LOI-001616 Technical Committee Meeting – January 22, 2020 Minutes

Technical Review Committee for Professional Engineering Consultant Services for Development of the Intelligent Transportation Systems Master Plan; Contract No. 001616, held a duly noticed meeting on Wednesday, January 22, 2020 at 10:00 a.m. in the Ibis Conference Room (Room 150), at the CFX Administrative Bldg., Orlando, Florida.

Committee Members Present:
Bryan Homayouni, Manager of Traffic Operations
Glenn Pressimone, P.E., Chief of Infrastructure
David Boston, Mgr. of Toll Technical Systems

Other Attendees:
Aneth Williams, Director of Procurement
Brad Osterhaus, Sr. Procurement/QC Administrator
Sydney Cruz, Metric Engineering, Inc.

Evaluation Portion:
Aneth commenced the meeting collecting the Committee Member Disclosure forms and explained that today’s meeting was to evaluate, rank the firms in order to make a recommendation to the CFX Board for award. The evaluation portion of the meeting is open to the public in accordance with Florida Statute. General discussion ensued about the project and the Technical Proposal submittals. Committee members then tallied up their evaluation sheets and passed them to Aneth for incorporation into the final ranking summary sheet. The score sheets were tallied by utilizing the rankings assigned by each Committee member based on the raw scores each Proposer received. Below are the results:

<table>
<thead>
<tr>
<th>FIRM</th>
<th>Points</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metric Engineering, Inc.</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Vanasse Hangen Brustlin, Inc.</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>H. W. Lochner, Inc.</td>
<td>9</td>
<td>3</td>
</tr>
</tbody>
</table>

Committee recommends CFX Board approve ranking and authorize negotiations in ranked order. Bryan Homayouni reviewed and approved the minutes on behalf of the Committee.

There being no other business to come before the Committee; the meeting was adjourned at 10:21 a.m. These minutes are considered to be the official minutes of the Technical Review Committee meeting held Wednesday, January 22, 2020, and no other notes, tapes, etc., taken by anyone takes precedence.

Submitted by:  
Aneth Williams

Approved by:  
Bryan Homayouni, P.E.
**CENTRAL FLORIDA EXPRESSWAY AUTHORITY**

**TECHNICAL COMMITTEE MEMBER FINAL SUMMARY RANKING**

**PROFESSIONAL ENGINEERING CONSULTANT SERVICES FOR**

**DEVELOPMENT OF THE INTELLIGENT TRANSPORTATION SYSTEMS MASTER PLAN**

**CONTRACT NO. 001616**

<table>
<thead>
<tr>
<th>CONSULTANT</th>
<th>Bryan Homayouni Score</th>
<th>Glenn Pressimone Score</th>
<th>David Boston Score</th>
<th>TOTAL SCORE</th>
<th>RANKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.W. LOCHNER, INC.</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>METRIC ENGINEERING, INC.</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>VHB, INC.</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>5</td>
<td>2</td>
</tr>
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**EVALUATION COMMITTEE MEMBERS:**

Wednesday, January 22, 2020

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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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8. Food or beverage.
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11. Plants, flowers or floral arrangements.
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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 grandchild, half-sister, half-brother, step 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 the Authority would be influenced or impact thereby? (§ 112.313(2))
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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 the Authority? (§ 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, the Authority, 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)?
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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 authority 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 ☑
If you answer yes to any of these questions, please explain below

Additional comments

\[\text{NA}\]

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, [Name], 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.

\[\text{Signature}\]

\[\text{Date}\] 1/7/2020
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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)

1/12/2020 (Date)
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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, the Authority, 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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12. Do you know of any reason that would impact your impartiality with respect to this solicitation?
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, ____________________________, 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)