



1st ADVISORY COMMITTEE MEETING MINUTES
RQS19-0084 Request for Qualification Statements for
Continuing Professional Environmental Assessment, Testing and Remediation Engineering
Services

February 20, 2019 – 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:

Dan Dashtaki, Environmental Manager (Chair)
Erik Melear, Project Manager II
Mike Alexander, Environmental Specialist III
Mike Melzer, Project Manager II
LaChisha Lewis, Compliance Investigator III, Executive Offices/MWBE Office

Other City Personnel Present:

Fabio Henao, Purchasing Agent II (Facilitator)
Lee Donate, Purchasing Agent II

Members of the Public Present:

Lawanna Gelzer, Orlando Citizen

Actions/Discussion/Motions:

The meeting was called to order at 9:02 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 Erik Melear and seconded by Michael Alexander, to accept the Public Input Procedures. The motion carried unanimously.

The Facilitator indicated that fifteen (15) sealed qualification statements were submitted in response to the solicitation and that all fifteen (15) firms had been certified as qualified by the Consultants' Qualifications Board on February 15, 2019. Those firms are as follows:

1.	American Compliance Technologies, Inc. (ACT)
2.	Aptim Environmental & Infrastructure, LLC
3.	CARDNO, Inc.
4.	E-Sciences, Inc.
5.	Geosyntec Consultants, Inc.
6.	GLE Associates, Inc.
7.	Handex Consulting & Remediation – SE, LLC

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8.	Imperial testing & Engineering, Inc.
9.	Professional Service Industries, Inc.
10.	MSE Group, LLC
11.	PPM Consultants, Inc.
12.	S&ME, Inc.
13.	Terracon Consultants, Inc.
14.	Tetra Tech, Inc.
15.	Universal Engineering Sciences, 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.	Geosyntec Consultants, Inc.
2.	Professional Service Industries, Inc.
3.	MSE Group, LLC
4.	Aptim Environmental & Infrastructure, LLC
5.	Terracon Consultants, Inc.
6.	Tetra Tech, Inc.
7.	CARDNO, Inc.
8.	PPM Consultants, Inc.
9.	E-Sciences, Inc.
10.	American Compliance Technologies, Inc. (ACT)
11.	Universal Engineering Sciences, Inc.
12.	S&ME, Inc.
13.	Handex Consulting & Remediation – SE, LLC
14.	GLE Associates, Inc.
15.	Imperial testing & Engineering, Inc.

A motion was made by Erik Melear and seconded by Michael Melzer, to invite the top five (5) firms for presentations. A Member from the Public was present and was given the opportunity to speak for five (5) minutes. The motion carried unanimously.

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Michel Melzer made a motion, seconded by Dan Dashtaki, to allow up to twenty (20) minutes for presentation and up to ten (10) minutes for a question-and-answer period, with ten (10) minute-breaks in between sessions. The motion carried unanimously.

Presentations are scheduled for March 6, 2019, beginning at 9:00 a.m., in Conference Rooms to be determined.

A motion was made by Erik Melear and seconded by Michael Alexander, to adjourn at 11:19 a.m.. The motion carried unanimously.

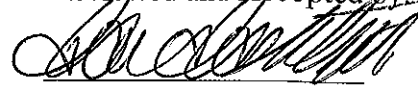
These minutes are considered to be the official minutes of the RQS19-0084 Advisory Committee Meeting held on February 20, 2019, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Fabio Henao (Facilitator)
Purchasing Agent II

Reviewed and Accepted by:



Dan Dashtaki (Chair)
Environmental Manager



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
PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net



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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Committee Members -->	Dan Dashtaki	Erik Melear	Mike Alexander	Mike Melzer	LaChisha Lewis
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Consolidated Ranking:

	Dan Dashtaki	Erik Melear	Mike Alexander	Mike Melzer	LaChisha Lewis	Total	Ranking
American Compliance Technologies (ACT)	10	7	9	9	10	45	10
APTIM Enviromental	5	4	4	3	4	20	4
CARDNO, Inc.	9	8	3	7	9	36	7
E-Sciences, Inc.	8	6	7	10	7	38	9
Geosyntec Consultants	3	2	2	1	1	9	1
GLE Associates	14	13	14	13	14	68	14
Handex Consulting	13	12	13	15	13	66	13
Imperial Testing	15	15	15	14	15	74	15
PSI, Inc.	1	5	1	3	2	12	2
MSE Group, LLC	2	1	6	5	4	18	3
PPM Consultants	6	10	10	7	3	36	7
S&ME, Inc.	12	14	12	12	12	62	12
Terracon Consultants	4	3	5	2	8	22	5
Tetra Tech	7	9	8	5	6	35	6
Universal Engineering	11	11	11	11	11	55	11

