



# CITY OF ORLANDO

## 2nd ADVISORY COMMITTEE MEETING MINUTES

RQS19-0084

### Request for Qualification Statements for Continuing Professional Environmental Assessment, Testing and Remediation Engineering Services

March 6, 2019 – 9 a.m.

Marlin & Blowfish Conference Rooms (4<sup>th</sup> Floor)

City Hall, 400 S. Orange Ave., Orlando, FL

The purpose of this meeting was to hold discussions with shortlisted firms, review, score, and rank each of those firms on its qualification statement and clarifying interview session.

#### 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)

David Bass, Wastewater Division Manager

#### Members of the Public Present:

None

#### Actions/Discussion/Motions:

City staff introduced themselves and signed the attendance roster. The meeting(s) was publicly posted for more than 48 hours in advance, and there was a quorum present.

#### Presentation Schedule of Shortlisted Firms:

<u>Time</u>	<u>Date</u>	<u>Company Name</u>	<u>Meeting Room</u>	<u>Floor</u>
9:00 – 9:30 am	3/6/19	Geosyntec Consultants, Inc.	<u>Marlin</u> Conference Room	<u>4<sup>th</sup></u>
9:40 – 10:10 a.m.	3/6/19	Professional Service Industries, Inc.	<u>Blowfish</u> Conference Room	<u>4<sup>th</sup></u>
10:20 – 10:50 am	3/6/19	MSE Group, LLC	<u>Marlin</u> Conference Room	<u>4<sup>th</sup></u>
11:00 – 11:30 am	3/6/19	Aptim Environmental & Infrastructure, LLC	<u>Blowfish</u> Conference Room	<u>4<sup>th</sup></u>
11:40 – 12:10 pm	3/6/19	Terracon Consultants, Inc.	<u>Marlin</u> Conference Room	<u>4<sup>th</sup></u>

After presentations, the Facilitator asked the Committee for approval of the first Meeting Minutes of February 20, 2019. These Minutes had been distributed by email to all Committee Members. A motion was made by Erik Melear and seconded by Michael Alexander, to accept those Minutes as written. The motion carried unanimously.

The Facilitator handed out the pre-determined scores (calculated as per solicitation requirements) to each Respondent. These scores did not change from the first meeting.

Committee Members were advised that Qualification Statements must be independently scored by each Member; that Committee Members should not indicate to the group what scores 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 turned over to the Technical Chair and discussion ensued, and, then, Committee members individually scored/ranked the shortlisted firm according to the criteria outlined in the Request for Qualification Statements.

The consolidated results are as follows:

1.	MSE Group, LLC
2.	Geosyntec Consultants, Inc.
3.	Intertek PSI, Inc.
4.	Terracon Consultants, Inc.
5.	Aptim Environmental & Infrastructure, LLC

A motion was made by Erik Melear and seconded by Mike Melzer, to accept the rankings and to recommend to City Council for authorization for the Chief Procurement Officer (CPO) to negotiate and execute contracts, and all subsequent renewals, for Continuing Contracts with the top three (3) ranked firms. There were no members of the public present. Discussions ensued and the motion carried unanimously.

A motion was made by Erik Melear and seconded by Mike Alexander, to adjourn at 12:45 p.m. The motion carried unanimously.

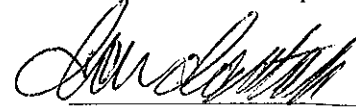
These minutes are considered to be the official minutes of the RQS19-0084 Advisory Committee Meeting held on March 6, 2019, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Fabio Henao, CPP (Facilitator)  
Purchasing Agent II

Reviewed and Accepted by:



Dan Dashtaki (Chair)  
Environmental Manager

Attachments:

Predetermined Scores  
Consolidated Scoring and Rating Spreadsheet  
Individual Scoring and Rating Sheets

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

<b>Committee Members --&gt;</b>	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
APTIM Enviromental	5	5	5	5	5	25	5
Geosyntec Consultants	3	2	3	1	3	12	2
Intertek PSI, Inc.	1	3	2	4	4	14	3
MSE Group, LLC	2	1	1	2	2	8	1
Terracon Consultants	4	4	4	3	1	16	4

