

On **THURSDAY, FEBRUARY 16, 2023**, the **PROCUREMENT COMMITTEE** met at the Orlando International Airport in Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 3:00 p.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee (PC) members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Kathleen M. Sharman, Chair  
Marquez Griffin, Vice President, MCO Operations  
Scott Shedek, GOAA Interim Senior Vice President, Capital Programs  
Marie Dennis, GOAA Vice President, Finance

Also participating:

Karen Ryan, Legal Counsel (Nelson Mullins Broad & Cassel)  
Dan Gerber, Legal Counsel (Rumberger, Kirk & Caldwell)  
George Morning, GOAA Vice President, Small Business Development  
Kathy Anderson, GOAA Contracts and Grants  
Tuan Nguyen, GOAA Manager of Engineering  
Tammy Dobbyn, Recording Secretary

**CONSIDERATION OF FIRMS FOR W-00467, SELECTION OF CONTINUING CIVIL ENGINEERING SERVICES CONSULTANTS, AT THE ORLANDO INTERNATIONAL AIRPORT, ORLANDO EXECUTIVE AIRPORT AND ALL OTHER FACILITIES OPERATED BY THE AVIATION AUTHORITY.**

By January 25, 2023, the following seven Letters of Interest (LOIs) were received for the above-referenced services (*in alphabetical order*):

- AECOM Technical Services, Inc.
- Atkins North America, Inc.
- Avcon, Inc.
- C&S Engineers, Inc.
- EXP U.S. Services Inc.
- Kimley-Horn and Associates, Inc.
- Mead & Hunt, Inc.

On December 25 and 28, 2022, the Aviation Authority advertised the above-referenced services, which include, but are not limited to, civil, traffic, environmental, structural evaluation and design; landscape and irrigation design; utilities and infrastructure design; airfield design; roadway and signage design; surveying; cost estimating; scheduling; geotechnical services; stormwater management consulting and design services; and all other related services including coordination with the Aviation Authority, its Consultants, the City of Orlando and all agencies having jurisdiction over the Orlando International and Executive Airports such as the Federal Aviation Administration, the Transportation Security Administration, the Florida Department of Transportation, the Orlando Utilities Commission.

The Services may also include studies and preparation of reports involving scope definition and validation of projects, analysis of design parameters, budget development, evaluation and documentation of existing conditions; design, bid/procurement and award, design/build, design criteria package development, permitting, construction administration, resident engineering, Master Document support, technical support and review of documents prepared by others, design management support on various Aviation Authority projects and all other engineering and related professional services which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

## Minutes of the Procurement Committee, February 16, 2023

Page 2 of 2

The PC and staff had previously been furnished a copy of each LOI along with the Advertisement, Submission Requirements, and other supporting documentation. Staff presented reviews of the following selection criteria:

- A. Small Business Review
- B. Insurance Review
- C. Financial Analysis
- D. Licensing and Claims Review
- E. Reference Review
- F. Staff Evaluation

Not all proposers met the minimum requirements as set forth in the Submission Requirements.

Discussion ensued by the PC regarding its evaluation of the submitted LOIs.

**Upon motion of Mr. Shedek, second by Ms. Dennis, vote carried to shortlist the following firms for further consideration for W-00467, Selection of Continuing Civil Engineering Services Consultants, at the Orlando International Airport, Orlando Executive Airport and all other facilities operated by the Aviation Authority (in alphabetical order):**

- **AECOM Technical Services, Inc.**
- **Atkins North America, Inc.**
- **Avcon, Inc.**
- **C&S Engineers, Inc.**
- **Kimley-Horn and Associates, Inc.**
- **Mead & Hunt, Inc.**

The PC has set a meeting date of **February 23, 2023, in the Carl T. Langford Board Room, Orlando International Airport, One Jeff Fuqua Blvd., Orlando, FL 32827**, to interview the shortlisted firms.

### **ADJOURNMENT**

2. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 3:30 p.m.



Kathleen M. Sharman, Chair

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Kathleen M. Sharman, Chair  
Procurement Committee  
Chief Financial Officer