

GENERAL CONSULTANT SHORTLIST COMMITTEE MEETING

TITUSVILLE-COCOA AIRPORT AUTHORITY

JUNE 10, 2002

The General Consultant Shortlist Committee Meeting of the Titusville-Cocoa Airport Authority was held on June 10, 2002, at 2:05 p.m., at the Titusville-Cocoa Airport Authority office, 355 Golden Knights Boulevard, Titusville, Florida. The following members were present: William C. Van Engelenburg, Vice Chairman; Frank Kinney; Scott C. Carr, C.M.; David N. Edwards, Jr., A.A.E., Executive Director; and Victor Watson, Esq.; Airport Attorney.

Mr. Edwards asked the Board members how they would like to go about the selection process of the shortlist for General Consultant candidates. Mr. Edwards advised that himself and Mr. Carr have reviewed the candidates individually and created two different matrixes for each of their rankings.

Mr. Edwards explained the purpose of this meeting is to select a minimum of 5 firms to bring in for presentations to the Board at the next Authority Board meeting on June 17, 2002. The Board will then vote on the number of firms to select, and rank them according to their qualifications and experience needed for the future projects of the airport.

Mr. Van Engelenburg suggested reviewing references on these firms to aid in the decision process. Mr. Edwards stated that Staff is familiar with many of the submitted firms and will provide information on references.

Mr. Kinney suggested creating a matrix for the committee to utilize in the shortlist process, which will provide consistency among all members as far as the qualifications that are of most importance to the Authority. He also recommended reviewing Staff's recommendations based on their individual evaluations.

Mr. Edwards stated that the ideal firm would have a full range of skills from architectural to construction, and all the processes in between. Mr. Edwards reviewed the major categories that were important in his opinion.

Mr. Carr reviewed his matrix and the categories he felt were important to fulfill the needs of the airport.

Mr. Edwards reiterated that the two approaches were done differently, and the selection of the top firms were approximately the same.

Mr. Kinney asked Mr. Edwards opinion on the number of firms he would like to select. Mr. Edwards advised that he would like to see multiple firms selected to provide a more competitive environment.

Discussion ensued among the committee.

Mr. Kinney asked Mr. Van Engelenburg if the criteria discussed above was acceptable to him. Mr. Van Engelenburg stated that he was unaware Staff had gone as far as they had in their ranking process, and he agreed with what had been presented.

Mr. Kinney suggested to shortlist the firms to 4 or 5 that would actually attend the Authority Board meeting for presentations. In his opinion, this would accommodate the amount needed, since it has been approved by the Authority that they will choose a maximum of 3 firms for the airport. Mr. Edwards suggested a total of 5 which would allow the Board to fall back on the alternate firms should a selected firm fall through with their commitment.

Mr. Kinney suggested inviting the first 4 firms that were the same in Mr. Edwards and Mr. Carr's findings, and determine the 5th firm based on further discussion with the committee.

Mr. Edwards discussed his 5th choice and reasons why he ranked them in that position. Mr. Carr followed with his 5th choice review and reasons for the ranking.

Discussion continued among the committee.

Mr. Edwards and Mr. Carr discussed their findings on 2 other firms that were ranked in the top 8.

After further discussion, Mr. Kinney asked which firm would be 5th in Mr. Edwards and Mr. Carr's opinions. Mr. Edwards stated that his choice would be what was originally on his ranking sheet. After further review, Mr. Carr noted that location is a large factor in the decision and PBS&J has a more distinct advantage rather than the previous firm he had chosen.

Mr. Van Engelenburg suggested choosing the first 5 firms for presentations before the Board, due to the similarities in the ranking process. Mr. Kinney agreed with this decision.

Mr. Kinney motioned to shortlist to 5 companies and invite them to the next Board meeting for formal presentations. The 5 companies for the shortlist are as follows: AEC, RS&H, AVCON, HNTB and PBS&J, seconded by Mr. Edwards. All voted Aye. Motioned passed unanimously.

Mr. Edwards advised that the order of presentations be determined through a random drawing. He also advised that the Board will be notified of the short-listed firms. Concluding the presentations, the Board will rank those firms and advise the Authority Staff as to how many they would like selected for the airport.

The General Consultant Shortlist Committee Meeting was adjourned at 3:30 PM.

DAVID N. EDWARDS, JR., A.A.E.,
EXECUTIVE DIRECTOR