

RFP001021 Evaluation Committee Meeting (Project Scope & Scoring) April 10, 2014 Minutes

The Evaluation Committee for **Toll Collection System Replacement; RFP001021**, held a duly noticed meeting on Thursday, April 10, 2014, commencing at 09:00 a.m. in the Sandpiper Conference Room at the Orlando-Orange County Expressway Authority Administrative Building, Orlando, Florida.

Evaluation Committee Members Present:

Joann Chizlett, Director of Information Technology
Sherry Christianson, Program Manager
Dave Wynne, Director of Toll Operations
Fred Nieves, Manager of E-PASS and Plaza Operations
Lisa Lombard, Interim CFO

Other Attendees:

Claude Miller, Director of Procurement
Robert Johnson, Manager of Procurement

Discussion and Motions:

Robert explained this meeting is where an overview of the project scope and scoring is provided to the Committee members and to answer any questions that the Committee members may have.

Claude provided an overview of the scoring, interview, and innovative solutions compared to alternate proposals. General discussion ensued about the necessity to have sub-categories within the scoring and it was determined that it was unnecessary.

David asked if the RFP was clear on innovative solutions vs alternate proposals. Claude stated that the RFP had it in several places of which one is in the Price Proposal itself.

Claude stated that the M/WBE participation good faith effort will be reviewed by the Director of Business Development and she will provide a response to Procurement which will be provided to the committee members.

Claude stated that teleconferencing would be ok for some participants but, the Project Manager must be present. Discussion ensued about the mandatory Pre-Proposal meeting and site visit and Robert stated he would provide an outline to Joann. David will be the primary for the site visit and Fred is the alternate if David is unable. No questions will be answered during the site visit.

It was determined that Atkins as the subject matter expert will be provided copies of the proposals once they are disseminated to committee members.

There being no further business to come before the Committee, the meeting was adjourned at 9:48 a.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Thursday, April 10, 2014, and no other notes, tapes, etc., taken by anyone takes precedence.

Submitted by:


Robert Johnson, Manager of Procurement

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


Joann Chizlett, Director of Information Technology