### Individual Scoring / Ranking:

NO.	POSSIBLE POINTS	APTIM Enviromental	Geosyntec Consultants	Intertek PSI, Inc.	MSE Group, LLC	Terracon Consultants
A	30	22	24	25	24	24
B	20	10	14	15	13	13
C	16	15	15	15	15	15
D	15	11	13	15	14	14
E	10	7	7	10	8	8
F	4	3	2	4	4	3
G	5	5	5	0	5	3
H	0	7	9	10	9	8
TOTAL POINT VALUE	100	80	89	94	92	88
Dan Dashtaki		5	3	1	2	4
Ranking						

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

NO.	POSSIBLE POINTS	APTIM Enviromental	Geosyntec Consultants	Intertek PSI, Inc.	MSE Group, LLC	Terracon Consultants
A	30	23	25	25	25	24
B	20	13	13	14	13	13
<b>C</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
D	15	13	14	14	14	13
E	10	8	9	9	9	9
<b>F</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>3</b>
<b>G</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>3</b>
H	0	8	10	10	10	10
TOTAL POINT VALUE	100	88	93	91	95	90
Erik Melear		5	2	3	1	4
Ranking						

NO.	POSSIBLE POINTS	APTIM Enviromental	Geosyntec Consultants	Intertek PSI, Inc.	MSE Group, LLC	Terracon Consultants
A	30	21	24	23	21	23
B	20	11	13	14	14	13
C	16	15	15	15	15	15
D	15	10	11	13	13	12
E	10	7	7	9	9	8
F	4	3	2	4	4	3
G	5	5	5	0	5	3
H	0	8	9	9	8	8
TOTAL POINT VALUE	100	80	86	87	89	85
Mike Alexander		5	3	2	1	4
Ranking						

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

NO.	POSSIBLE POINTS	APTIM Enviromental	Geosyntec Consultants	Intertek PSI, Inc.	MSE Group, LLC	Terracon Consultants
A	30	22	25	24	23	24
B	20	13	14	13	13	14
C	16	15	15	15	15	15
D	15	12	13	12	13	13
E	10	8	9	9	9	8
F	4	3	2	4	4	3
G	5	5	5	0	5	3
H	0	7	10	9	8	8
TOTAL POINT VALUE	100	85	93	86	90	88
Mike Melzer		5	1	4	2	3
Ranking						


NO.	POSSIBLE POINTS	APTIM Enviromental	Geosyntec Consultants	Intertek PSI, Inc.	MSE Group, LLC	Terracon Consultants
A	30	19	25	23	24	25
B	20	15	15	15	15	15
C	16	15	15	15	15	15
D	15	13	13	15	13	15
E	10	8	8	5	8	10
F	4	3	2	4	4	3
G	5	5	5	0	5	3
H	0	7	10	9	10	10
TOTAL POINT VALUE	100	85	93	86	94	96
LaChisha Lewis		5	3	4	2	1
Ranking						

**EVALUATION CRITERIA FOR FINAL RANKING**  
**RQS19-0084 Continuing Environmental Services**

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

CATEGORY	Max. Points	Aptim Environmental & Infrastructure LLC	Geosyntec Consultants, Inc.	Intertek PSI Inc.	MSE Group LLC	Terracon Consultants, Inc.
A. Respondent's experience and qualifications.	25	22	24	25	24	24
B. The experience and qualifications of the sub-consultants.	15	10	14	15	13	13
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	15	15	15	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	11	13	15	14	14
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	7	10	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	2	4	4	3
G. Volume of work previously awarded to Respondent by the City.	5	5	5	0	5	3
H. Respondent's demonstrated understanding of the project's scope of work and approach to successful project completion.	10	7	9	10	9	8
<b>TOTAL POINTS</b>	<b>100</b>	<b>80</b>	<b>89</b>	<b>94</b>	<b>92</b>	<b>88</b>
<b>RANK</b>	<b>(1-5)</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>4</b>

COMMITTEE MEMBER NAME: DAN DASHTAKI DATE: 3-6-18

COMMITTEE MEMBER SIGNATURE: 

Notes regarding Exhibit B: Each Advisory Committee member will evaluate the above factors to determine the final ranking of the short-listed 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.

