LOI-001209 Committee Meeting June 7, 2017 Minutes

Evaluation Committee for Concept, Feasibility & Mobility Studies of the Northeast Connector Expressway Extension; LOI-001209, held a duly noticed meeting on Wednesday, June 7, 2017, commencing at 1:30 p.m. in the Sandpiper Conference Room at the CFX Administrative Bldg., Orlando, Florida.

Evaluation Committee Members Present:
Iranetta Dennis, Director of Supplier Diversity
Will Hawthorne, Manager of Engineering
Renzo Nastasi, Orange County Representative
Tawny Olore, Osceola County

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 the LOI shortlist summary sheet. Evaluation Criteria forms were collected and the ranking scores from all committee members were tallied with the following results:

<table>
<thead>
<tr>
<th>Firms</th>
<th>Score</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDR</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>Stantec</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>WSP</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Volkert</td>
<td>11</td>
<td>2</td>
</tr>
</tbody>
</table>

It was the consensus of the committee that all four (4) respondents be invited to submit technical proposals and participate in presentations.

Aneth stated that she would set up the presentations in alphabetical order and that the presentations would be held on July 18, 2017, commencing at 9 a.m.

There being no further business to come before the Committee, the meeting was adjourned at 1:46 p.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Wednesday, June 7, 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 reviewed and approved by:

Will Hawthorne, Manager of Engineering
### Evaluation Committee Shortlisting Final Summary Ranking

**Concept, Feasibility & Mobility Studies of the Northeast Connector Expressway Extension**

**Contract No. 001209**

<table>
<thead>
<tr>
<th>CONSULTANT</th>
<th>Will Hawthorne Score</th>
<th>Tawny Olore Score</th>
<th>Renzo Nastasi Score</th>
<th>Irinaeta Dennis Score</th>
<th>TOTAL SCORE</th>
<th>RANKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDR, INC</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>12</td>
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<tr>
<td>STANTEC</td>
<td>4</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>12</td>
<td>3</td>
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<tr>
<td>WSP USA, INC.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
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**Evaluation Committee Members:**

- [Signature]
- [Signature]
- [Signature]

Date: Wednesday, June 7, 2017
Disclosure Form for Evaluation Committee Members

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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.
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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.
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4. An award, plaque, certificate or similar personalized item given in recognition of the donee's public, civic, charitable or professional service.
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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 great grandparent, 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:

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 ☐

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 ☐

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 ☐

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 ☐

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 ☒

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))
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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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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 ☑

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

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 ☑

12. Do you know of any reason that would impact your impartiality with respect to this solicitation?
    Yes ☑ No ☐

Rev. 1/3/2016
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, [Iranetta F. 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)  

(Date)
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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: 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.

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Signature: ____________________  
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Rev. 1 3/20/2015
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If you answer yes to any of these questions, please explain below
Additional comments

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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) 6/6/17 (Date)
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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 great 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:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>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)?</td>
<td></td>
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</tr>
<tr>
<td>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)?</td>
<td></td>
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<tr>
<td>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)?</td>
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<tr>
<td>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))?</td>
<td></td>
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</tr>
<tr>
<td>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))?</td>
<td></td>
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</tr>
<tr>
<td>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))</td>
<td></td>
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</tr>
<tr>
<td>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))</td>
<td></td>
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<tr>
<td>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), &amp; (15), Florida Statutes. (§112.313(7))</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)?</td>
<td></td>
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<tr>
<td>10. Do you have a relative who is a registered lobbyist (§348.753(8); EC 6-3.012)?</td>
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<tr>
<td>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)?</td>
<td></td>
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</tr>
<tr>
<td>12. Do you know of any reason that would impact your impartiality with respect to this solicitation?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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, ___________ Tawny Olore ___________, 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) Tawny Olore

(Date) 6/8/17