

On **TUESDAY, SEPTEMBER 6, 2016**, the **PROFESSIONAL SERVICES COMMITTEE** of the Greater Orlando Aviation Authority met in GOAA Annex Building, 1st Floor Conference Rooms (Apollo/Gemini/Taurus), 5855 Cargo Road, Orlando, FL 32827. Vice Chair Ruohomaki called the meeting to order at 9:15 a.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

Committee Members present:

Davin Ruohomaki, Vice Chair
Kathleen Sharman, Chief Financial Officer
Mike Patterson, Director of Construction

Also present:

Robert Alfert, Legal Counsel (Broad and Cassel)
Karen Ryan, Legal Counsel (Broad and Cassel)
Yovannie Rodriguez, Legal Counsel (Marchena & Graham)
Meredith Hammock, Legal Counsel (Marchena & Graham)
Kathy Anderson, Contracts and Grants
Pam L'Heureux, Finance
Tom Draper, Operations
Gary Hunt, Maintenance
Denise Schneider, Purchasing
Tuan Nguyen, Planning
Mark Birkebak, Engineering
Somdat Jiawan, Small Business
George Morning, Small Business
Debbie McKeown, Project Controls
Cheri Baxter, Project Controls
Ishné Hobbs, Project Controls
Larissa Bou-Vazquez, Recording Secretary

Others present:

Ben Brown, Parson Brinkerhoff
Charles Sukanek, Page One Consultants
Duy Dao, Dao Consultants
John Guirges, GCI
Yvonne McClain, CMTS
EJ Ahmad, CMTS/Hanson JV
Stefan Schreiner, CMTS/Hanson
David Benouaich, R.W. Block
Linda George, CPA

LOBBYIST DISCLOSURE

Parties present were reminded that for individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1st of each year for the preceding year. As of January 16, 2013, lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. As adopted by the Board on September 19, 2012, lobbyists are now required to sign-in at the Aviation Authority offices prior to any meetings with Staff or Board members. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member at a location other than the Aviation Authority offices, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. As of January 16, 2013, lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City of Orlando or the Mayor

of Orange County at their offices. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Director of Board Services with questions at (407)825-2032.

ANNOUNCEMENT

Any appeals of decisions made by the Professional Services Committee (PSC) must be filed with the Executive Director within five business days (no later than 4:00 p.m. on the fifth business day) of the rendition of that decision, except those that have issues under Contract, in which case the contract provisions supersede.

CONSIDERATION OF 06/28/2016 MINUTES

1. Upon motion of Mr. Patterson, second by Ms. Sharman, vote carried to approve the PSC Minutes from the meeting on June 28, 2016.

CONSIDERATION OF 07/12/2016 MINUTES

2. Upon motion of Ms. Sharman, second by Mr. Patterson, vote carried to approve the PSC Minutes from the meeting on July 12, 2016.

CONTRACT HOLDER - PLANNING & ENGINEERING

REQUEST FOR RECOMMENDATION FOR APPROVAL TO CANCEL THE CURRENT PROCUREMENT FOR CONTINUING PROGRAM AND PROJECT MANAGEMENT SERVICES (OAR), REJECT ALL LETTERS OF INTEREST (LOIs) RECEIVED UNDER CURRENT PROCUREMENT, AND AUTHORIZE NEW PROCUREMENT.

3. Legal Counsel presented the memorandum, dated September 6, 2016, which states that the existing Continuing Program and Project Management Services (OAR) agreements with the Aviation Authority expire between October 2016 and January 2017. In anticipation of the first expiration occurring on October 18, 2016, the Aviation Authority advertised and issued a procurement for OAR firms for a new five-year term. The Aviation Authority received Statements of Qualifications (SOQs) from fourteen firms on June 29, 2016. After reviewing the fourteen SOQs and the subconsultant team compositions being proposed, the Aviation Authority proposes to cancel the current procurement, reject all fourteen SOQs, and re-issue a more focused procurement seeking OAR firm proposals for the prime contracting entity only, with no subconsultant team arrangements. This streamlined process will permit the Aviation Authority to perform a more detailed assessment of the prime contracting entities and ultimately identify a pool of the most highly qualified proposers. All proposals submitted under the current procurement will remain exempt from Florida's public records law until the Aviation Authority Board renders a decision on the final award of contracts.

The Aviation Authority has also elected to create a process for greater control and approval of subconsultants proposed for any work being assigned to an OAR firm. Once an OAR firm has been assigned a project, Aviation Authority staff from the Planning, Engineering and Construction Department, the Small Business Department, and the OAR firm will work cooperatively to evaluate appropriate subconsultant work scopes and small business participation to identify subconsultants that are distinctly suited for such work and opportunities for new small businesses. The OAR will then submit a proposal for the services, which shall include a detailed description of the subconsultant team, including the work being assigned and the subconsultants' experience and qualifications to perform such work, and the level of small business participation proposed. Aviation Authority staff will prepare a memorandum to the Construction Committee for its evaluation and approval of all aspects of the OAR proposal, including the subconsultant team, and adherence to all small business participation goals applicable to the work

Mr. Patterson asked if all joint ventures and teaming will be clearly addressed. Legal Counsel replied that it will be clearly addressed in the procurement documents.

Minutes of the Professional Services Committee

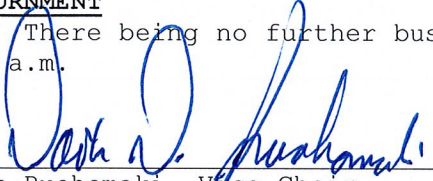
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Upon motion of Mr. Patterson, second by Ms. Sharman, vote carried to recommend for approval to cancel the current procurement for Continuing Program and Project Management Services (OAR), reject all Letters of Interest (LOIs) received under the current procurement, and authorize new procurement.

ADJOURNMENT

4. There being no further business for discussion, the meeting was adjourned at 9:19 a.m.



Davin Ruohomaki, Vice Chair
Professional Services Committee
Senior Director of Planning, Engineering and Construction