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**RQS19-0084 Continuing Environmental Services**

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

CATEGORY	Max. Points	Aptim Environmental & Infrastructure LLC	Geosyntec Consultants, Inc.	Intertek PSI Inc.	MSE Group LLC	Terracon Consultants, Inc.
A. Respondent's experience and qualifications.	25	19	25	23	24	25
B. The experience and qualifications of the sub-consultants.	15	15	15	15	15	15
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	15	15	15	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	13	15	13	15
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	5	8	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	3	2	4	4	3
G. Volume of work previously awarded to Respondent by the City.	5	5	5	0	5	3
H. Respondent's demonstrated understanding of the project's scope of work and approach to successful project completion.	10	7	10	9	10	10
<b>TOTAL POINTS</b>	<b>100</b>	<b>85</b>	<b>93</b>	<b>86</b>	<b>94</b>	<b>96</b>
<b>RANK</b>	<b>(1-5)</b>	<b>5</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>1</b>

COMMITTEE MEMBER NAME:

*Chisha Lewis*

DATE:

*3/6/2019*

COMMITTEE MEMBER SIGNATURE:

*Chisha Lewis*

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A. Respondent's experience and qualifications.	25	22	25	24	23	24
B. The experience and qualifications of the sub-consultants.	15	13	14	13	13	14
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	15	15	15	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	13	12	13	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	8	9	9	9	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	2	4	4	3
G. Volume of work previously awarded to Respondent by the City.	5	5	5	0	5	3
H. Respondent's demonstrated understanding of the project's scope of work and approach to successful project completion.	10	7	10	9	8	8
<b>TOTAL POINTS</b>	<b>100</b>	<b>85</b>	<b>93</b>	<b>86</b>	<b>90</b>	<b>88</b>
<b>RANK</b>	<b>(1-5)</b>	<b>5</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>3</b>

COMMITTEE MEMBER NAME: Mike Melzer DATE: 3/6/19

COMMITTEE MEMBER SIGNATURE: [Signature]

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B. The experience and qualifications of the sub-consultants.	15	13	13	14	13	13
C. Participation of City-certified or recognized MBE/WBE firms and VBE firms in the performance of the work.	16	15	15	15	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	14	14	14	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	8	9	9	9	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	2	4	4	3
G. Volume of work previously awarded to Respondent by the City.	5	5	5	0	5	3
H. Respondent's demonstrated understanding of the project's scope of work and approach to successful project completion.	10	8	10	10	10	10
<b>TOTAL POINTS</b>	<b>100</b>	<b>88</b>	<b>93</b>	<b>91</b>	<b>95</b>	<b>90</b>
<b>RANK</b>	<b>(1-5)</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>4</b>

COMMITTEE MEMBER NAME: ERIK L. MELEAR DATE: 03/06/19

COMMITTEE MEMBER SIGNATURE: 

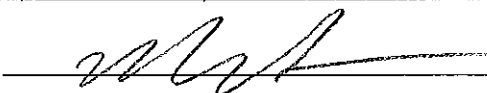
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D. The Respondent and subconsultants' records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules and budgetary requirements for such projects.	15	10	11	13	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	7	9	9	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	2	4	4	3
G. Volume of work previously awarded to Respondent by the City.	5	5	5	0	5	3
H. Respondent's demonstrated understanding of the project's scope of work and approach to successful project completion.	10	8	9	9	8	8
<b>TOTAL POINTS</b>	<b>100</b>	<b>80</b>	<b>86</b>	<b>87</b>	<b>89</b>	<b>85</b>
<b>RANK</b>	<b>(1-5)</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>4</b>

COMMITTEE MEMBER NAME: Michael Alexander DATE: 3-6-19

COMMITTEE MEMBER SIGNATURE: 

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