

LOI-000974/5 Committee Meeting September 26, 2013 Minutes

Evaluation Committee for **Materials Testing and Geotechnical Services; LOI-000974/5**, held a duly noticed meeting on Tuesday, September 26, 2013, commencing at 11:00 a.m. in the Sandpiper 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.

After collecting the disclosure forms, Robert went over the previous meeting held on September 10, 2013, to brief the committee members on the Project Scope. At that meeting, the Project Manager, Don Budnovich was unable to attend and Glenn Pressimone provided an overview. Additionally during the course of the meeting the establishment of interview scoring points was determined. Robert then asked Don as the Project Manager, if he would like to speak about the project and if he would like to revisit the interview score points that were established in his absence since the Project Manager is supposed to establish the criteria point amount.

Don discussed the project and its importance and recommended that the interview scores be increased to either 50 or 60 points whereby the Committee unanimously agreed upon 60. Don then opened the floor to discuss submittals. Discussion ensued on the various teams and their make-up.

Upon completion of the discussion, Robert asked 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 members were then provided those scores. Iranetta provided Robert with her scores for item 6; M/WBE participation, who read them aloud to the committee.

The committee members then tallied up the individual evaluation sheets then transposed them onto the individual committee member shortlist ranking sheet and upon completion, passed 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:

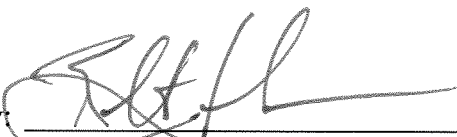
<u>Firms</u>	<u>Score</u>	<u>Ranking</u>
Page One Consultants, Inc.	06	1
Elipsis Engineering	11	2
Ardaman & Associates, Inc.	12	3
PSI	15	4
Terracon Consultants, Inc.	16	5
Tierra, Inc.	24	6
Gannett Fleming	28	7

It was the consensus of the committee that the top 5 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 October 7, 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 60 points.

There being no further business to come before the Committee, the meeting was adjourned at 11:51 a.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Thursday, September 26, 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.

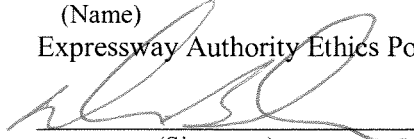
Persons serving on a selection committee in a solicitation process should be able to answer all the following questions in the negative. If the answer is affirmative, please explain below:

- | | 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 Budzowich, 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)

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 -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.

(Name)
(Signature)

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY


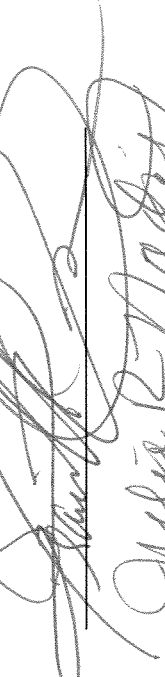

LETTERS OF INTEREST SHORTLIST SUMMARY

SYSTEMWIDE MATERIALS TESTING AND GEOTECHNICAL SERVICES

CONTRACT NO. 000974 /000975

CONSULTANT	Don Budnovich RANKING	Iranetta Dennis RANKING	Julie Naditz RANKING	Glenn Presimone RANKING	TOTAL SCORE	RANKING
Ardaman & Associates	5	2	2	3	12	3
Tierra, Inc.	6	6	6	6	24	6
Terracon	2	5	5	4	16	5
PSI	3	4	3	5	15	4
Elipsis	4	1	4	2	11	2
Gannett Fleming	7	7	7	7	28	7
Page One Consultants, Inc.	1	3	1	1	6	1

EVALUATION COMMITTEE MEMBERS:

September 26, 2013

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