

LOI-000974/5 Evaluation Committee Meeting (Project Scope) September 10, 2013 Minutes

The Evaluation Committee for **Systemwide Materials Testing and Geotechnical Services; LOI-000974/5**, held a duly noticed meeting on Tuesday, September 10, 2013, commencing at 01:15 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
Iranetta Dennis, Director of Business Development
Julie Naditz, Orange County

Other Attendees:

Robert Johnson, Manager of Procurement

Evaluation Committee Members Absent:

Don Budnovich, Resident Engineer

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 then passed out the Disclosure Forms for the committee members to review and execute.

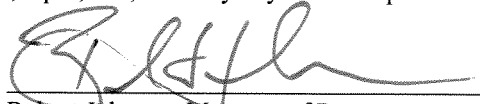
Robert explained that the LOI process has been revamped in that the Authority now has two (2) committee's; one to review/evaluate/shortlist the LOI submittals and the other; to evaluate the technical and provide recommendations to the Board. However, because this LOI is not project specific there would 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 20 points. Also, there will be two awardees for this solicitation, hence the two contract numbers.

In Don's absence, Glenn provided an overview of the requested services, explaining this project will replace two (2) existing contracts that have been in place since 2008. Glenn stated that the top two firms would be awarded contracts and that the firms would be equally used based on availability.

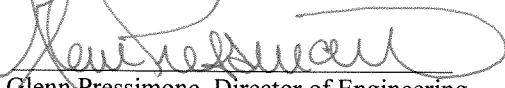
Upon completion of the overview, Glenn answered various questions on the services to be provided.

There being no further business to come before the Committee, the meeting was adjourned at 1:24 p.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Wednesday, September 10, 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:


Glenn Pressimone, Director of Engineering

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? Yes [] No [X]
2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal? Yes [] No [X]
3. Do you, or does any relative, own more than 5% of any entity that may submit a proposal? Yes [] No [X]
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 [X]
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 [X]
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 [X]
7. Do you know of any reason that would impact your impartiality with respect to this solicitation? Yes [] No [X]

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, Julie 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.

(Signature) Julie R. Naditz

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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 [x]
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 [x]
7. Do you know of any reason that would impact your impartiality with respect to this solicitation? Yes [] No [x]

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, TRAVETTA DAVIS, 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)