

**LOI-001019 Evaluation Committee Meeting (Project Scope) March 10, 2014 Minutes**

The Evaluation Committee for **CEI Services for 528/Innovation Way Interchange; LOI-001019**, held a duly noticed meeting on Friday, March 10, 2014, commencing at 11:07 a.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  
Iranetta Dennis, Director of Business Development  
Don Budnovich, Resident Engineer  
Julie Naditz, Orange County

**Other Attendees:**

Robert Johnson, Manager of Procurement

**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 CEI Services for the Design/Build project and 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 presentation/interview will be conducted in lieu of having a Technical Proposal submitted. Scores will be averaged from the shortlisting and will be carried forward and added to the scores from the presentation/interview to determine what firm is selected as the highest ranked firm. The scores from the interview in the past when we did Miscellaneous CEI Services were a maximum twenty (20) points.

Committee has to decide on the following:


1. Determine if Presentations or Interviews are going to be held.
2. Determine the maximum score for the presentation or interview
3. If a Presentation is decided on, does the Committee want to extend the date for the event from April 9<sup>th</sup> to as latest date of April 14<sup>th</sup>.

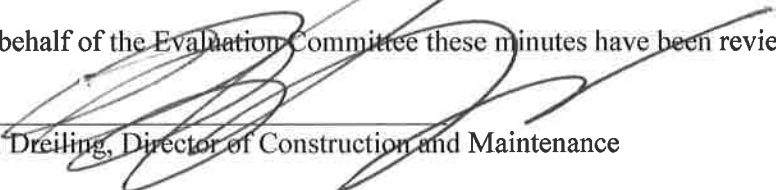
General discussion ensued; the Committee decided that Presentations would be held on the 9<sup>th</sup> of April for a length of 20 minutes followed by a 10 minute Q and A session. The shortlisted firms will be provided a copy of the DB criteria package when notified of their shortlisting. The interview scoring will be worth 60% of the overall scoring which is determined to be 204 points. This determination is based upon the maximum scoring that can be derived from the LOI score which is 136 points. The past performance criteria score was not included in the maximum score due to not all Committee members being able to score this criterion.

Ben stated that the biggest issue was for the CEI to be able to review the design comments and put together a Quality Assurance team. The Senior Project Engineer will need to be a good leader and organizer.

Upon completion of the overview, both Ben and Glenn answered various questions on the project from the Committee members about the project.

There being no further business to come before the Committee, the meeting was adjourned at 11:24 a.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Friday, March 10, 2014, 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:  
  
Ben Dreiling, Director of Construction and Maintenance