

**DESIGN CONSULTANT INCLUSION FORUM / PRE-PROPOSAL
CONFERENCE MINUTES**

PROJECT: NEW ORLANDO EVENTS CENTER

DATE: August 9, 2007 @ 1:00PM

LOCATION: RDV Sportsplex, 8701 Maitland Summit Blvd., Baseline Conference Room

ATTENDEES: **Charles Freeman**, Orlando Magic, Sr. VP of Business Development
Kevin J. Edmonds, Director, General Administration Department, City of Orlando
Kevin Walsh, Assistant Director M/WBE Official, City of Orlando
Jack Elkins, Orlando Magic, Business Development Manager (Interim-Point of Contact)
Scott Skidelsky, Turner Construction, VP/General Manager-Orlando
Vernice Atkins-Bradley, Turner Construction, Director of Community Affairs & MBE/WBE Advisor
Robert Rayborn, RA, Turner Construction, Project Director
Dave Orłowski, AIA, HOK Sport, Principal
Kevin Rowan, PE, Smith Seckman Reid, Senior Project Manager
Don Moe, PE, Walter P. Moore, Principal

DISTRIBUTION: **Jeff Appelbaum**, Project Legal Counsel
Pat Sweeney, Project Legal Counsel
Allen Johnson, City of Orlando, Executive Director – Orlando Venues
Dave Takacs, Turner Construction, Senior Project Manager
Pat Gallagher, Orlando Magic, Business Development and Strategy Manager
Posted on www.orlandoeventscenter.com

ITEMS DISCUSSED:**1. OPENING/INTRODUCTIONS:**

- A. Freeman **Welcome:** Welcomed Design Consultants and members from local Community groups. Discussed the County and City Interlocal Agreement, and the support for the vote. Thanked those present for support of the Community Venues with the City and County Commissioners. The purpose of the meeting was to introduce the Design Professional Team, provide a project description, describe the Design Consultant selection process, detail the RFQ issuance, discuss design scopes, and answer any questions.
- B. Freeman **Introductions:**
1. **HOK Sport:** Introduced the Design Professional Team of HOK Sport, Walter P. Moore and Smith Seckman Reid. The Architect is under contract to the Events Center Development, LLC.
 2. **Charles Freeman**, Orlando Magic, Sr. VP of Business Development

3. **Jack Elkins**, Orlando Magic, Business Development Manager (Interim-Point of Contact)
4. **Scott Skidelsky**, Turner Construction, VP/General Manager-Orlando
5. **Vernice Atkins-Bradley**, Turner Construction, Director of Community Affairs & MBE/WBE Advisor
6. **Robert Rayborn**, RA, Turner Construction, Project Director
7. **Dave Orłowski**, AIA, HOK Sport, Principal
8. **Don Moe**, PE, Walter P. Moore, Principal
9. **Kevin Rowan**, PE, Smith Seckman Reid, Senior Project Manager (Noted that Kevin was having travel difficulties: Kevin’s Contact information is posted as an attachment hereto)
10. **Kevin J. Edmonds**, Director, General Administration Department, City of Orlando
11. **Kevin Walsh**, Assistant Director M/WBE Official, City of Orlando

C. Freeman **Project Description:** Presented a description of the proposed new Orlando Events Center. The new Orlando Events Center will be capable of hosting a wide variety of events including hockey, arena football (and other similar floor use events such as volleyball, indoor soccer, and indoor lacrosse), circuses, stage shows, concerts, exhibitions and collegiate and NBA basketball.

1. Minimum of 750,000 square feet.
2. General Seating for basketball is 18,500 seats minimum with the flexibility to add approximately 1,500 temporary seats.
3. General Seating for Hockey / Arena football is 17,000 seats minimum with the flexibility to add approximately 1,500 temporary seats.
4. Minimum concert configurations for end stage-180 degrees is 13,000 seats and 270 degrees is 16,000 seats.

D. Freeman **Design vs. Construction:** Described that the Community Inclusion Forum was specifically focused on the Design Community, and the inclusion of MBE, WBE, and local firms onto the design team. Construction, operations, and other opportunities will be addressed in the future. General questions can be answered regarding the opportunities, but we are not prepared to answer detailed questions of scopes of work for construction at this time. More information will follow once a Construction Manager at Risk RFQ/RFP is issued (starting on/about August 27th).

E. Freeman **Recreation Centers / Gymnasiums:** Described the situation relating to the Magic’s commitment, participation, and oversight of construction for the five (5) Orange County Recreation Centers / Gymnasiums. Explained that at this time the Magic are still finalizing the details with the County and that the Community Inclusion Forum is intended solely for informational purposes regarding the design of the Events Center and not the Recreation Centers / Gymnasiums.