TOTALS	388	American Compliance Technologies (ACT)
	433	APTIM Enviromental
	408	CARDNO, Inc.
	408	E-Sciences, Inc.
	451	Geosyntec Consultants
	317	GLE Associates
	320	Handex Consulting
	295	Imperial Testing
	446	PSI, Inc.
	441	MSE Group, LLC
	407	PPM Consultants
	345	S&ME, Inc.
	435.5	Terracon Consultants
	412.5	Tetra Tech
	360	Universal Engineering

TIE BREAKER FOR 7TH PLACE USING TOTALS

	Dan Dashtaki	Erik Melear	Mike Alexander	Mike Melzer	LaChisha Lewis	Total	Ranking
CARDNO, Inc.	76	80	86	82	84	408	7th
PPM Consultants	81	79	74	82	91	407	8th

Individual Scoring / Ranking:

NO.	POSSIBLE POINTS	American Compliance Technologies (ACT)	APTIM Enviromental	CARDNO, Inc.	E-Sciences, Inc.	Geosyntec Consultants	GLE Associates	Handex Consulting	Imperial Testing	PSI, Inc.	MSE Group, LLC	PPM Consultants	S&ME, Inc.	Terracon Consultants	Tetra Tech	Universal Engineering
A	30	24	24	23	23	27	21	22	21	28	26	26	24	27	27	24
B	20	14	17	15	16	18	14	14	14	18	17	18	14	18	17	15
C	16	14	15	15	15	15	4	4	4	15	15	10	4	15	10	5
D	15	10	11	10	11	13	10	10	8	15	13	13	10	12	13	10
E	10	7	8	7	7	8	6	6	7	10	9	8	8	8	9	7
F	4	3	3	1	4	2	3	3	1	4	4	2	4	3	4	4
G	5	3	5	5	2	5	5	5	5	0	5	4	1	3	0	3
H	0															
TOTAL POINT VALUE	100	75	83	76	78	88	63	64	60	90	89	81	65	86	80	68
Dan Dashtaki		10	5	9	8	3	14	13	15	1	2	6	12	4	7	11
Ranking																

RQS19-0084 Continuing Professional Environmental Assessment, Testing, and Remediation Engineering Services

RQS19-0084 Continuing Professional Environmental Assessment, Testing, and Remediation Engineering Services

EVALUATION CRITERIA FOR SHORT-LISTING

RQS19-0084 Continuing Environmental Assessment, testing, and Remediation 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	ACT	APTIM	CARDNO	E-Sciences	Geosyntec	GLE Associates	Handex Consulting	Imperial Testing	PSI, Inc.	MSE Group	PPM Consultants	S&ME, Inc.	Terracon Consultants	Tetra Tech, Inc.	Universal Engineering
A. Respondent's experience and qualifications.	30	24	25	26	24	26	21	20	18	28	22	22	25	26	24	23
B. The experience and qualifications of the sub-consultants.	20	14	17	17	17	17	10	17	10	17	17	17	17	17	17	16
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	14	15	15	15	15	4	4	4	15	15	10	4	15	10	5
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	11	12	13	13	14	11	10	9	14	12	12	11	11.5	13	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	7	8	9	8.5	8	9	7	6	10	9	7	8	9	10	9
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	3	3	1	4	2	3	3	1	4	4	2	4	3	4	4
G. Volume of work previously awarded to Respondent by the City.	5	3	5	5	2	5	5	5	5	0	5	4	1	3	0	3
TOTAL POINTS	100	76	85	86	83.5	87	63	66	53	88	84	74	70	84.5	78	72
RANK	(1-15)	9	4	3	7	2	14	13	15	1	6	10	12	5	8	11

COMMITTEE MEMBER NAME: MIKE Alexander

DATE: 2/20/19

COMMITTEE MEMBER SIGNATURE: Mike Alexander

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 total 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

