

**LOI-001207 Evaluation Committee Meeting (Project Scope) August 10, 2016 Minutes**

The Evaluation Committee for **Miscellaneous Design Consultant Services (SSBE); LOI-001207**, held a duly noticed meeting on Wednesday, August 10, 2016, commencing at 9:06 a.m. in the Sandpiper Conference Room at the Central Florida Expressway Authority Administrative Building, Orlando, Florida.

**Evaluation Committee & Technical Review Members Present:**

Will Hawthorne, Manager of Engineering, CFX  
Julie Naditz, Orange County Representative (via phone)  
Glenn Pressimone, Director of Engineering, CFX  
Joe Berenis, Chief of Infrastructure, CFX  
Don Budnovich, Resident Engineer, CFX  
Iranetta Dennis, Director of Supplier Diversity, CFX

**Other Attendees:**

Aneth Williams, Director of Procurement, CFX  
Robert Johnson, Manager of Procurement, CFX

**Discussion and Motions:**

Robert explained this meeting is where the Project Manager provides an overview of the requirement to the Committee(s) and answer any questions that the Committee members may have. The advertisement was posted in the Orlando Sentinel on July 3<sup>rd</sup> and the Notice to Professional Consultants was posted on the CFX website on July 5<sup>th</sup>.

As stated in the Notice (CFX) requires the services of two Professional Engineering Consultants to provide miscellaneous design services on an as-needed basis for minor projects including preparation of concepts, plans and specifications for various roadway projects, bridge projects, toll plaza projects and other minor assignments related to the design, construction, operation and maintenance of the expressway system as identified by CFX.

The contracts for these services has been reserved for local professional firms (located in Orange County, Seminole County, Lake County or Osceola County) that are currently registered with CFX in its Small Sustainable Business Enterprise (SSBE) program. Letters of interest will only be considered and accepted from firms that are registered with CFX as an SSBE firm at the time of submittal and who meet the prequalification requirements.

Because this requirement is for miscellaneous services, there will on be one committee instead of the usual two and the committee will only meet once more on the 14<sup>th</sup> of September to compile the individual scores derived from their review of the LOI submittals and determine the final ranking of the submittals. The top two firms will be recommended for award in a “to be determined” not to exceed amount.

The committee recommendation is slated to go before the Board on October 13<sup>th</sup>.

Iranetta Dennis was inadvertently left off as a committee member but has been added. To keep the committee size to five (5) members, Don Budnovich has been relieved of his duties as a committee member. Don was thanked for his service on the committee before departing the room.

Glenn provided an overview of the Miscellaneous Design Consultant Services (SSBE) importance and outlook on future projects that would include resurfacing, striping, signing, air conditioning, etc. Glenn stated the need for the prime to have a depth of resources to be able to successfully fulfill the task assignments. Julie asked about pre-qualifications of the prime and sub and the required experience. Glenn stated that the prime only need to be prequalified in minor highway design, and either the prime or the

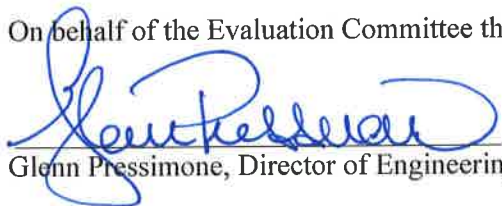
subconsultants could be qualified in the additional types of work. Glenn further clarified that although the prime may not be qualified in the other additional types of work, the work would be tasked through the prime for the individual sub-consultant to complete. The work would then be reviewed by a qualified CFX resource and not the contractual prime. With regard to experience, The LOI asks for experience on five (5) minor design projects, so if major design projects are submitted as experience, they should be evaluated and graded accordingly.

General discussion ensued. The selection process and scheduling was also discussed.

There being no further business to come before the Committee, the meeting was adjourned at 9:27 a.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Wednesday, August 10, 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:

  
Glenn Pressimone, Director of Engineering, CFX