

**DR. P. PHILLIPS ORLANDO PERFORMING ARTS CENTER  
COMMUNITY INCLUSION FORUM AND DESIGN CONSULTANT  
PRE-PROPOSAL CONFERENCE**

**Date:** Wednesday, August 22, 2007

**Time:** 10:00 a.m.

**Location:** Grand Bohemian Hotel – Johann Strauss Ballroom  
325 South Orange Avenue  
Orlando, FL 32801

**Speakers:** Kathy Ramsberger, Dr. Phillips Performing Arts Center President  
Chuck Watters, Hines Project Officer

**Information:** Minutes, sign-in and presentation posted on [www.orlandopac.org](http://www.orlandopac.org).

**MINUTES**

**I. Welcome and Introduction (Kathy Ramsberger)**

Welcomed everyone for attending and acknowledged DPAC Chairman Jim Pugh and Board of Directors member Geraldine Thompson.

**II. Project Team (Kathy Ramsberger)**

Reviewed DPAC project team.

Jim Pugh, DPAC chairman  
Michael Harrison, Hines project officer  
Chuck Watters, Hines project officer  
Jerry Lea, Hines conceptual construction  
Mark Chenoweth, Hines conceptual construction.

**III. DPAC Committees (Kathy Ramsberger)**

Public procurement process has been defined in City/arts center agreement. The Building Committee is compiled of DPAC board members who will oversee the integrity of the design of the arts center provide oversight of the specialty consultants.

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

The City/DPAC Procurement Committee is compiled of three DPAC appointment selected by Jim Pugh and two City appointments selected by Mayor Buddy Dyer.

Jim Pugh, Committee Chairman  
Roger Chapin  
Royce Walden  
Allen Johnson  
Kevin Edmonds

This committee follows Sunshine guidelines and will assist with the selection of all other consultants.

**IV. Proposed Master Plan (Kathy Ramsberger)**

Reviewed DPAC's 9-acre mixed-used development site bordered by Orange Avenue, Anderson Street, Rosalind Avenue, and South Street. DPAC is still working to acquiring all parcels of land.

**V. Introduction of Hines (Chuck Watters)**

Hines was presented and selected over two years ago and has been deeply involved in this process. Hines is based in Houston, Texas. Chuck began with Hines in New York and involved in many mixed-use projects. Hines' significant performing arts center experience has been with New World Symphony in Miami, FL and Wortham Theatre in Houston, TX.

**VI. DPAC Timeline (Chuck Watters)**

Reviewed the DPAC timeline from inception to date.

Charge - DPAC to build and operate a world class performing arts center campus  
2004 - Started process  
2005 - Selected Hines as development manager  
2005 - Selected Barton Myers Associates as design architect  
2005 - Selected Ehrenkrantz Eckstut & Kuhn Architects as master plan architect  
2006 - Created master plan  
May 2006 – July 2007 - Completion of City/County interlocal agreement

**VII. RFP Timing (Chuck Watters)**

The City will partner with DPAC and Hines to develop the site. There are various categories of consultants.

Selection of the first round of consultants is as follows:

<u>RFP</u>	<u>Issue Date</u>	<u>Response Date</u>
Theater Cost Consultant	8/15/07	8/30/07
Production Architect/ Architect of Record	8/27/07	9/14/07
M/WBE Consultant	8/27/07	9/14/07
Theater Planning Consultant	8/27/07	9/14/07
Acoustical Engineer	8/27/07	9/14/07

DPAC Building Committee or Procurement Committee will review proposals, rank, interview and negotiate contract for final selection. The City is reviewing RFP's for the production architect, W/MBE consultant, theater planning consultant and acoustical engineer and will be available on the DPAC Web site and DPAC office on Monday, August 27.

The second round of consultants will be selected after the production architect is selected anticipated in October 2007.

#### **VIII. Consultant Selection (Chuck Watters)**

Specialty Consultants will be selected by DPAC Building Committee;

- Theater Cost Consultant
- Theater Planning Consultant
- Acoustical Engineer

Other first round consultants will be selected by DPAC/City Procurement Committee;

- Production Architect
- M/WBE Consultant

Second Round Consultants will be selected by the Production Architect and DPAC.

Second round consultants will be sub-consultants to the production architect. The RFP for the production architect is not asking to put together an entire team of sub-consultants.

#### **IX. Project Organization (Chuck Watters)**

See PowerPoint presentation for organizational chart.

DPAC is the engine driving this project in partnership with the City and Hines. DPAC will hold contracts with the consultants.

Hines will direct and coordinate activities with consultants and sub-consultants. The design architect, Barton Myers Associates, is a sub-consultant to the production architect. The City of Orlando will be named as the third-party beneficiary.

**X. Second Round Consultants (Chuck Watters)**

Presented second round consultants that will be selected after the production architect is selected. The list is in no particular order.

1. Structural Engineer
2. MEP Engineer
3. Landscape Architect
4. Controls Engineer
5. Geotechnical
6. Survey
7. Civil
8. Window Wall
9. Elevators
10. Audio/Visual
11. Signage
12. Window Washing
13. Security
14. Environmental
15. Telecommunications
16. Food & Beverage
17. Code Compliance
18. Green/Environmental
19. Fire/Life Safety
20. Commissioning
21. Lighting Traffic Engineering

DPAC and Hines are committed to the M/WBE goals set by the City of Orlando. In the RFP’s responders are encouraged to joint venture with small and minority businesses.