F. Freeman **City Activities:**

1. Site: The new Orlando Events Center will be built on the site currently bordered by West Church Street (to the north), Hughey (east), South Street (south), and Division Avenue (west).

2. There is also the potential for a new parking structure adjacent to the Events Center directly to the south which may accommodate up to 2,000 vehicles. This is separate from the Events Center project, but could require coordination with the selected architect.

G. Freeman

Agreements:

1. Brief description of the new Orlando Events Center Agreement with the City.
 - a. The City will own and operate the New Orlando Events Center. The Magic, through an affiliate of the team, will act as Developer.
 - b. Event Center Development LLC will hold the contract for the Design Professional.
 - c. The City is a third party beneficiary to the Design Professional Agreement.
2. The Developer, Events Center Development, LLC will hold the contract for the Geotechnical Engineer.
3. Either HOK Sport, Walter P. Moore, or Smith Seckman Reid will hold the contracts for the Design Consultants added to their team during this process.

H. Freeman

Program Manager: Turner has been a consultant and has been retained as the Program Manager following the vote on the Interlocal agreement between Orange County and the City of Orlando. Turner will not be competing for the role of CM on this project.

I. Freeman

Green Building Standards: Events Center construction shall be in conformance with, and achieve certification for, green building standards such as Leadership in Energy and Environmental Design Green Building Rating System (LEED standard by USGBC) or the appropriate Florida Green Building Coalition ("FGBC") development standard.

2. SELECTION PROCESS DESCRIPTION:

A. Skidelsky

Presented an overview of the selection process for the design consultants, structural and MEPFP. The basis for the two-part selection process was explained as well as a description of the second phase of the process.

1. Partnering of the first phase was discouraged because the first phase only selected the lead Architectural, Structural and MEPFP firms.
2. The second phase to complete the selection of the entire Design Team was outlined.
3. The Magic, with their advisors and with the City, held four (4) informational forums to educate and answer any questions from the MBE/WBE and local firms about the two-phased process.
4. This process focuses on acquiring the most qualified design team by allowing the selected Design Professional the opportunity to select from the entire pool of candidates and not just firms that help them align the best politically. HOK Sport/Walter P. Moore/Smith Seckman Reid, along with the Orlando Magic and the Program Manager are hosting this Community Informational Forum / Design Consultant Pre-

Proposal meeting before releasing RFQ's to round out the entire design team and scope of work.

5. It is not anticipated that any services will fall under the PM role. It is anticipated that the PM will support the owner and other design services will flow through the architect.
6. www.OrlandoEventsCenter.com was highlighted as a resource for the public releases / meeting-minutes that have occurred to-date, as well as information moving forward.

B. Atkins-Bradley Presented an overview of the MBE/WBE and local inclusion plan.

1. The City has MBE/WBE participation goals of 18% MBE and 6% WBE. These numbers are considered to be a floor for the Events Center project.
2. City voted in the "Blueprint-for Sustainable Economic Impact" on 21-May when they also approved the Events Center Agreement. MBE and WBE participation in the design of the Events Center is very important. The MBE/WBE and local plan submitted in the response to the Design Professional RFP was a factor in the selection of the Design Professional.
3. HOK Sport has committed to a 31% participation plan for the Events Center Design Team.
4. The 31% is a contractual requirement, and their Agreement with Events Center Development, LLC has real and enforceable financial penalties for failure to meet the requirement.
5. Only MBE/WBE firms that are certified with the City of Orlando will count towards the participation goals; if a firm is currently certified in Orange County, the City will issue a provisional certification until the Orlando application is processed and approved. If a firm is not certified yet, the City is working to create an expedited certification process to enable firms to compete for work on the venues.
6. HOK Sport and the design team will work with the Construction Manager to create bid packages that "debundle" the Work for the construction.
7. The advertisement for an MBE Project Coordinator, as part of the development team, will be posted in the next two to three weeks.

3. RFP TIMETABLE:

- A. Rayborn Presented the timetable for the rest of the Design Consultants selection:
- | | |
|---|--------------|
| 1. Design Consultant Inclusion / Pre-Proposal Forum | 09-Aug-07 |
| 2. RFQ Issued | 13-Aug-07 |
| 3. RFQ Responses Due | 24-Aug-07 |
| 4. RFQ Review | 27-28-Aug-07 |
| 5. "Most Qualified" Firms Notified | 29-Aug-07 |
| 6. "Most Qualified" Interview Dates | 05-06-Sep-07 |
| 7. Selected Firms Notified | 07-Sep-07 |
| 8. Scope Sessions | 10-12-Sep-07 |
- B. Rayborn Project Schedule:
1. Design Milestones:
 - a. Verification of Program 31-Aug-07
 - b. Verification of Conceptual Design 30-Sep-07

