALUATION CRITERIA FOR SHORT-LISTING

RQS18-0366 Continuing Stormwater Engineering Services

The Advisory Committee will evaluate and score the Respondents based upon their Qualification Statements in accordance with the following rating factors.

CATEGORY	Max. Points	AVCON, Inc.	CDM Smith, Inc.	Cribb Philbeck Weaver Group, Inc.	DRMP, Inc.	E Sciences, Inc.	GAI Consultants, Inc.	Geosyntec Consultants, Inc.	GTC Engineering Corporation	Harris Civil Engineers, LLC	RS&H, Inc.	S&ME, Inc.	Vanasse Hangen Brustlin, Inc. (VHB)	Wright-Pierce, Inc.
A. Respondent's experience and qualifications.	30	25	30	22	23	25	20	26	27	10	25	18	24	23
B. The experience and qualifications of the sub-consultants.	20	10	20	18	10	18	12	18	18	10	18	12	17	15
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	15	14	14	14	15	15	15	14	14	14	14	15	15
D. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	15	10	15	12	12	12	10	13	14	5	13	9	14	12
E. Ability of Respondent's and subconsultants' personnel to devote necessary time to the project and work successfully with City staff and any other stakeholders.	10	8	10	8	6	9	5	9	9	4	8	5	6	8
F. Proximity of the location of Respondent's office, where the majority of its work will be performed on this project, to the City of Orlando.	4	4	3	2	4	4	4	2	4	4	4	4	4	3
G. Volume of work previously awarded to Respondent by the City.	5	0	0	5	0	3	2	5	1	5	0	2	0	1
TOTAL POINTS	100	72	92	81	69	86	68	88	87	52	82	64	80	77
RANK	(1-13)	9	1	6	10	4	11	2	3	13	5	12	7	8

COMMITTEE MEMBER NAME: Jim Hunt DATE: 07/25/18

COMMITTEE MEMBER SIGNATURE: _____

Notes regarding Exhibit A: Each Advisory Committee member will evaluate the above factors to determine the short-listing of the Respondents. Each member will assign an item score ranging from zero (0) points to the maximum points allowed for each rating factor. The item scores will then be added to determine the tc score. The maximum possible total score for this evaluation table is one hundred (100). Each member will rank the Respondents based upon the member's score for each Respondent. The ranking established by each member will be accumulated to determine the final ranking. Each member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the firm with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Respondents' total scores from each member will be added and compared. The Respondent with the highest point total will be ranked highest of the tied Respondents.