

LOI-000976 Evaluation Committee Meeting (Project Scope) August 07, 2013 Minutes

The Evaluation Committee for **Miscellaneous CEI Services; LOI-000976**, held a duly noticed meeting on Wednesday, August 07, 2013, commencing at 03:08 p.m. in the Sandpiper Conference Room at the Orlando-Orange County Expressway Authority Administrative Building, Orlando, Florida.

Evaluation Committee Members Present:

Glenn Pressimone, Director of Engineering
Ben Dreiling, Director of Construction and Maintenance
Don Budnovich, Resident Engineer
Julie Naditz, Orange County

Evaluation Committee Members Abscent:

Iranetta Dennis, Director of Business Development

Other Attendees:

Robert Johnson, Manager of Procurement
Paresh Shah, Gannett Fleming
Jignesh Vyas, Interra

Discussion and Motions:

Robert explained this meeting is where the Project Manager provides an overview of the project to the Committee(s) and answer any questions that the Committee members may have.

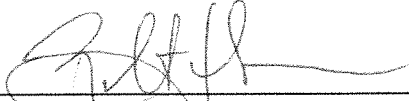
Robert explained that the LOI process has been revamped in that the Authority now has two (2) committee's; one to review/evaluate/shortlist the LOI submittals and the other; to evaluate the technical and provide recommendations to the Board. However, because this LOI is for Miscellaneous CEI Services there would not be any Technical Proposal submitted. Because no Technical Proposal is being submitted two (2) things will be different about this process. First, there will not be a Technical Review Committee and secondly, the scores from the shortlisting will be combined with the interview scores to determine the final rankings. The scores for the interview have been established at 30 points.

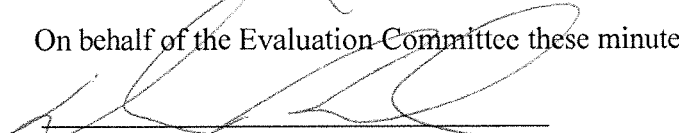
Don provided an overview of the project, explaining this project will replace two (2) existing contracts that have been in place since 2008. Don stated that the numbers of jobs per year would range from 5 to 7 with an estimated annual value of 1 to 1.5 million dollars. Don stressed to the Committee that teams that had more resources and depth would be more advantageous to the Authority.

Don continued to explain that the current job breakdown was approximately 60-65% Sub-consultant and 35-40%. The process for personnel selections is straightforward, whereby the Authority sends out a request for a position to the Prime, the Prime then resends the request to the sub-consultants. Resumes are then sent to the Authority for review and selection. Selection is based upon the numerous factors; qualifications, experience, work distribution, etc., to insure the Authority selects the best "fit" for the open position.

Upon completion of the overview, Both Don and Ben answered various questions on the project including pay rates for team members from the Committee members about the project.

There being no further business to come before the Committee, the meeting was adjourned at 3:24 p.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Wednesday, August 07, 2013, and no other notes, tapes, etc., taken by anyone takes precedence.

Submitted by: 
Robert Johnson, Manager of Procurement

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

Don Budnovich, Resident Engineer