

LOI-001144 Evaluation Committee Meeting (Project Scope) February 05, 2016 Minutes

Evaluation Committee for **General Services Consultant (GSC) Services; LOI-001144**, held a duly noticed meeting on Friday, February 5, 2016, commencing at 11:10 a.m. in the Osprey Conference Room at the Central Florida Expressway Authority Administrative Building, Orlando, Florida.

Evaluation Committee Members Present:

Bryan Homayouni, CFX
Rafael Millan, CFX
Iranetta Dennis, CFX

Technical Review Committee Present:

Rene Rodrigue, CFX
Lisa Lumbard, CFX

Evaluation Committee Members Absent:

Julie Naditz, Orange County Representative (Standing Member per Procurement Procedures Manual)

Technical Review Committee Members Absent:

David Wynne, CFX
Corey Quinn, CFX

Other Attendees:

Robert Johnson, Manager of Procurement, CFX

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.

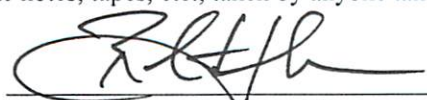
Robert began by explaining that within the Notice to Professional Consultants, we are requesting a plethora of preferred certifications, knowledge, and experience that will be evaluated under the evaluation criteria of technical experience or proposed staffing. Due to the enormity of the preferred items, a quantitative matrix has been included in the evaluation document to assist the evaluation committee members in scoring. As stated in the evaluation scoring document the evaluator must qualitatively consider the preferred certifications and score based on the evaluator's own determination.

General discussion ensued discussing the project and what was required of the Contractor. It was pointed out as provided in the Notice to Professional Consultants that the prime contractor must perform 51% of the contract. Robert stated that the evaluation committee members need to be cognizant of proposed staff of the Prime and sub-consultant when reviewing the LOI submittal as credit should be given to current employees of the Prime and sub-consultant only and not for "contingent" staff offerings.

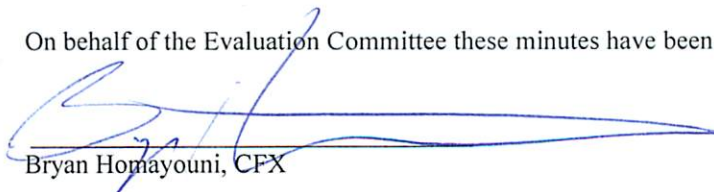
General discussion continued on staffing and industry experience, it was noted that not all staffing require transportation experience (e.g. Web Developer).

There being no further business to come before the Committee, the meeting was adjourned at 11:32 a.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Friday, February 5, 2016, 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:


Bryan Homayouni, CFX