**XI. DPAC Guiding Principle (Chuck Watters)**

DPAC by-laws require no responder to contact City or county officials, DPAC Board members or staff. Any questions can be answered by Hines. DPAC’s guiding principal language is as follows:

“No influence by responders/bidders. Any responders/bidders, either directly or indirectly through any third party, attempting to contact any member of the Board of Directors of the Corporation or any government official (elected or appointed) in an effort to influence the selection process for contracts to be awarded or entered into by the Corporation may be immediately disqualified.”

**Other Comments:**

DPAC has a 21-month design schedule and a 36-month construction schedule. A separate forum will be conducted at a later date to address contracting for the project.

A complete set of construction documents will be complete before going out for bid for a general contractor at-risk.

**XII. Questions & Answers**

See Attachment A

## ATTACHMENT A

### Dr. P. Phillips Orlando Performing Arts Center Questions & Answers

**Q. Will second round consultants be procured through CCNA?**

A. DPAC is in ongoing discussions with the city in regard to this matter but will most likely ask for qualifications and pricing for second round consultants.

**Q. What is the vision and expectation of the M/WBE consultant?**

A. The M/WBE consultant will assist DPAC to recognize the City of Orlando Blueprint to ensure consultants and contracts are drawn locally and minority and business objective are met under the Blueprint's goals. The consultant will assist with the procurement process of the large volume of sub-consultants under the production architect and construction sub-consultants; setting up bid packages appropriately and keep the community aware of opportunities. They will help with workforce initiatives and look to give meaning to those programs. Payment monitoring will be important as well.

**Q. Will weight be placed on M/WBE in the selection criteria?**

A. We are reviewing with the City of Orlando the weight of all of the criteria points.

**Q. Will M/WBE and smaller companies have work available in the design phase?**

A. It depends on the skills set of the marketplace. If a smaller contract is available to a M/WBE bidder with competitive qualifications, they will be in a strong position to be awarded the contract. Some firms may want explore joint-ventures with a larger company. There is a lot of local talent in Orlando. This is an open selection process there are many opportunities.

**Q. How does the City's owners' representative interface with DPAC?**

A. Tim Ackert was selected by the City to be the owners' representative and his role with the arts center will be a supportive role. DPAC is responsible to deliver the arts center on time and on budget.

**Q. Will the specialty consultant candidates go through an interview process?**

A. Yes, just like the other consultants, the specialty consultants the RFP's will all be reviewed, narrowed down to at least to three candidates, have interview/presentations with the committee, rank, and negotiation of contract with the top ranked.

**Q. Will the acoustician work under the production architect?**

A. Yes

**Q. Where is the project starting from?**

A. We are confirming the program that was completed in 2006 and will confirm budget when a theater cost consultant is selected. There are conceptual layouts of the theater but the details will not be further developed until consultants are on board.

**Q. Can you explain the sustainability and LEED goals of the project?**

A. DPAC is committed to meeting a green building standard. It is not defined whether it is LEED standards or the Florida Green Building Coalition Standards but the objective is to be certified in an applicable program that is recognized. DPAC embraces this goal and it will be ground-breaking. To our knowledge, no major performing arts center has ever achieved green standards. This will be a first of a new generation where green is a factor. There no guidelines specific to performing arts centers and DPAC has exciting opportunities ahead.

**Q. Will the theater cost consultant need to submit financial statements from the last three years?**

A. In lieu of financial statements, a proposer may submit information that provides the financial wherewithal of the entity. CAD experience does not need to be included in the theater cost consultant RFP.

**Q. Will M/WBE goals apply to the CCIP?**

A. Yes

**Q. What type of insurance does the arts center plan on using?**

A. This decision has not been finalized by the DPAC Board of Directors or committee but it is Hines' preference to use a CCIP plan as opposed to an OCIP. Final decision will be made by DPAC.

**Q. Is there value placed on local firms?**

A. Qualified local firms will always be preferred all other factors being equal.

**Q. Will there be an RFP for interior design?**

A. A FF&E consultant may be utilized but interior design will be handled by the design architect and production architect.

**Q. If a firm is qualified for more than one RFP, how should they be submitted?**

A. Each RFP should be responded to independently.

**Q. Is DPAC selecting the acoustical engineer in the first round and audio/visual in the second round?**

A. Yes, so the acoustical engineers can assist with the design of the halls.

**Q. Will all second round consultant RFP post at the same time?**

A. RFP's will most likely be staggered a bit but in rapid succession of each other.

**Q. Would there be a conflict if a firm submit's for the city's owners representative and the arts center's theater cost consultant?**

A. The firm can submit but most likely will not be selected for both.

**Q. Can the production architect use in-house MEP if available?**

A. Specifically stated in the RFP, DPAC is not looking for sub-consultants disciplines at this time. The in-house MEP would need to submit a separate proposal at the appropriate time.

**Q. What about construction risk consultants?**

A. It is a possibility, but DPAC is headed towards a CCIP which is related to the construction phase of the project. Construction is not where the focus is at this time and those decisions have not been made yet.

**Q. Could the MEP bid be broken out for smaller firms?**

A. Yes, it will be entertained. Since local and minority businesses are important criteria, the RFP will ask how these objectives are met.

**Q. Will City, County and State minority certifications be accepted?**

A. Only M/WBE firms certified or recognized by the City of Orlando or Orange County (pursuant to a certification process acceptable to the City) will count toward achievement of participation goals.

**Q. Will DPAC ask for or have professional liability insurance?**

A. DPAC is stipulate insurance requirements that it expects the production architect and other to carry.

**Q. Is it a good or bad thing if specialty consultants work on more than one of the venue projects?**

A. It is an objective decision. Selection will depend on capacity and qualification of the firm. DPAC will select on the basis of the proposals and the level of involvement they can provide to

the arts center. If the company is qualified and has the capacity to do more than one project than that is acceptable.