

**Selection Committee Meeting**  
**Request for Proposals (RFP) 19-0908, MPO On-Call Transportation and Traffic Planning**  
**February 11, 2019, 1:00 p.m.**

**Selection Committee:**

Michael Woods, Lake-Sumter MPO  
George Gadiel, Public Works  
Shannon Schmidt, City of Clermont  
Vince Sandersfeld, City of Mount Dora  
Thad Carroll, Town of Lady Lake  
David McMahan, City of Wildwood

**Other Attendees (non-voting)**

Ralph E. Tipton, Procurement Services

The purpose of this memo is to summarize the Selection Committee (SC) meeting that commenced at 1:00 p.m. on February 11, 2019 under the above-stated Request for Proposal. A copy of each response, along with a copy of the solicitation and two addendums had been previously provided to each member of the committee. A total of six (6) proposals were received in response to the solicitation:

Hanson Professional	Maitland, FL
HDR Engineering	Orlando, FL
Kimley-Horn	Ocala, FL
Kittleson & Associates	Tampa, FL
Tindale Oliver	Tampa, FL
WSP USA	Orlando, FL

The meeting commenced with introductions along with general instructions on the RFP process. The outcome of this meeting will be to recommend firms for contract award. This is not a CCNA contract; it is for planning. The committee agrees that they have enough information to recommend firms to move forward with contract negotiation and award. A shortlist and discussions with shortlisted firms is not required. Michael Woods explained that there was an expectation that approximately three firms would be recommended for award. No Lake County firms responded.

**Hanson Professional** – This firm provided a proposal that was considered well put together and thorough. They have a large team that utilizes local sub-contractors. They are one of the lower priced firms. They offer the MPO a complete package for these services. The main negative item mentioned was the firm's lack of MPO experience.

**HDR** – It was noted that this is a large firm. Some of the many positives notes were no shown litigation, an experienced and professional team, a great deal of experience with various MPOs, FDOT experience and a strong management team. This firm also has been a contractor with Lake-Sumter MPO since 2007.

**Kimley-Horn** – This firm has a great deal of experience with various MPOs, to include being a current vendor with Lake Sumter MPO. The main positives mentioned were their vast experience, quality of service provided, able to service all areas requested and project management is considered to be a valuable asset. This firm also provides services in Sumter county and serves as a city engineer for the City of Wildwood. It was noted that this firm is very qualified and have an outstanding team.

**Kittelson & Associates** – This firm is one of the current contractors providing service to the MPO. It was noted that they handle most tasks in-house, have no apparent litigation, provided a good proposal, strong on transportation analysis and have a history of being responsive to the requests of MPO. This firm is very qualified to provide these services.

**Tindale-Oliver** – The positives noted were a great deal of experience with MPOs, in-depth proposal, a large and experienced team, vast experience with Lake County, no litigation and an experienced team. The firm primarily concentrates on the public sector. It was noted that pricing was a little high.

**WSP USA** – It was noted that the firm performs most tasks with in-house personnel, one of the lowest priced offers, have transit experience, utilize capable sub-contractors, experience with all forms of transportation issues and helps to write AHSTO standards.

Fee schedules were comparable; the actual fees will be negotiated with the recommended firms.

After individually reviewing the responses and having discussions during the public meeting, the SC offered the following as their possible firms to be recommended:

Selection Committee Initial Vendor Choices			
Michael Woods	HDR	Kimley-Horn	WSP
George Gadiel	Kimley-Horn	Kittelson & Asso.	No Choice
Shannon Schmidt	WSP	HDR	Kimley-Horn
Vince Sandersfeld	Kimley-Horn	Kittelson & Asso.	WSP
Thad Carroll	HDR	Kimley-Horn	Tindale Oliver
David McMahan	Kimley-Horn	HDR	WSP

After reviewing the results of the SC's recommendations and discussing who should be recommended for award, the SC decided to recommend the following for award:

Kimley-Horn  
HDR  
WSP USA

Everyone was in favor of the recommendation with no one opposed.

Meeting adjourned 1:48 p.m.