

RFP-000930 Committee Meeting January 24, 2013 Minutes

Evaluation Committee for **Right-of-Way Counsel Services; Contract No. 000930**, held a duly noticed meeting on Thursday, January 24, 2013, commencing at 9:09 A.M. in the Sandpiper Conference Room at the OOCEA Administrative Bldg, Orlando, Florida.

Committee Members Present:

Joe Passiatore, General Counsel
Laura Kelley, Deputy Executive director of Administration
Glenn Pressimone, Director of Engineering
George Hart

Other Attendees:

Robert Johnson, Manager of Procurement

Discussion:

Robert commenced the meeting collecting the Evaluation Committee Member Disclosure forms that the committee members reviewed and executed. Robert explained the RFP process and the purpose of today's meeting was to conduct a shortlisting of proposals.

General discussion ensued about the proposal submittals covering location and size of firms. Upon completion of the discussion, Committee members submitted their individual evaluation sheets to Robert who input all the scores on a summary sheet with the following results.

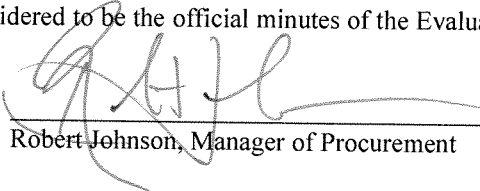
<u>Firms</u>	<u>Score</u>	<u>Ranking</u>
Shutts & Bowen LLP	250	1
Policastro & Le Roux, P.A.	249	2
Lowndes, Drosdick, Doster, Kantor & Reed, P.A.	241	3
Brown, Garganese, Weiss & D'Agresta, P.A. and Dorman & Gutman Attorneys at Law	229	4
Adorno Law Firm	209	5

The committee unanimously agreed to shortlist and invites the top four (4) for an interview on Wednesday, February 6, 2013.


Robert stated he would notify Proposers of the invitation and that they would be invited alphabetically. The interviews will be thirty minutes in length commencing at 9:00 a.m. on February 6, 2013, in the Pelican Conference Room.

There being no further business to come before the Committee, the meeting was adjourned at 9:48 A.M. These minutes are considered to be the official minutes of the Evaluation Committee of its meeting held Thursday, January 24, 2013.

Submitted by:


Robert Johnson, Manager of Procurement

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


Joe Passiatore, General Counsel

Disclosure Form for Evaluation Committee Members

For this purpose, the term "relative" includes the following: 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, or half sister or any person having the same legal residence as the employee.

The term "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.

The term "employed by" includes any receipt of compensation for services.

"May submit a proposal," means planning to submit, or considering submission. If you don't know, ask.

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 or anyone living in your household currently employed by any entity that may submit a proposal?
2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal?
3. Do you, or does any relative, own more than 5% of any entity that may submit a proposal?
4. Within the preceding 12 months have you, your spouse, child or anyone living in your household been offered employment or future employment or, had any discussion involving future employment with any entity that may submit a proposal?
5. Within the preceding 12 months, have you, your spouse, child or anyone living in your household accepted a gift valued at over \$100 from any entity, or a principal of any entity that may submit a proposal?
6. Could the award of this contract result in any pecuniary gain to you, any relative, any business associate, or any entity that has employed or retained you within the past 12 months?
7. 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 -NA-

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

I, Glenn Pressimone, hereby certify that I have read and understand the Orlando-Orange County Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

(Name)
(Signature)

Glenn Pressimone
(Printed or typed name)

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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 or anyone living in your household currently Employed by any entity that may submit a proposal? Yes No
2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal? Yes No
3. Do you, or does any relative, own more than 5% of any entity that may submit a proposal? Yes No
4. Within the preceding 12 months have you, your spouse, child or anyone living in your household been offered employment or future employment or, had any discussion involving future employment with any entity that may submit a proposal? Yes No
5. Within the preceding 12 months, have you, your spouse, child or anyone living in your household accepted a gift valued at over \$100 from any entity, or a principal of any entity that may submit a proposal? Yes No
6. Could the award of this contract result in any pecuniary gain to you, any relative, any business associate, or any entity that has employed or retained you within the past 12 months? Yes No
7. 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 Executive Director after a review of all relevant facts.

I, Laura Kelley, hereby certify that I have read and understand the Orlando-Orange County Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

(Signature) [Handwritten signature]

(Printed or typed name)

Disclosure Form for Evaluation Committee Members

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The term "employed by" includes any receipt of compensation for services.

"May submit a proposal," means planning to submit, or considering submission. If you don't know, ask.

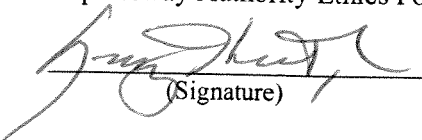
Persons serving on a selection committee in a solicitation process should be able to answer all the following questions in the negative. If the answer is affirmative, please explain below:

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| 1. Are you, your spouse, child or anyone living in your household currently Employed by any entity that may submit a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Do you, or does any relative, own more than 5% of any entity that may submit a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Within the preceding 12 months have you, your spouse, child or anyone living in your household been offered employment or future employment or, had any discussion involving future employment with any entity that may submit a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Within the preceding 12 months, have you, your spouse, child or anyone living in your household accepted a gift valued at over \$100 from any entity, or a principal of any entity that may submit a proposal? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Could the award of this contract result in any pecuniary gain to you, any relative, any business associate, or any entity that has employed or retained you within the past 12 months? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. 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 Executive Director after a review of all relevant facts.

I, George Hart, Jr, hereby certify that I have read and understand the Orlando-Orange County Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.


(Signature)

George Hart, Jr.
(Printed or typed name)

Disclosure Form for Evaluation Committee Members

For this purpose, the term "relative" includes the following: 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, or half sister or any person having the same legal residence as the employee.

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6. Could the award of this contract result in any pecuniary gain to you, any relative, any business associate, or any entity that has employed or retained you within the past 12 months?
7. 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

Horizontal lines for providing 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 Executive Director after a review of all relevant facts.

I, Joseph L Passiatore, hereby certify that I have read and understand the Orlando-Orange County Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

Handwritten signature of Joseph L Passiatore with label (Signature)

Printed name Joseph L Passiatore with label (Printed or typed name)

RIGHT-OF-WAY COUNSEL SERVICES RFP-000930
 SUMMARY OF THE INDIVIDUAL COMMITTEE MEMBER SCORING OF THE
 FIRST THREE CRITERIA UNDER 4.2

PROPOSER	Joe Passatore	Laura Kelley	Glenn Presimone	George Hart	Total
Brown, Garganese, Weiss & D'Agresta, P.A. and Dorman & Gutman Attorneys at Law	57	59	53	60	229
Lowndes, Drosdick, Doster, Kantor & Reed, P.A.	63	60	63	55	241
Polcastro & Le Roux, P.A.	60	64	65	60	249
Shuts & Bowen LLP	63	66	66	55	250
Adorno Law Firm	53	53	53	50	209

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3
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1
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COMMITTEE MEMBER Joseph Passatore
 COMMITTEE MEMBER [Signature]
 COMMITTEE MEMBER [Signature]
 COMMITTEE MEMBER [Signature]