




CITY OF ORLANDO

January 22, 2013

MEMORANDUM


TO: Rhonda Ulmer, C.P.M., CPPO, FCCN, Director
Purchasing and Materials Management

FROM: Teddi McCorkle, C.P.M., CPPB, Senior Contract Administrator 

SUBJECT: RFP13-0161, Program Manager Services,
Florida Citrus Bowl (FCB) Stadium Renovation

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of January 18, 2013.

Approved:



PROCUREMENT AND CONTRACTS DIVISION

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ADVISORY COMMITTEE MEETING MINUTES

RFP13-0161

Program Manager Services, Florida Citrus Bowl (FCB) Stadium Renovation

January 18, 2013, 1:00 p.m.

City Hall, Conference Room "R", 2nd Floor

400 S. Orange Avenue, Orlando, FL 32801

First Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP13-0161, Program Manager Services, Florida Citrus Bowl (FCB) Stadium Renovation.

Committee Members Present:

Brent Daubach (Chair), Shingle Creek Real Estate Advisory Company, LLC (SC Advisors),
Senior Project Director

Michael Thompson, City of Orlando, Venues Deputy Director

Ollie Rives, City of Orlando, Venues Maintenance Manager

Janerio Coulter, City of Orlando, BLUEPRINT Special Projects Manager

James Varnado, City of Orlando, Treasury Manager

Others Present:

Teddi McCorkle, Facilitator, City of Orlando, Senior Contract Administrator

Frank Usina, (Non-Voting Advisor), City of Orlando, Community Venue Project Manager

Allen Johnson, City of Orlando, Orlando Venues Director

Chuck Beverly, Florida Citrus Sports

Discussion and Motions:

Teddi McCorkle, Facilitator, called the meeting to order at 1:02 p.m.

Teddi McCorkle took the following actions:

- 1) Introduced herself. All Committee members and others introduced themselves.
- 2) Advised the Committee that a quorum is established.
- 3) Announced that the meeting was publicly posted more than 48 hours in advance.
- 4) Asked all attendees to sign the sign-in sheet.
- 5) Announced that all Ethics Forms were received and approved, and the Committee member list was approved.

Teddi McCorkle explained the rules and requirements of the RFP Committee.

Teddi McCorkle indicated that there were five (5) sealed proposals submitted in response to the solicitation. Those firms submitting proposals are as follows:

- FAnderson, LLC
- Hill International, Inc.
- Hunt Construction Group, Inc.
- Jones Lange LaSalle
- URS Corporation

Teddi McCorkle brought to the attention of the Committee that references will need to be performed on each of the proposers. A motion was made by Ollie Rives, seconded by Michael Thompson, to have Brent Daubach perform reference checks, to compile a summary, and report the results at the next Committee meeting. Discussion ensued. Motion passed unanimously.

Teddi McCorkle brought to the attention of the Committee that Procurement could order D & B reports if the Committee felt this additional information would be beneficial in evaluating the proposers. A motion was made by Michael Thompson, seconded by James Varnado, to not request D&B reports. Discussion ensued. Motion passed unanimously.

Teddi McCorkle brought to the attention of the Committee that generally the MWBE Office reviews and prepares a report for the MWBE Participation each of the proposers. A motion was made by James Varnado, seconded by Brent Daubach, to have Janerio Coulter review and report to the Committee at the next meeting the BLUEPRINT MWBE participation of each proposer. Discussion ensued. Motion passed unanimously.

Teddi McCorkle asked the Committee to discuss if presentations were needed by the proposers. Additionally, she reminded them of the purpose and guidelines for presentations. A motion was made by Ollie Rives, seconded by Michael Thompson, to have presentations. Discussion ensued. The Committee agreed to have each proposer's presentation to last a total of 45 minutes: 15 minutes presentation; 30 minutes question and answer session. In addition to any clarification to the proposals, the proposers should be prepared to discuss the following:

1. Their organizations role(s) in the projects provided in Section D. Mandatory Minimum Qualification Document of their proposal.
2. The methods used by their organization to determine opportunities for MWBE participation and roles MWBE forms could perform in this project.

The Committee requested the "key members" of the proposed team be present at their presentation meeting. Motion passed unanimously.

The Committee agreed that the next meeting of this Committee will be Friday, January 25, 2013 starting at 8:00 a.m. Teddi McCorkle will schedule the meetings and inform the proposers of the two items the Committee wishes the proposer to be prepared to discuss, in addition to any clarification to their proposals, and that the "key members" of the proposed team be present at their presentation meeting. Teddi McCorkle will notify the City Clerk's Office so the meeting will be posted on the official City calendar in a timely manner.

Teddi McCorkle asked the Committee for discussion / motions.

Brent Daubach, Chair, give the Committee the City's expectations of the Program Manager – big picture overview.

A motion was made by Ollie Rives and seconded by James Varnado to adjourn the meeting. The meeting adjourned at 1:33 p.m.

These minutes are considered to be the official minutes of the RFP13-0161 Advisory Committee Meeting held on Friday, January 18, 2013, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Teddi McCorkle, C.P.M., CPPB
Senior Contract Administrator

Reviewed and Accepted by:



Brent Daubach, Chair
Shingle Creek Real Estate Advisory Company, LLC
(SC Advisors), Senior Project Director