

RFP-001053 Committee Meeting August 20, 2014 Minutes

Evaluation Committee for **Executive Search Firm; Contract No. 001053**, held a duly noticed meeting on Wednesday, August 20, 2014, commencing at 10:00A.M. in the Pelican Conference Room at the CFX Administrative Bldg., Orlando, Florida.

Committee Members Present:

Laura Kelley, Deputy Executive Director of Finance and Administration
Joe Berenis, Deputy Executive Director of Engineering, Operations, Construction & Maintenance
Joe Passiatore, General Counsel
Mimi Mederos-Lamaute, Paralegal

Other Attendees:

Robert Johnson, Manager of Procurement

Discussion

Robert commenced the meeting collecting the Evaluation Committee Member Disclosure forms that the Committee members received and executed. Robert continued explaining the RFP process and the purpose of today's meeting was to conduct an evaluation of the technical proposals, interviews, evaluate the price proposals, and make a final recommendation.

General discussion ensued about the proposal submittals. Upon completion of the discussion, Committee members submitted their individual evaluation sheets for input into the final summary scoring sheet with the following results:

<u>Firm</u>	<u>Score</u>
Colin Baenziger & Associate	59.50
Harris Rand Lusk	60.25

Interviews:

Robert commenced each of interviews with an outline of the interview process. Robert stated the interview portion of the meeting is closed to the public and is being recorded in accordance with Florida Statute. Laura Kelley provided an overview of Central Florida Expressway Authority (CFX) prior to each interview.

Colin Baenziger & Associate	10:23 – 10:52 a.m.
Harris Rand Lusk	11:03 – 11:33 a.m.

Upon completion of the last interview the recorder was stopped and the meeting was considered no longer closed to the public.

Evaluation Portion:

The committee members were given the opportunity to discuss the technical and interviews prior to submitting their evaluation forms. At 11:40 a.m., the committee members individually scored the interviews and submitted them to Robert for tallying. Robert Johnson tallied the score sheets

utilizing the raw scores assigned by each committee member and averaged the raw scores for each Proposal received. Attached are the individual score results.

Pricing, Total Points and Rankings

Upon completion of the evaluation of the technical portion, Robert opened the pricing proposals and scored the pricing proposals in accordance with the RFP requirements. See attached final summary sheet for pricing, total points and ranking results.

The Committee recommends the Board approve ranking and recommend award of the Agreement to the top ranked Proposer, Colin Baenziger & Associate.

There being no further business to come before the Committee, the meeting was adjourned at 11:52a.m. These minutes are considered to be the official minutes of the interview, opening of the Price Proposals and final evaluation by the Evaluation Committee at its meeting held Wednesday, August 20, 2014.

Submitted by:



Robert Johnson, Manager of Procurement

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



Laura Kelley, Deputy Executive Director of Administration and Finance

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
 TECHNICAL AND PRICE PROPOSAL SCORING SUMMARY
 EXECUTIVE SEARCH CONSULTANT SERVICES, RFP-01053

EVALUATOR	Colon Baerzinger & Associates		Harris Rand Lusk		PRICE	TECHNICAL	PRICE	TECHNICAL
	TECHNICAL	PRICE	TECHNICAL	PRICE				
Laura Kelley	80		88					
Joe Berens	85		85					
Joe Passiadore	86		80					
Mirni Mederos-Lamaud	81		83					
TOTAL	332		336					
AVG. TECH. POINTS	83.00		84.00					

PRICE PROPOSAL SUMMARY		POINT TOTALS AND FINAL RANKING			
PROPOSER	PROPOSAL AMOUNT	TECHNICAL POINTS	PRICE POINTS	TOTAL POINTS	FINAL RANKING
Colon Baerzinger & Associates	\$26,000.00	83.00	10.00	93.00	1
Harris Rand Lusk	\$55,000.00	84.00	4.73	88.73	2

Committee Members:

W. J. ...

 Wednesday, August 20, 2014

J. A. ...

 Wednesday, August 20, 2014

Wednesday, August 20, 2014
 Wednesday, August 20, 2014
 Wednesday, August 20, 2014

**ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY
 TECHNICAL AND PRICE PROPOSAL INDIVIDUAL SCORING
 EXECUTIVE SEARCH CONSULTANT SERVICES, RFP-01053**

Colton Baezinger & Associates					
	Laura Kelley	Joe Berenis	Joe Passiatore	Mirni Mederos-Lamaute	
Understanding and Approach (15 points max.)	10	15	15	15	10
Experience of Firm and Ability of Staff (25 points max.)	20	25	25	24	23
Organization and Management (25 points max.)	25	25	25	23	23
Interview (25 points max.)	25	20	20	24	25
Total (Not to exceed 90)	80	85	85	86	81

Harris Rand Lusk					
	Laura Kelley	Joe Berenis	Joe Passiatore	Mirni Mederos-Lamaute	
Understanding and Approach (15 points max.)	13	15	15	15	12
Experience of Firm and Ability of Staff (25 points max.)	25	25	25	23	22
Organization and Management (25 points max.)	25	20	20	22	24
Interview (25 points max.)	25	25	25	20	25
Total (Not to exceed 90)	88	85	80	80	83



 Wednesday, August 20, 2014


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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, Joseph L Passiatore, hereby certify that I have read and understand the Central Florida
(Name)

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

Joseph Passiatore
(Signature)

Disclosure Form for Evaluation Committee Members

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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, J. A. Berenis, hereby certify that I have read and understand the Central Florida Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

(Name)

J.A. Berenis
(Signature)

Disclosure Form for Evaluation Committee Members

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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, Mini Lamante, hereby certify that I have read and understand the Central Florida
(Name)

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

Mini Lamante
(Signature)

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.

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- | | Yes | No |
|---|--------------------------|-------------------------------------|
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| 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"/> |
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| 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"/> |
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| 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, Laura Kelley, 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.

[Handwritten Signature]
(Signature)

