

LOI-000976 Committee Meeting September 3, 2013 Minutes

Evaluation Committee for **Miscellaneous CEI Services; LOI-000976**, held a duly noticed meeting on Tuesday, September 3, 2013, commencing at 9:15 a.m. in the Pelican Conference Room at the OOCEA Administrative Bldg, Orlando, Florida.

Committee Members Present:

Don Budnovich, Resident Engineer
Glenn Pressimone, Director of Engineering
Iranetta Dennis, Director of Business Development
Julie Naditz, Highway Construction Division Manager, Orange County

Other Attendees:

Robert Johnson, Manager of Procurement

Discussion and Motions:

Robert 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.

Robert then ask the committee if they were complete with their evaluation and ready to receive Procurements input with regard to the scoring of item 4; Location of Firm and item 8; Volume of work previously awarded. Committee member were than provided those scores.

Iranetta stated that based on her review all she is advising the committee to give a score of 12 to all Proposers for item 6; M/WBE participation.

The committee members then tallied up the individual evaluation sheets then transpose them onto the individual committee member shortlist ranking sheet and upon completion pass them in for incorporation onto to the LOI shortlist summary sheet.

Evaluation Criteria forms were collected and the ranking scores from all committee members were tallied with the following results:

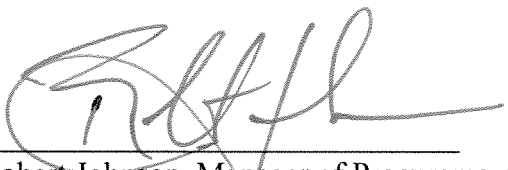
<u>Firms</u>	<u>Score</u>	<u>Ranking</u>
Mehta & Associates, Inc	06	1
HNTB Corporation	09	2
Eisman & Russo Consulting Engineers	13	3
Rummel, Klepper & Kahl, LLP	15	4
URS Corporation Southern	17	5

It was the consensus of the committee that the top 3 respondents be invited to participate in Interviews.

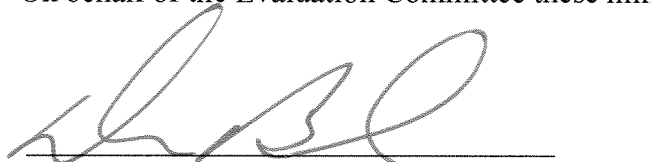
Robert stated he would notify the shortlisted respondents and that the Interviews will be held in alphabetical order.

Robert stated that he would set up the interviews in alphabetical order and that the presentations would be held on September 11, 2013, commencing at 9 a.m. Robert stated the shortlist scores would be combined with the interview score since no technical would be evaluated. Committee members agreed that score averages would be brought forward and that interviews would be scored at a maximum 20 points.

There being no further business to come before the Committee, the meeting was adjourned at 10:38 a.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Tuesday, September 3, 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

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:


- | | 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, Don Budavich, 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)

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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| 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"/> |
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If you answer yes to any of these questions, please explain below

Additional comments _____

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I, Julie R. Naditz, 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.

(Name)

Julie R. Naditz
(Signature)

Disclosure Form for Evaluation Committee Members

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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:

- | | 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"/> |
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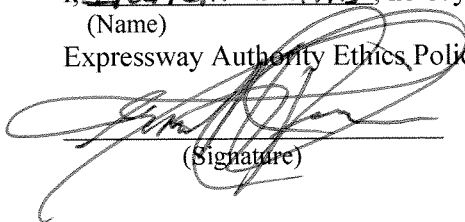
If you answer yes to any of these questions, please explain below

Additional comments _____

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I, Tranetta Dennis, hereby certify that I have read and understand the Orlando-Orange County
(Name)

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


(Signature)

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY


LETTERS OF INTEREST SHORTLIST SUMMARY

MISCELLANEOUS CEI SERVICES


CONTRACT NO. 000976

CONSULTANT	Ben Dreiling RANKING	Don Budnovich RANKING	Iranetta Dennis RANKING	Julie Naditz RANKING	Glenn Presimone RANKING	TOTAL SCORE	RANKING
HNTB Corporation	/	2	1	1	5	9	2
URS Corporation Southern	/	5	5	3	4	17	5
Rummel, Klepper & Kahl, LLP	/	4	4	5	2	15	4
Mehta & Associates, Inc.	/	3	2	2	1	6	1
Eisman & Russo Consulting Engineers	/		3	4	3	13	3


EVALUATION COMMITTEE MEMBERS:




