LOI-000982 Evaluation & Technical Review Committee Meeting September 16, 2013 Minutes

Technical Review Committee for CEI Services for S.R. 528 Airport Plaza Demolition and Ramp Plaza Construction; LOI-000982, held a duly noticed meeting on Monday, September 16, 2013, commencing at 1:00 p.m. in the Pelican Conference Room at the Orlando-Orange County Expressway Authority Administrative Building, Orlando, Florida.

Technical Review Committee Members Present:
Joe Berenis, Deputy Executive Director Engineering and Operations
Ben Dreiling, Director of Construction and Maintenance
Don Budnovich, Resident Engineer

Other Attendees:
Robert Johnson, Manager of Procurement

Presentations:
Robert began each of presentations with an outline of the presentation / question & answer process and introductions of the committee and firms. Robert stated the presentation / question & answer portion of the meeting is closed to the public and is being recorded in accordance with Florida Statute.

<table>
<thead>
<tr>
<th>Company</th>
<th>Time</th>
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<tbody>
<tr>
<td>JBS Engineering Technical Services, Inc.</td>
<td>1:02 – 1:34 p.m.</td>
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<tr>
<td>KCCS, Inc.</td>
<td>1:47 – 2:14 p.m.</td>
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<tr>
<td>New Millennium Engineering, Inc.</td>
<td>2:24 – 2:58 p.m.</td>
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<td>RS&amp;H CS</td>
<td>3:24 – 3:58 p.m.</td>
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Evaluation Portion:
The committee members were given the opportunity to discuss the technical and interviews prior to submitting their evaluation forms. At 4:05 p.m., the committee members individually scored the technical proposals and interviews and submitted them to Robert for tallying. Robert Johnson tallied the score sheets utilizing the ranking scores assigned by each committee member for each Proposal received. Attached are the summary score results. The Committee unanimously agrees of the rankings and recommends the rankings be presented to the OOCEA Board for approval and authorization to enter into negotiations with the top ranked firm, KCCS, Inc.

There being no further business to come before the Committee, the meeting was adjourned at 4:11 p.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Monday, September 16, 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
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<th>Consultant</th>
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<td>IBS Engineering Technical Services, Inc.</td>
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**Rankings**

- Don
- Ben

**Contract No:** 000982

**Final Ranking Summary**

Orlando-Orange County Expressway Authority (CEI) Services for S.R. 528 Airport Plaza Demolition and Ramp Plaza Construction
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**Evaluation Committee Member:**

New Melbourne Engineering Inc.

JJS Engineering Technical Services Inc.

**Orlando-Orange County Expressway Authority:**

OR-38 (Beachline) Accessway/Alternative Toll Plaza Extension and Ramp Plaza Construction, Contract 000982
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S.R. 252 (Beachline Expressway) Airport Mainline Toll Plaza Demolition and Ramp Plaza Construction, Contract 00082

Oral Presentation Scoring Summary

Orlando-Orange County Expressway Authority
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  ☑

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, __________________________, 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)

(Name)
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:

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

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[Signature]
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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

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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?  □ Yes □ No

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__________________________
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**Sign-in Sheet**

**Conference Room**
**Time:** 1:30 pm - 2:30 pm
**Date:** September 16, 2013

**Contract #000982**
**Project Title:** CFI Services for S.R. 528 Airport Plaza Demolition & Ramp Plaza Construction