

ADDENDUM # 1

At the request of the City of Orlando, HKS will conduct a two step process for selection of Florida licensed engineers, architects, and surveyors as contemplated by the Consultants Competitive Negotiation Act (“CCNA”). The RFP is hereby amended per the following:

1. **Please submit qualifications only. Do not submit a pricing proposal at this time or you will be disqualified;**
2. The deadline for submission of qualifications is changed to Friday, January 18, 2008 at 12:00 PM (EST) as noted below; and
3. The consultant will be selected by a committee as outlined below.

Aside from the extension of the deadline for submissions to Friday, January 18, 2008 at 12:00 PM (EST), no other aspect of this addendum applies to the Food Service Consultant.

SUBMISSION REQUIREMENT

Please submit five (5) copies of your Proposal to the Project Contact listed below no later than 12:00 PM (EST) on Friday, January 18, 2008 and one electronic version either on a CD or flashdrive as a single PDF file but **please do not transmit electronically because no proposals can be opened until after the 12:00 PM (EST) Friday, January 18, 2008** deadline. Proposals will not be accepted after this time.

Project Contact:

HKS Architects Inc.
Michael Woollen
225 E. Robinson Street
Orlando, Florida 32801
(407) 648-9956 (T)
(407) 648-9976 (F)

All submittals shall be in a sealed container with the notation “Proposal Enclosed.”

Should you have any questions concerning the Project or this submission, please e-mail Michael Woollen at mwoollen@hksinc.com.

HKS/OPAC CONTRACT – REVISED ATTACHMENT B

Attached is the final form of contract (the “Production Architect Contract”) between the Production Architect (HKS) and the Owner (Orlando Performing Arts Center Corporation (“OPAC” or “DPAC”)). This Production Architect Contract replaces the draft contract that was previously included as Attachment B. All terms in the Production Architect Contract will flow down to the agreement between HKS and successful Proposers (“Sub-Consultant Contract”). To the extent that there are any conflicts between the Production Architect Contract and the Sub-Consultant Contract, the Production Architect Contract shall govern.

SELECTION PROCESS

The successful Proposer will be selected by an architectural and engineering selection committee (the "A&E Selection Committee"). To ensure fair consideration for all Proposers, there is a prohibition against any discussion with A&E Selection Committee members about the Project from the date this addendum is posted to the DPAC website (www.orlandopac.org) except during the public meetings held to consider the proposals. DPAC bylaws prohibit communications initiated by a Proposer or a Proposer's representative to any A&E Selection Committee member and any DPAC Board member involved in evaluating or considering the proposals, prior to the time that Proposers are contacted to make a presentation. Such communication initiated by a Proposer or a Proposer's representative may be grounds for disqualification of the offending Proposer by the A&E Selection Committee from consideration for ranking and for award of a contract.

All questions concerning this Request for Proposal prior to submission should be addressed by email to the attention of Michael Woollen at the following address:

mwoollen@hksinc.com

The A&E Selection Committee members for this Project are as follows:

DPAC - Jim Pugh, Kathy Ramsberger, Jean-Marc Allard, Dr. Rita Bornstein, Don Ammerman

HKS/Baker Barrios - Matt Clear, Carlos Barrios

Hines - Jerry Lea, Mark Chenoweth, Chuck Watters, Michael Gross

Barton Myers - Barton Myers, Ryan Ihly, Peter Rutti

Anderson & Associates - Veronica Anderson and Susan Brosch.

The A&E Selection Committee will review and evaluate the Proposals. All firms submitting Proposals will be evaluated to determine if they are fully qualified to perform the services required herein. Among the factors to be considered in making the finding are the capabilities, adequacy of personnel, track record and experience of the firm. After this evaluation process, a minimum of three (3) Proposers presenting the most responsive Proposals will be short-listed and asked to attend interviews before the A&E Selection Committee. Further written documentation may be requested by the A&E Selection Committee prior to the interviews, or as a result of the interviews. Failure to promptly supply information in connection with such request including, but not limited to, information regarding past performance, financial stability, and ability to perform on schedule, may be grounds for determination of non-responsiveness with respect to the Proposal.

Following the interviews, the A&E Selection Committee will rank the short-listed Proposers as set forth in the table below. HKS and Development Manager will enter into negotiations with the top-ranked Proposer with the intention of entering into an agreement. If negotiations with the top-ranked Proposer are unsuccessful, then negotiations with this Proposer will be terminated and negotiations will begin with the next successively ranked Proposer until a successful contract is negotiated.

MEETING AND INTERVIEW SCHEDULE

Below is the schedule for meetings and interviews.

Date	Time	Meeting
A&E Selection Committee Shortlist Meeting		
1/23	8am-2pm	MEP, Structural, Landscaping, Code/Fire Protection
1/24	9am -11am	Civil/Survey, Geotechnical
Interviews		
1/29	9am - 12pm	Civil/Survey
1/29	1pm-4pm	Geotechnical
1/30	9am-12pm	Code/Fire Protection
1/31	8am -11am	MEP
1/31	1pm-4pm	Structural
2/5	1pm-4pm	Landscaping

The meetings and interviews will occur at the following location:

7th Floor Conference Room
455 South Orange Avenue
Orlando, Florida 32801

EVALUATION CRITERIA FOR FINAL RANKING

The A&E Selection Committee will evaluate and score the short-listed Proposers based upon their Qualification Statements and their interviews in accordance with the following rating factors.

RATING FACTORS	ITEM SCORE
A. Proposer’s experience and qualifications; specific experience with performing art centers.	
B. Comments to contract.	
C. Presentation & discussion regarding the Proposer’s utilization of M/WBE firms.	
D. Material presented and discussed regarding Proposer and team members’ records of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules.	
E. Ability of Proposer’s and team members’ personnel to devote necessary time to the Project and work successfully with Development Manager and HKS/Baker Barrios.	
TOTAL SCORE	

Each A&E Selection Committee member will evaluate the above the factors to determine the final ranking of the short-listed Proposers. Each member will assign an “item score” of zero (0) to five (5) to items A-E. The item scores will then be added to determine the total score. The maximum possible total score for this evaluation table is twenty-five (25). Each member will rank the Proposers based upon the member’s score for each Proposer. The ranking established by each member will be accumulated to determine the final ranking. Each member’s top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members’ scores, the firm with the lowest score shall be ranked first; the next lowest score shall be ranked second, and so on.