 September 3, 2013




 September 3, 2013



 September 3, 2013



 September 3, 2013



 September 3, 2013

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

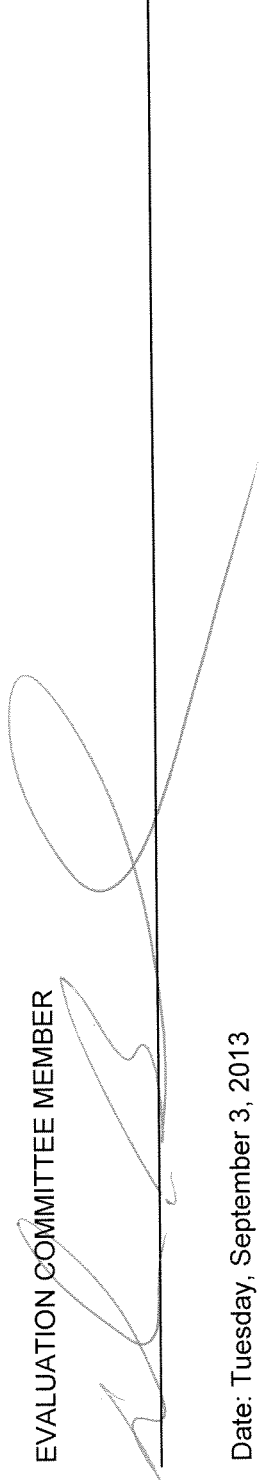
EVALUATION COMMITTEE MEMBER LETTERS OF INTEREST SHORTLIST RANKING

MISCELLANEOUS CEI SERVICES

CONTRACT NO. 000976

CONSULTANT	SCORE FROM EVALUATION FORM	RANKING
HNTB Corporation	116	2
URS Corporation Southern	107	5
Rummel, Klepper & Kahl, LLP	110	4
Mehta & Associates, Inc.	119	1
Eisman & Russo Consulting Engineers	113	3

EVALUATION COMMITTEE MEMBER



Date: Tuesday, September 3, 2013

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

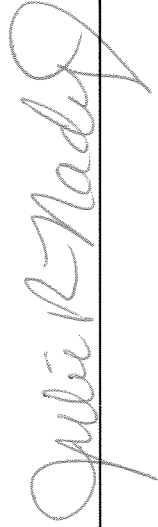
EVALUATION COMMITTEE MEMBER LETTERS OF INTEREST SHORTLIST RANKING

MISCELLANEOUS CEI SERVICES

CONTRACT NO. 000976

CONSULTANT	SCORE FROM EVALUATION FORM	RANKING
HNTB Corporation	110	1
URS Corporation Southern	100	3
Rummel, Klepper & Kahl, LLP	92	5
Mehta & Associates, Inc.	103	2
Eisman & Russo Consulting Engineers	99	4

EVALUATION COMMITTEE MEMBER



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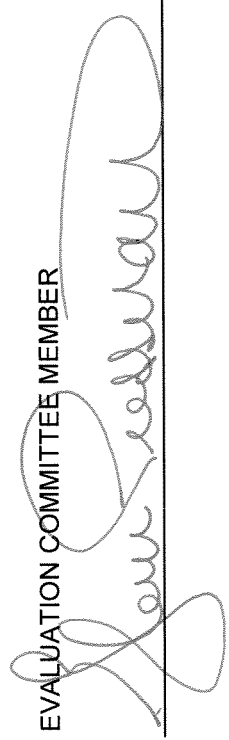
ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

EVALUATION COMMITTEE MEMBER LETTERS OF INTEREST SHORTLIST RANKING

MISCELLANEOUS CEI SERVICES

CONTRACT NO. 000976

CONSULTANT	SCORE FROM EVALUATION FORM	RANKING
HNTB Corporation	113	5
URS Corporation Southern	122	4
Rummel, Klepper & Kahl, LLP	128	2
Mehta & Associates, Inc.	133	1
Eisman & Russo Consulting Engineers	123	3

EVALUATION COMMITTEE MEMBER


Date: Tuesday, September 3, 2013

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

EVALUATION COMMITTEE MEMBER LETTERS OF INTEREST SHORTLIST RANKING

MISCELLANEOUS CEI SERVICES

CONTRACT NO. 000976

CONSULTANT	SCORE FROM EVALUATION FORM	RANKING
HNTB Corporation	119	1
URS Corporation Southern	103	5
Rummel, Klepper & Kahl, LLP	113	4
Mehta & Associates, Inc.	118	2
Eisman & Russo Consulting Engineers	116	3

EVALUATION COMMITTEE MEMBER



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