

RFP001021 Evaluation Committee Meeting (Pre-Proposal Preparation) April 21, 2014 Minutes

The Evaluation Committee for **Toll Collection System Replacement; RFP001021**, held a duly noticed meeting on Monday, April 21, 2014, commencing at 10:33 a.m. in the Ibis 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
Don Erwin, Atkins
Luis Hevia, Atkins
Tom Knuckey, Atkins

Discussion and Motions:

Tom explained this meeting was to discuss and prepare for the pre-proposal / site visit meeting to be held this Thursday and provided the attached Agenda to all attendees.

Robert then was asked to provide an overview of statutory requirements as they related to the proposal process and its committee members. Robert stated that whenever there was a discussion that involved two or more committee member that discussion was open to the general public and that there was a posting requirement of 72 hours. Committee members were advised discussion via email was not an option.

Discussion ensued on if the Pre-proposal conference needed to be posted. Robert stated that the meeting was open to the public and advertised as such for the purposes of a pre-proposal meeting. Robert continued that even though two or more committee members may be present; the purpose was that of a pre-proposal conference and not of a committee meeting and that no posting would be necessary.

Tom stated that the updated proposal form would be available Thursday and that he would email it to Robert. It was decided that in an effort to minimize confusion that the updated proposal form would be issued later in the process due to the possibility of having further updates based upon questions and comments received from Planholders of record; Planholders will be notified in a future Addendum that a revised proposal form would be issued when the last Addendum is issued.

Tom inquired about how vendor questions would be responded to. Robert explained that a dedicated email address was being utilized and that as the questions came in they would be reviewed and emailed to the appropriate party(ies) for response. Discussion ensued about email between committee members; it was decided that if a discussion was necessary a public meeting would be held. Questions will be received in accordance with proposal requirements and the cut-off for questions would be extended if necessary.

The sample pre-proposal meeting agenda was discussed as to whom would be doing what portion of the meeting. Tom stated that they will also incorporate a ten minute projection overview of the price proposal. Directly after the pre-proposal meeting the HQ site visit would be held and to alleviate any congestion the sign-in sheet for the HQ site visit will be in the lobby upon the attendees' arrival.

It was further determined that lunch be held individually and that all participants would meet back at the lobby for the commencement of the Toll Plaza site visit whereby sign in sheets will be utilized and safety vest issued. Three vans will be utilized to transport attendees and prior logistics will be done to insure the site visits are conducted as efficiently and effectively as possible. David will take care of any necessary Toll Plaza lane closures and notification to the Toll Plaza managers to be standing by to assist in the site visit. This site visit is considered to be the primary and that additional site visits could be conducted if requested by potential Proposers. No questions will be answered during the site visit. Questions would need to be submitted via email.


It was determined that Atkins would conduct the financial analysis of the Proposers and provide that information to Robert for further dissemination to the committee members. Atkins will also create the committee member evaluation form based upon the requirements outlined in the Proposal document. Robert will email Don a copy of a previous evaluation criteria form and submittal requirement to see how they have been in the past.

There being no further business to come before the Committee, the meeting was adjourned at 12:07 p.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Monday, April 21, 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:

Approved by:


Joann Chizlett, Director of Information Technology

Agenda - Monday 4/21 - Pre-Proposal Meeting preparation

1. Introductions –
2. Vendor Questions - status
 - a. Bid form status – Don Erwin
3. Topics of discussion today –
 - a. Pre-proposal Meeting Agenda (see below)
 - b. Proposal evaluation support (see “other topics” below)

Sample Pre-proposal Agenda:

Pre-Proposal Meeting Agenda:

Pre-proposal meeting Thursday 4/24 10-11 am -Pelican room

- Greeting and Introductions - Claude
-
- Project Overview – Joann
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- Discussion of Volume I – VI – Claude, Joann and Tom
 - Discussion of innovation, off the shelf, business rule sessions, OOCEA flexibility?
 - Vol 1 – Instructions/ selection method - Claude
 - Vol 2 – T& C – Claude?
 - Vol 3 – SOW - Joann, Tom, Don?
 - Vol 4 – Requirements - Luis?
 - Vol 5 – Price Proposal forms – Luis?
 - Vol 6 – Appendix – Luis?
- Other discussion topics

11am - noon Headquarters building (HQ)

- Data Center and training center

Noon -1 pm Lunch - on their own, or should we have a discussion about providing a lunch

1-4:30 pm Toll Plaza Site Visits (avg 30min a each stop): - *discuss sites, roles/discussion during the tours, logistics (safety, vests, water, communications, vehicles(vans), parking, lane closures); and coordination with plaza staff; lead at each site, split into groups – 30 min at each site*

- Leave HQ - Westbound SR 408; stop at **Conway Westbound Admin bldg.**
- Continue WB on SR 408; stop at **John Young Pkwy WB off ramp plaza.**
- Continue WB on SR 408 to Good Homes Rd exit; left turn to Good Homes EB on ramp;
- Proceed EB on SR 408; stop at **Hiawassee Mainline plaza;**
- Continue EB on SR 408; exit at Hiawassee Rd; Cross Hiawassee Rd to EB entrance ramp; stop at **Hiawassee EB on ramp plaza;**
- Continue EB on SR 408; stop at **Pine Hills Mainline plaza;** parking in the rear;
- Continue EB on SR 408, exit Andes/Semorán Blvd.; return to HQ

Evaluations Support

- Develop Proposal Evaluation Criteria & Forms and documents - *Discussion*
- Support preparation of RFP Notice advertisement - *DONE*
- Support and participate in Pre-Proposal Conference at the Authority and Toll Facility Site Visits -*Underway*
- Support the process for addressing and preparing responses to questions / inquiries from proposers – *Discussion what will the process be OOCEA review first, then forward to Atkins, Atkins provides draft response, OOCEA reviews and issues- PENDING*
- Support for preparation of up to three (3) Addenda to the RFP - *PENDING*
- Support for the Authority's Evaluation Committee Process - *Discussion*
 - Support for initial Cursory Review of up to five (5) Proposals for Compliance – *Discussion of role, assumed SME role*
 - Support for review and evaluation of qualifications of up to five (5) Proposers
 - Support for review and evaluation of up to five (5) Technical Proposals
 - Support for tabulation, review and evaluation of up to five (5) Price Proposals
 - Support for Evaluation Committee Recommendation to the Authority Board