RFP-001I45 Committee Meeting October 19, 2016 Minutes

Evaluation Committee for General Engineering Consultant Services; RFP-001I45, held a duly noticed meeting on Wednesday, October 19, 2016, commencing at 1:00 p.m. in the Pelican Conference Room at the CFX Administrative Bldg., Orlando, Florida.

Committee Members:
Glenn Pressimone, P.E., CFX Director of Engineering
Jean Jreij, P.E., Seminole County Representative
Robin Hammel, P.E., Orange County Representative
Jim Stivender, P.E., Lake County Representative
Jimmy Wells, P.E., Osceola County Representative

Other Attendees:
Robert Johnson, CFX Manager of Procurement
Aneth Williams, CFX Director of Procurement

Discussion and Motions:
Robert and Aneth explained that today's meeting was to conduct presentations of the proposers, finalize the evaluation, and make a recommendation to be presented to the Board. Robert then collected the Evaluation Committee Member Disclosure forms that the committee members reviewed and executed.

Presentations:
Robert and Aneth commenced each presentation with an outline of the presentation process. For the record it was stated the presentation portion of the meeting is closed to the public and is being recorded in accordance with Florida Statute.

Atkins North America, Inc. 1:13 – 1:58 p.m.
CH2M Hill, Inc. 2:09 – 2:54 p.m.
Dewberry Engineers, Inc. 3:13 – 3:59 p.m.

Upon completion of the last presentation 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 presentations prior to submitting their evaluation forms. The committee members individually scored the presentations and submitted them to Aneth for tallying. Aneth then 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 scoring and final scoring summaries.

The committee unanimously agrees to the ranking and recommends the Board approve the following: Enter negotiations with the top ranked firm, Dewberry Engineering, Inc., and if successful, award the contract in a not to exceed amount. If negotiations are unsuccessful, conclude negotiations with said firm and enter into negotiations with the second ranked firm, Atkins North America, Inc., and if successful, award an individual contract in a not to exceed amount. If negotiations are unsuccessful conclude negotiations.

There being no further business to come before the Committee, the meeting was adjourned at 4:28 p.m. These minutes are considered to be the official minutes of the presentations and final evaluation by the Evaluation Committee at its meeting held Wednesday, October 19, 2016.

Submitted by:
Aneth Williams, CFX Director of Procurement

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

Glenn Pressimone, P.E., CFX Director of Engineering
# Evaluation Committee Member Final Summary Ranking

## Central Florida Expressway Authority

### General Engineering Consultant Services

**Contract No. 001145**

<table>
<thead>
<tr>
<th>CONSULTANT</th>
<th>Glenn Pressimone Score</th>
<th>Jim Stivender Score</th>
<th>Jean Jreij Score</th>
<th>Jimmy Wells Score</th>
<th>Robin Hammel Score</th>
<th>TOTAL SCORE</th>
<th>RANKING</th>
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</thead>
<tbody>
<tr>
<td>Atkins North America, Inc.</td>
<td>2</td>
<td>2</td>
<td>2</td>
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<td>2</td>
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<td>CH2M Hill, Inc.</td>
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<td>1</td>
<td>1</td>
<td>3</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>Dewberry Engineers, Inc.</td>
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<td>3</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>9</td>
<td>1</td>
</tr>
</tbody>
</table>

**EVALUATION COMMITTEE MEMBERS:**

- Signature: [Signature]
- Date: Wednesday, October 19, 2016
- Date: Wednesday, October 19, 2016
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Disclosure Form for Evaluation Committee Members

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:

1. Are you, your spouse, child currently employed by any entity that has submitted a proposal (§ 112.313(3), (7)a Fla. Stat.; EC 6-3.016)?
   - Yes: [ ] No: [X]

2. Are you, your spouse, child, or any combination of them, an officer, director, principal, or project team participant of, any entity that has submitted a proposal (§ 112.313(3); EC 6-3.016)?
   - Yes: [ ] No: [X]

3. Do you, your spouse, child, or any combination of them, have a material interest in any entity that has submitted a proposal (§112.313(3); EC 6-3.016)?
   - Yes: [ ] No: [X]

4. Within the preceding 12 months have you, your spouse, or minor child been offered employment or future employment or, had any discussion involving future employment with any entity that has submitted a proposal (§ 112.313(4))?  
   - Yes: [ ] No: [X]

5. Within the preceding 12 months, have you, your spouse, or minor child household accepted a gift from any entity, or a principal of any entity that has submitted a proposal that was given to influence a vote or other action (§ 112.313(4))?  
   - Yes: [ ] No: [X]

