

LOI-001054 Evaluation Committee Meeting (Project Scope) August 29, 2014 Minutes

The Evaluation Committee for **Miscellaneous CEI Services; LOI-001054**, held a duly noticed meeting on Friday, August 29, 2014, commencing at 08:14 a.m. in the Sandpiper Conference Room at the Central Florida Expressway Authority Administrative Building, Orlando, Florida.

Evaluation Committee Members Present:

Don Budnovich, Resident Engineer
Iranetta Dennis, Director of Business Development
Julie Naditz, Orange County (via phone)

Evaluation Committee Members Abscent:

Glenn Pressimone, Director of Engineering
Ben Dreiling, Director of Construction and Maintenance

Other Attendees:

Robert Johnson, Manager of Procurement

Discussion and Motions:

Robert explained this meeting is where the Project Manager provides an overview of the project to the Committee(s) and answer any questions that the Committee members may have.

Robert explained that the LOI process has been revamped in that the Authority now has two (2) committee's; one to review/evaluate/shortlist the LOI submittals and the other; to evaluate the technical and provide recommendations to the Board. However, because this LOI is for Miscellaneous CEI Services there would not be any Technical Proposal submitted. Because no Technical Proposal is being submitted two (2) things will be different about this process. First, there will not be a Technical Review Committee and secondly, the scores from the shortlisting will be combined with the interview scores to determine the final rankings. Robert provided historical background in that the scores for the interview were established at the previous Miscellaneous CEI Services (000976) conducted last September at 30 points and most recently as high as 132 points for the Construction Overview of SR408 / I-4 Ultimate. Robert then asked the committee once they were finished discussing the project to decide how much weight the committee wanted to make the interviews this time.

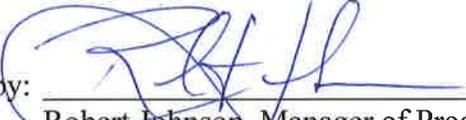
Don provided an overview of the project, explaining this project will replace the last of two (2) existing contracts that have been in place since 2008. The first of the two contracts were replaced last September (000976). Don stated that the numbers of jobs per year would range from 5 to 7 with an estimated annual value of 1 to 1.5 million dollars. Don stressed to the Committee that teams that had more resources and depth would be more advantageous to the Authority.

Don continued to explain that the current job breakdown was approximately 20-25% prime consultant; Sub-consultant and 75-80%. The process for personnel selections is straightforward, whereby the Authority sends out a request for a position to the Prime, the Prime then resends the request to the sub-consultants. Resumes are then sent to the Authority for review and selection. Selection is based upon the numerous factors; qualifications, experience, work distribution, etc., to insure the Authority selects the best "fit" for the open position.

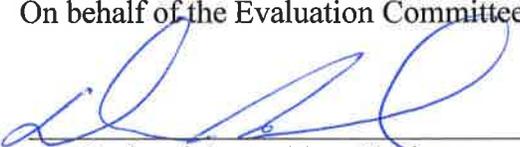
Upon completion of the overview, the committee discussed the weights for the interview and based on current local market conditions, unanimously determined that 198 points would be utilized; a 60/40 split (198 max. points for interview / 132 max. points for remaining LOI categories).

The committee then discussed and unanimously agreed that if 4 or less LOI submittals are received and are pre-qualified, those Proposers would all be shortlisted and the shortlisting meeting scheduled on the 15th of September would be cancelled, if 5 or more submittals were received, the shortlisting meeting would be held but, Robert would speak with Don Budnovich to determine the best course of action with regard to the process schedule and the possibility of revising the schedule to allow for a later date for the interviews and changing the Board approval and authorization to enter into an Agreement with the top ranked firm, contingent upon successful negotiations, to the November 2014 Board meeting.

There being no further business to come before the Committee, the meeting was adjourned at 8:36 a.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Friday, August 29, 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:


Don Budnovich, Resident Engineer