

LOI-001292 Committee Meeting April 25, 2017 Minutes

Evaluation Committee for **Design Services for the Network Phase II Project; LOI-001292**, held a duly noticed meeting on Tuesday, April 25, 2017, commencing at 10:00 a.m. in the Starling Conference Room at the CFX Administrative Bldg., Orlando, Florida.

Committee Members Present:

Bryan Homayouni, Manager of Traffic Operations
Iranetta Dennis, Director of Supplier Diversity
David Boston, Manager of Special Projects

Committee Member Absent:

Julie Naditz, Orange County Representative

Other Attendees:

Aneth Williams, Director of Procurement

Discussion and Motions:

Aneth explained that today's meeting was to evaluate and shortlist the top firms and commenced the meeting collecting the Evaluation Committee Member Disclosure forms that the committee members reviewed and executed.

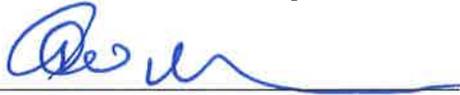
General discussion ensued about the project and the LOI submittals. Committee members then tallied up the individual evaluation sheets and passed them in for incorporation onto to the LOI shortlist summary sheet. Evaluation Criteria forms were collected and the ranking scores from all committee members were tallied with the following results:

<u>Firms</u>	<u>Score</u>	<u>Ranking</u>
DRMP	4	1
F.R. Aleman & Associates., Inc.	8	3
VHB	6	2

It was the consensus of the committee that all three respondents be invited to submit technical proposals and participate in presentations.

There being no further business to come before the Committee, the meeting was adjourned at 10:18 a.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Tuesday, April 25, 2017, and no other notes, tapes, etc., taken by anyone takes precedence.

Submitted by:


Aneth Williams, Director of Procurement

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


Bryan Homayouni, Manager of Traffic Operations

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

EVALUATION COMMITTEE MEMBER FINAL SUMMARY RANKING

DESIGN SERVICES FOR THE NETWORK PHASE II PROJECT

CONTRACT NO. 001292

CONSULTANT	Bryan Homayouni Score	Iranetta Dennis Score	David Boston Score	TOTAL SCORE	RANKING
DRMP	2	1	1	4	1
F.R.Aleman & Associates, Inc.	3	2	3	8	3
VHB	1	3	2	6	2

EVALUATION COMMITTEE MEMBERS:





25-Apr-17

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Disclosure Form for Evaluation Committee Members

Dear Committee Member:

You have agreed to participate in the evaluation of the above referenced solicitation. It is essential that the integrity of this process be maintained to insure that each proposer is given fair and equal consideration. Your familiarity with particular brands, types of products, material, or firms may tend to influence your evaluation; however, you are required in this specific instance to be particularly objective and guard against any tendency that might slant your evaluation in favor of a personal preference.

As a Committee member your adherence to the Florida Code of Ethics codified in Chapter 112, Part III, Florida Statutes, and Section 348.753(8), Florida Statutes, and the Central Florida Expressway Code of Ethics is required. Below is a list of questions developed to assist you in identifying and disclosing possible conflicts that you may have with participating in this solicitation selection.

Definitions

“Business associate” has the same meaning as Section 112.312(4), Florida Statutes, and means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property.

“Employed by” includes any receipt of compensation for services.

“Gift” has the same meaning as Section 112.312(12), Florida Statutes, as supplemented by the Central Florida Expressway Authority Code of Ethics. "Gift" means that which is accepted by a donee or by another on the donee's behalf, or that which is paid or given to another for or on behalf of a donee, directly, indirectly or in trust for the donee's benefit or by any other means for which equal or greater consideration is not given within 90 days, including, but not limited to:

1. Real property.
2. The use of real property.
3. Tangible or intangible personal property.
4. The use of tangible or intangible personal property.
5. A preferential rate or terms on a debt, loan, goods or services, which rate is below the customary rate and is not either a government rate available to all other similarly situated government employees or officials or a rate which is not available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex or national origin.
6. Forgiveness of a debt.
7. Transportation or lodging, other than that provided to a public officer or employee in relation to officially approved government business, lodging, or parking.
8. Food or beverage.
9. Membership dues.
10. Entrance fees, admission fees, or tickets to events, performances or facilities.
11. Plants, flowers or floral arrangements.
12. Services provided by persons pursuant to a professional license or certificate.
13. Other personal services for which a fee is normally charged by the person providing the services.

14. Any other similar service or thing having an attributable value not already provided for in this section.

"Gift" does not include:

1. Salary, benefits, services, fees, commissions, gifts or expenses associated primarily with the donee's employment, business, or service as an officer or director of a corporation or organization.
2. Contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, campaign related personal services provided without compensation by individuals volunteering their time, or any other contribution or expenditure by a political party.
3. An Honorarium or an expense related to an Honorarium Event paid to a person or the person's spouse.
4. An award, plaque, certificate or similar personalized item given in recognition of the donee's public, civic, charitable or professional service.
5. An honorary membership in a service or a fraternal organization presented merely as a courtesy by such organization.
6. The use of a public facility or public property made available by a governmental agency for a public purpose.
7. Transportation provided to a public officer or employee by an agency in relation to officially approved governmental business.
8. Gifts provided directly or indirectly by a state, regional or national organization which promotes the exchange of ideas between, or the professional development of, government officials or employees, and whose membership is primarily composed of elected or appointed public officials or staff, to members of that organization or officials or staff of a governmental agency that is a member of that organization.

"Material interest" has the same meaning as Section 112.312(15), Florida Statutes, and means direct or indirect ownership of more than 5 percent of the total assets, partnership interests or capital stock of any business entity. Indirect ownership does not include ownership by a spouse or minor child.

"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.

"Relative" has the same meaning as Section 112.312(21), Florida Statutes, and means an individual who is related to you as 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, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to you or who otherwise holds himself or herself out as or is generally known as the person whom you intend to marry or with whom you intend to form a household, or any other natural person having the same legal residence as you.

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:

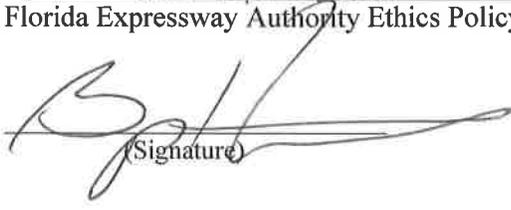
- | | Yes | No |
|---|--------------------------|-------------------------------------|
| 1. Are you, your spouse, child currently employed by any entity that has submitted a proposal (§ 112.313(3), (7)a Fla. Stat.; EC 6-3.016)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. 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)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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))? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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))? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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)) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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)) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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)) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Do you have a relative who is a registered lobbyist (§348.753(8); EC 6-3.012)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12. 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 Ethics Officer after a review of all relevant facts.

I, BRYAN HOMAYOUNI, 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)

4/18/17
(Date)

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1. Real property.
2. The use of real property.
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4. The use of tangible or intangible personal property.
5. A preferential rate or terms on a debt, loan, goods or services, which rate is below the customary rate and is not either a government rate available to all other similarly situated government employees or officials or a rate which is not available to similarly situated members of the public by virtue of occupation, affiliation, age, religion, sex or national origin.
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- | | Yes | No |
|---|--------------------------|-------------------------------------|
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Additional comments _____

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I, IRANETTA J. DENNIS, 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)

4/25/17

(Date)

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| 10. Do you have a relative who is a registered lobbyist (§348.753(8); EC 6-3.012)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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| 12. 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 Ethics Officer after a review of all relevant facts.

I, DAVID BOSTON, 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)

4/24/17
(Date)