6. Have you solicited or accepted anything of value, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the services being rendered by you for CFX would be influenced or impact thereby? (§ 112.313(2))
   - Yes: [ ] No: [X]

7. Have you or your spouse or minor child accepted any compensation, payment, or thing of value when you knew, or, with the exercise of reasonable care, should know, that it was given to influence your judgment or the services being rendered by you for CFX? (§ 112.313(4))
   - Yes: [ ] No: [X]

8. Do you have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, CFX, that will create a continuing or frequently recurring conflict between your private interests and the performance of your public duties or that would impede the full and faithful discharge of your public duties, subject to the exemptions set forth in Section 112.313 (12), & (15), Florida Statutes. (§ 112.313(7))
   - Yes: [ ] No: [X]

9. Do you have any relationship which affords a current or future financial benefit to you or to a relative or business associate of you and which a reasonable person would conclude has the potential to create a prohibited conflict of interest (§348.753(8); EC 6-3.011)?
   - Yes: [ ] No: [X]

10. Do you have a relative who is a registered lobbyist (§348.753(8); EC 6-3.012)?
    - Yes: [ ] No: [X]

11. Do you or any relative, principal, client, or business associate of you have any interest in real property located within, or within a one-half mile radius of, any actual or prospective CFX roadway project (§348.753(8); EC 6-3.013)?
    - Yes: [ ] No: [X]

12. Do you know of any reason that would impact your impartiality with respect to this solicitation?
    - Yes: [ ] No: [X]
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 Ethics Officer after a review of all relevant facts.

I, Glenn Pressimone, 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.

(Signature)

(Date) 10/19/2016
Disclosure Form for Evaluation Committee Members

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:

1. Are you, your spouse, child currently employed by any entity that has submitted a proposal (§ 112.313(3), (7) a Fla. Stat.; EC 6-3.016)?
   Yes ☐ No ☑

2. Are you, your spouse, child, or any combination of them, an officer, director, principal, or project team participant of, any entity that has submitted a proposal (§ 112.313(3); EC 6-3.016)?
   Yes ☐ No ☑

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   Yes ☐ No ☑

8. Do you have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, CFX, that will create a continuing or frequently recurring conflict between your private interests and the performance of your public duties or that would impede the full and faithful discharge of your public duties, subject to the exemptions set forth in Section 112.313 (12), & (15), Florida Statutes. (§ 112.313(7))
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    Yes ☐ No ☑

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    Yes ☐ No ☑

12. Do you know of any reason that would impact your impartiality with respect to this solicitation?
    Yes ☐ No ☑
If you answer yes to any of these questions, please explain below:

Additional comments: \textit{N/A}

If the answer to any of the foregoing questions is "yes," then your participation on the selection committee must be approved by the Ethics Officer after a review of all relevant facts.

I, Jim Stivender, P.E., 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.

\hspace{1cm} (Signature)

\hspace{1cm} (Date):

10/12/2016
Disclosure Form for Evaluation Committee Members

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   Yes ☐ No ☒

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   Yes ☐ No ☒

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    Yes ☐ No ☒

12. Do you know of any reason that would impact your impartiality with respect to this solicitation?
    Yes ☐ No ☒
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 Ethics Officer after a review of all relevant facts.

I, Jean Jreij, 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.

(Signature)  
10-18-16 (Date)
Disclosure Form for Evaluation Committee Members

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:

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<thead>
<tr>
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I, _______________, 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.

(Signature) 10/4/16

(Date)
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Yes No

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☐ ☐
If you answer yes to any of these questions, please explain below
Additional comments

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I, Robin L. Hammel, 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.

(Signature)  
10-3-16  
(Date)
### Sign-In Sheet - Atkins North America, Inc.

