

LOI-001019 Committee Meeting March 31, 2014 Minutes

Evaluation Committee for **CEI Services for S.R. 528/Innovation Way Interchange; LOI-001019**, held a duly noticed meeting on Monday, March 31, 2014, commencing at 9:02 a.m. in the Sandpiper Conference Room at the OOCEA Administrative Bldg, Orlando, Florida.

Committee Members Present:

Ben Dreiling, Director of Construction & Maintenance
Don Budnovich, Resident Engineer/ Sr. Project Manager
Iranetta Dennis, Director of Business Development
Glenn Pressimone, Director of Engineering
Julie Naditz, Manager, Highway Construction Division, Orange County

Other Attendees:

Robert Johnson, Manager of Procurement

Discussion:

Robert explained that today's meeting was to evaluate and shortlist the top firms and commenced the meeting collecting the Evaluation Committee Member Disclosure forms that the committee members reviewed and executed.

Robert then ask the committee if they were complete with their evaluation and ready to receive Procurements input with regard to the scoring of item 4; Location of Firm, item 7; Volume of work previously awarded and Item 5; M/WBE utilization. Committee member were than provided those scores.

General discussion ensued about the LOI submittals and if raw scores would be ranked. Robert informed the committee that yes; raw scores would be converted to ranked scores. Upon completion of the discussion, Committee members then tallied up the individual evaluation sheets then transpose them onto the individual committee member shortlist ranking sheet and upon completion pass them in for incorporation onto to the LOI shortlist summary sheet.


Evaluation Criteria forms were collected and the ranking scores from all committee members were tallied with the following results:

<u>Firms</u>	<u>Score</u>	<u>Ranking</u>
RK&K	09	1
CDM Smith	10	2
HDR Construction Control Corp.	16	3
Eisman & Russo Consulting Engineers	16	3
JBS Engineering Technical Services, Inc.	24	5

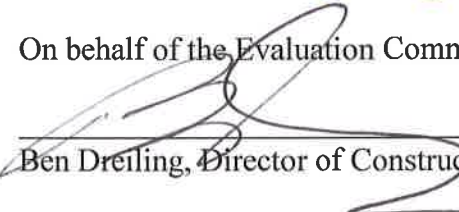
It was the consensus of the committee that the top 4 respondents be invited to participate in Interviews on Wednesday, April 9, 2014.

Robert stated that Procurement would notify Proposers of the invitation and that they would be invited alphabetically. The presentation will be twenty minutes in length followed by a 10 minute question & answers commencing at 9:00 a.m. on April 9, 2014, in the Pelican Conference Room.

There being no further business to come before the Committee, the meeting was adjourned at 9:58 a.m. These minutes are considered to be the official minutes of the Evaluation Committee of its meeting held Monday, March 31, 2014.

Submitted by: 
Robert Johnson, Manager of Procurement

On behalf of the Evaluation Committee these minutes have been review and approved by:


Ben Dreiling, Director of Construction & Maintenance

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

LETTERS OF INTEREST SHORTLIST SUMMARY

CEI SERVICES FOR S.R. 528/INNOVATION WAY INTERCHANGE
CONTRACT NO. 001019

CONSULTANT	Ben Dreiling RANKING	Iranetta Dennis RANKING	Don Budnovich RANKING	Julie Naditz RANKING	Glenn Presimone RANKING	TOTAL SCORE	RANKING
RK&K	2	2	1	3	1	9	1
JBS ENGINEERING TECHNICAL SERVICES, INC.	5	4	5	5	5	24	5
HDR CONSTRUCTION CONTROL CORP	3	5	4	2	2	16	3
EISMAN & RUSSO CONSULTING ENGINEERS	4	1	3	4	4	16	3
CDM SMITH	1	3	2	1	3	10	2

EVALUATION COMMITTEE MEMBERS:







3/31/14
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Disclosure Form for Evaluation Committee Members

For this purpose, the term “relative” includes the following: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister or any person having the same legal residence as the employee.

The term “principal” means anyone who shares in the profits of the entity or whose compensation might vary based on the award or performance of the project.

The term “employed by” includes any receipt of compensation for services.

“May submit a proposal,” means planning to submit, or considering submission. If you don’t know, ask.

Persons serving on a selection committee in a solicitation process should be able to answer all the following questions in the negative. If the answer is affirmative, please explain below:


- | | Yes | No |
|---|--------------------------|-------------------------------------|
| 1. Are you, your spouse, child or anyone living in your household currently Employed by any entity that may submit a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Do you, or does any relative, own more than 5% of any entity that may submit a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Within the preceding 12 months have you, your spouse, child or anyone living in your household been offered employment or future employment or, had any discussion involving future employment with any entity that may submit a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Within the preceding 12 months, have you, your spouse, child or anyone living in your household accepted a gift valued at over \$100 from any entity, or a principal of any entity that may submit a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Could the award of this contract result in any pecuniary gain to you, any relative, any business associate, or any entity that has employed or retained you within the past 12 months? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Do you know of any reason that would impact your impartiality with respect to this solicitation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If you answer yes to any of these questions, please explain below

Additional comments _____

If the answer to any of the foregoing questions is “yes,” then your participation on the selection committee must be approved by the Executive Director after a review of all relevant facts.

I, B. Dreiling, hereby certify that I have read and understand the Orlando-Orange County Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.



 (Signature)

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If you answer yes to any of these questions, please explain below

Additional comments _____

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I, Don Budrovich, hereby certify that I have read and understand the Orlando-Orange County Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.


(Signature)

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If you answer yes to any of these questions, please explain below

Additional comments _____

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I, Julie Naditz hereby certify that I have read and understand the Orlando-Orange County
(Name)

Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

Julie Naditz
(Signature)

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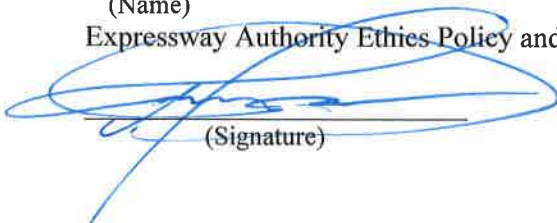
If you answer yes to any of these questions, please explain below

Additional comments _____

If the answer to any of the foregoing questions is “yes,” then your participation on the selection committee must be approved by the Executive Director after a review of all relevant facts.

I, Iranetta J. Dennis hereby certify that I have read and understand the Orlando-Orange County
 (Name)

Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.



 (Signature)