

**RFP-001363 Committee Meeting January 24, 2018 Minutes**

Evaluation Committee for **Right of Way Counsel Services; RFP-001363**, held a duly noticed meeting on Wednesday, January 24, 2018, commencing at 9:00 a.m. in the Pelican Conference Room at the CFX Administrative Bldg., Orlando, Florida.

**Committee Members:**

Joseph Passiatore, General Counsel  
Linda Brehmer Lanosa, Deputy General Counsel  
Glenn Pressimone, Director of Engineering  
Laurie J. Botts, ROW Committee Member

**Other Attendees:**

Aneth Williams, CFX Director of Procurement

**Discussion and Motions:**

Aneth commenced the meeting with introductions, and explained that today's meeting was to conduct interviews of the proposers, open the price proposals, finalize the evaluation, and make a recommendation to be presented to the Board.

**Interviews:**

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

Broad and Cassel LLP	09:00 – 09:30 a.m.
Shutts and Bowen LLP	09:40 – 10:10 a.m.
Mateer and Habert, P.A.	10:20 – 10:50 a.m.
Winderweedle, Haines, Ward and Woodman, P.A.	11:00 – 11:30 a.m.

Upon completion of the last interview the recorder was stopped and the meeting was considered no longer closed to the public.

**Evaluation Portion:**

There were some discussions and clarifications on the firms, and then the committee members individually scored the interviews and submitted them for tallying. Aneth tallied the score sheets utilizing the raw scores assigned by each committee member and averaged the raw scores for each Proposal received. Below are the results:

<u>Proposer</u>	<u>Total Raw Points</u>	<u>Average Points</u>
Broad and Cassel LLP	353	88.25
Shutts and Bowen LLP	326	81.50
Mateer and Habert, P.A.	323	80.75
Winderweedle, Haines, Ward and Woodman, P.A.	299	74.75

**Pricing**

Upon completion of the evaluation of the technical portion, Aneth opened the pricing proposals and scored the pricing proposals in accordance with the RFP requirements.

<u>Proposer</u>	<u>Total Price</u>	<u>Points</u>
Broad and Cassel LLP	\$2,385,000.00	9.12
Shutts and Bowen LLP	\$2,235,000.00	9.73
Mateer and Habert, P.A.	\$2,505,000.00	8.68
Winderweedle, Haines, Ward and Woodman, P.A.	\$2,175,000.00	10.00


**Total Points and Rankings**

<u>Proposer</u>	<u>Tech. Points</u>	<u>Pricing Points</u>	<u>Total Points</u>	<u>Ranking</u>
Broad and Cassel LLP	88.25	9.12	97.37	1
Shutts and Bowen LLP	81.50	9.73	91.23	2
Mateer and Habert, P.A.	80.75	8.68	89.43	3
Winderweedle, Haines, Ward and Woodman, P.A.	74.75	10.00	84.75	4

The Committee members agreed that the rankings would be presented to the Board for award and to request the Right of Way Committee's recommendation as to whether the Board should also award to the second ranked firm to serve as an additional Right of Way Counsel.

There being no further business to come before the Committee, the meeting was adjourned at 12:41 p.m. These minutes are considered to be the official minutes of the interview, opening of the Price Proposals and final evaluation by the Evaluation Committee at its meeting held Wednesday, January 24, 2018.

Submitted by:

  
\_\_\_\_\_  
Aneth Williams, CFX Director of Procurement

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

  
\_\_\_\_\_  
Joseph Passiatore, General Counsel 1/24/18

CENTRAL FLORIDA EXPRESSWAY AUTHORITY  
 TECHNICAL AND PRICE PROPOSAL SCORING SUMMARY  
 RIGHT OF WAY COUNSEL SERVICES; Contract No. 001363

EVALUATOR	Broad and Cassel		Shutts and Bowen		Mateer and Harbert		Winderweedle, Haines Ward and Woodman			
	TECHNICAL	PRICE	TECHNICAL	PRICE	TECHNICAL	PRICE	TECHNICAL	PRICE	TECHNICAL	PRICE
Joseph Passiatore	86		84		80		74			
Linda Brehmer Lanosa	88		76		83		76			
Glenn Pressimone	90		85		79		78			
Laurie J. Botts	89		81		81		71			
<b>TOTAL</b>	<b>353</b>		<b>326</b>		<b>323</b>		<b>299</b>			
<b>AVG. TECH. POINTS</b>	<b>88.25</b>		<b>81.50</b>		<b>80.75</b>		<b>74.75</b>			

PRICE PROPOSAL SUMMARY

PROPOSER	PROPOSAL AMOUNT	POINT VALUE
Broad and Cassel	\$ 2,385,000.00	9.12
Shutts and Bowen	\$ 2,235,000.00	9.73
Mateer and Harbert	\$ 2,505,000.00	8.682634731
Winderweedle, Haines	\$ 2,175,000.00	10.00

POINT TOTALS AND FINAL RANKING

PROPOSER	TECHNICAL POINTS	PRICE POINTS	TOTAL POINTS	FINAL RANKING
Broad and Cassel	88.25	9.12	97.37	1
Shutts and Bowen	81.50	9.73	91.23	2
Mateer and Harbert	80.75	8.68	89.43	3
Winderweedle, Haines	74.75	10.00	84.75	4

Committee Members:

*Joseph Passiatore*  
*Linda S. B. Lanosa*  
*Glenn Pressimone*  
*Laurie J. Botts*

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