**Oral Presentation - General Engineering Consultant Services**

**Project Title:** GENERAL SYSTEMS CONSULTANT SERVICES

**Contract #001145**

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>REPRESENTATIVE</th>
<th>CONTACT #</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atkins</td>
<td>Matthew Silva</td>
<td>#001145</td>
<td><a href="mailto:Nathaniel.Silva@atkinsglobal.com">Nathaniel.Silva@atkinsglobal.com</a></td>
</tr>
<tr>
<td>Atkins</td>
<td>Barry Schulz</td>
<td></td>
<td><a href="mailto:barry.schu@atkinsglobal.com">barry.schu@atkinsglobal.com</a></td>
</tr>
<tr>
<td>Atkins</td>
<td>Jorge Figueroede</td>
<td></td>
<td><a href="mailto:jorge.figueroede@atkinsglobal.com">jorge.figueroede@atkinsglobal.com</a></td>
</tr>
<tr>
<td>Atkins</td>
<td>Peter Kühne</td>
<td></td>
<td><a href="mailto:peter.kuhne@atkinsglobal.com">peter.kuhne@atkinsglobal.com</a></td>
</tr>
<tr>
<td>CTG</td>
<td>Tim Caspary</td>
<td>11</td>
<td><a href="mailto:tncasper@ctgconsult.com">tncasper@ctgconsult.com</a></td>
</tr>
<tr>
<td>Atkins</td>
<td>Jamison Edwards</td>
<td></td>
<td><a href="mailto:jamison.edwards@atkinsglobal.com">jamison.edwards@atkinsglobal.com</a></td>
</tr>
<tr>
<td>Atkins</td>
<td>Jeanette Maldonado</td>
<td></td>
<td><a href="mailto:jeanette.maldonado@atkinsglobal.com">jeanette.maldonado@atkinsglobal.com</a></td>
</tr>
<tr>
<td>COMPANY NAME</td>
<td>REPRESENTATIVE</td>
<td>CONTACT #</td>
<td>EMAIL ADDRESS</td>
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<tr>
<td>--------------</td>
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<td>------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>CH2M</td>
<td>Mike Scarpone</td>
<td>386-801-8316</td>
<td><a href="mailto:Mike.Scarpone@ch2m.com">Mike.Scarpone@ch2m.com</a></td>
</tr>
<tr>
<td>CH2M</td>
<td>Matt Lamb</td>
<td>321-382-1139</td>
<td><a href="mailto:Matt.Lamb@ch2m.com">Matt.Lamb@ch2m.com</a></td>
</tr>
<tr>
<td>CH2M</td>
<td>Scott Gurbait</td>
<td>414-750-8130</td>
<td><a href="mailto:Scott.Gurbait@ch2m.com">Scott.Gurbait@ch2m.com</a></td>
</tr>
<tr>
<td>CH2M</td>
<td>Randy Mack</td>
<td>984-616-4816</td>
<td><a href="mailto:Randy.Mack@ch2m.com">Randy.Mack@ch2m.com</a></td>
</tr>
<tr>
<td>CH2M</td>
<td>Nancy Houston</td>
<td>407-697-6629</td>
<td><a href="mailto:Nancy.Houston@ch2m.com">Nancy.Houston@ch2m.com</a></td>
</tr>
<tr>
<td>GAI</td>
<td>Shirley Martin</td>
<td>386-736-8107</td>
<td><a href="mailto:Shirley.Martin@GAIConsultants.com">Shirley.Martin@GAIConsultants.com</a></td>
</tr>
</tbody>
</table>
# CENTRAL FLORIDA EXPRESSWAY AUTHORITY

## Sign-In Sheet - Dewberry Engineers, Inc.

**Oral Presentation - General Engineering Consultant Services**

Project Title: **GENERAL SYSTEMS CONSULTANT SERVICES**

Contract #001145

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>REPRESENTATIVE</th>
<th>CONTACT #</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dewberry</td>
<td>Vu Vu</td>
<td>721-354-713</td>
<td><a href="mailto:vu@deewberry.com">vu@deewberry.com</a></td>
</tr>
<tr>
<td>Dewberry</td>
<td>Rachel Vandenbergh</td>
<td>310-245-3770</td>
<td><a href="mailto:rvandenbergh@dewberry.com">rvandenbergh@dewberry.com</a></td>
</tr>
<tr>
<td>Dewberry</td>
<td>Jim Brown</td>
<td>703-840-1945</td>
<td><a href="mailto:jbrown@dewberry.com">jbrown@dewberry.com</a></td>
</tr>
<tr>
<td>Dewberry</td>
<td>Kevin Knudsen</td>
<td>321-354-9646</td>
<td><a href="mailto:kknudsen@dewberry.com">kknudsen@dewberry.com</a></td>
</tr>
<tr>
<td>VHB</td>
<td>Dante Garavel</td>
<td>407-894-4806</td>
<td><a href="mailto:dgabriel@vhb.com">dgabriel@vhb.com</a></td>
</tr>
<tr>
<td>Dewberry</td>
<td>Keith Jackson</td>
<td>321-663-5663</td>
<td><a href="mailto:kjackson@dewberry.com">kjackson@dewberry.com</a></td>
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</tbody>
</table>

Date: October 19, 2016  
Time: 3:00 p.m. - 3:45 p.m.  
Pelican Conference Rm #107