RQS19-0084 Continuing Environmental Assessment, testing, and Remediation 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	ACT	APTIM	CARDNO	E-Sciences	Geosyntec	GLE Associates	Handex Consulting	Imperial Testing	PSI, Inc.	MSE Group	PPM Consultants	S&ME, inc.	Terracon Consultants	Tetra Tech, Inc.	Universal Engineering
A. Respondent's experience and qualifications.	30	20	26	22	22	28	20	22	20	30	25	30	25	24	30	26
B. The experience and qualifications of the sub-consultants.	20	20	20	20	20	20	0	0	0	20	20	20	10	20	20	10
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	14	15	15	15	15	4	4	4	15	15	10	4	15	10	5
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	13	13	15	15	10	10	10	15	13	15	13	13	15	13
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	8	8	10	10	5	5	5	10	8	10	8	8	10	9
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	3	3	1	4	2	3	3	1	4	4	2	4	3	4	4
G. Volume of work previously awarded to Respondent by the City.	5	3	5	5	2	5	5	5	5	0	5	4	1	3	0	3
TOTAL POINTS	100	75	90	84	88	95	47	49	45	94	90	91	65	86	89	70
RANK	(1-15)	10	4	9	7	1	14	13	15	2	4	3	12	8	6	11

COMMITTEE MEMBER NAME: Chisha Lewis DATE: 2/20/19 COMMITTEE MEMBER SIGNATURE: Chisha Lewis

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EVALUATION CRITERIA FOR SHORT-LISTING

RQS19-0084 Continuing Environmental Assessment, testing, and Remediation 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	ACT	APTIM	CARDNO	E-Sciences	Geosyntec	GLE Associates	Handex Consulting	Imperial Testing	PSI, Inc.	MSE Group	PPM Consultants	S&ME, inc.	Terracon Consultants	Tetra Tech, Inc.	Universal Engineering
A. Respondent's experience and qualifications.	30	25	26	25	23	28	25	23	24	28	25	27	26	28	29	26
B. The experience and qualifications of the sub-consultants.	20	16	17	16	16	18	16	15	17	18	17	18	17	18	19	17
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	14	15	15	15	15	4	4	4	15	15	10	4	15	10	5
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	13	11	10	14	12	10	12	13	12	13	13	14	14	11
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	8	9	7	9	7	8	8	9	8	8	9	9	10	9
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	3	3	1	4	2	3	3	1	4	4	2	4	3	4	4
G. Volume of work previously awarded to Respondent by the City.	5	3	5	5	2	5	5	5	5	0	5	4	1	3	0	3
TOTAL POINTS	100	81	87	82	77	91	72	68	71	87	86	82	74	90	86	75
RANK	(1-15)	9	3	7	10	1	13	15	14	3	5	7	12	2	5	11

COMMITTEE MEMBER NAME: Mike Melzer DATE: 2/20/19 COMMITTEE MEMBER SIGNATURE: [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 total 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

RQS19-0084 Continuing Environmental Assessment, testing, and Remediation Engineering Services

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A. Respondent's experience and qualifications.	30	24	24	23	23	27	21	22	21	28	26	26	24	27	27	24
B. The experience and qualifications of the sub-consultants.	20	14	17	15	16	18	14	14	14	18	17	18	14	18	17	15
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	14	15	15	15	15	4	4	4	15	15	10	4	15	10	5
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	11	10	11	13	10	10	8	15	13	13	10	12	13	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	8	7	7	8	6	6	7	10	9	8	8	8	9	7
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	3	3	1	4	2	3	3	1	4	4	2	4	3	4	4
G. Volume of work previously awarded to Respondent by the City.	5	3	5	5	2	5	5	5	5	0	5	4	1	3	0	3
TOTAL POINTS	100	75	83	76	78	88	63	64	60	90	89	81	65	86	80	68
RANK	(1-15)	10	5	9	8	3	14	13	15	1	2	6	12	4	7	10

COMMITTEE MEMBER NAME: DAN OASHTAKI

DATE: 2-20-19

COMMITTEE MEMBER SIGNATURE: [Signature]

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A. Respondent's experience and qualifications.	30	25	27	27	26	28	25	24	25	28	28	26	25	28	28	27
B. The experience and qualifications of the sub-consultants.	20	15	17	15	17	18	15	16	15	18	18	17	17	18	17	16
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	14	15	15	15	15	4	4	4	15	15	10	4	15	10	5
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	13	10	10	14	12	13	10	14	14	12	12	14	12.5	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	8	7	7.5	8	8	8	6	8	8	8	8	8	8	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	3	3	1	4	2	3	3	1	4	4	2	4	3	4	4
G. Volume of work previously awarded to Respondent by the City.	5	3	5	5	2	5	5	5	5	0	5	4	1	3	0	3
TOTAL POINTS	100	81	88	80	81.5	90	72	73	66	87	92	79	71	89	79.5	75
RANK	(1-15)	7	4	8	6	2	13	12	15	5	1	10	14	3	9	11

COMMITTEE MEMBER NAME: ERIK L. MELEAR DATE: 2/20/2019 COMMITTEE MEMBER SIGNATURE: E. L. Melear

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 total 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.