- c. Schematic Designs Complete 1-Dec-07
- d. Design Development Complete 30-Apr-08
- e. IGMP Documents Issued 01-Mar-08
- f. GMP Documents Issued 01-Jun-08
- g. Construction Documents Completed 31-Oct-08
- 2. Construction Milestones: (Dates Subject to Change)
 - a. Construction Start 01-Aug-08
 - b. Construction Substantially Complete 31-Aug-10
 - c. Construction Duration 25 months
- 3. Project Milestones: (Date Subject to Change)
 - a. First Event Sep-2010

4. DESIGN SCOPES:

- A. **Rayborn** Presented design scope for Geotechnical Services.
- B. **Orlowski** Presented design scopes for the Design team. Scopes discussed included:
 - 1) Associate Architect
 - 2) Interior Design
 - 3) Graphic Design
 - 4) Landscape Architect
 - 5) Civil Engineer
 - 6) Model Builder
 - 7) Visual Animator
 - 8) Structural Engineer (Apprentice Role)
 - 9) M.E.P. Engineer
 - 10) Concessions and Food Consultant
 - 11) Wind and Rain Study Consultant
 - 12) Vertical Circulation Consultant
 - 13) Curtain Wall Consultant
 - 14) Audio, Visual and Architectural Acoustics Consultant
 - 15) Document & Graphics Reproduction/Printing
- C. The Geotechnical Engineer Request for Qualifications and the Design Consultant Request for Qualifications including the design scopes will be posted to www.orlandoeventscenter.com on August 13, 2007.

5. QUESTIONS:

- A. **Freeman** Opened the floor for questions. The questions and answers are attached as an exhibit to these minutes.

6. EXHIBITS/ATTACHMENTS:

- Attachment A Questions and Answers following Design Consultant Forum
- Attachment B Contact information for Kevin Rowan, Smith Seckman Reid, Senior Project Manager
- Attachment C List of attendees

DESIGN CONSULTANT FORUM QUESTIONS AND ANSWERS

The following questions were asked following the conclusion of the Design Consultant Inclusion Forum / Pre-Proposal Conference conducted on 09-August 2007.

- Will minority participation be required for all disciplines?

All three (3) design disciplines Architectural, Structural and Mechanical / Electrical / Plumbing / Fire protection engineer are required to have minority participation. HOK has contractual requirements to fulfill 31% MBE/WBE participation. Each discipline, excluding the Geotechnical Engineer, will contract directly with HOK.

- Will the minority contracts be based on a lump sum or hourly rate?

That will be determined by the scope of the service. The goal is to create a structure that affords firms meaningful participation.

- What certification level of Green Building is the team seeking for the Events Center?

The Events Center construction shall be in conformance with, and achieve certification for, green building standards such as Leadership in Energy and Environmental Design Green Building Rating System (LEED standard by USGBC) or the appropriate Florida Green Building Coalition ("FGBC") development standard.

- If a firm services more than one scope contemplated by the Request for Qualifications, does the firm need to submit multiple responses to address those scopes?

No, please submit one (1) proposal per firm even if additional scopes are considered. We are interested in knowing what each firm prefers for their scope; however, it is the firm's responsibility to indicate in the cover letter which disciplines the submittal is responding to.

- Will there be a MBE/WBE Project Coordinator and if so, who will that person contract through?

The Orlando Magic is the developer and intends to solicit for a MBE/WBE Project Coordinator. This individual will not contract through the City of Orlando.

- Will testing and inspections be contemplated by this RFQ?

The scope for these services will be defined at a later date when we can include the selected Construction Management firm in this process.

- Is public art going to be a part of the design?

Yes, public art will be an important part of the design process. It is an element that is evolving and is a wonderful opportunity for local participation.

- Will the developer be providing an Owner-Controlled Insurance Program?

We are currently looking into the Owner-Controlled Insurance Program. We have asked for all consultants responding to the RFQ to provide a copy of their Certificate of Insurance and to let us know what their coverage is for professional liability.

- Will only one firm be selected for each scope?

The opportunity to bring on multiple firms may exist. It will be based on time and the economies of scale for the contemplated scopes. Let us know what you do best and be creative in your responses to the RFQ.

- **Has the developer identified the elements of Green Building certification that it will try to achieve?**

We have done a tentative checklist. We have not fully identified all of the goals of the Green building initiative because it will be important to involve the Construction Manager in this process. The Construction Manager selection process is scheduled to begin later in August 2007.

- **Why is the Geotechnical engineering scope being contracted directly with the developer?**

It is tradition that the owner/developer furnishes site information to the architect. It is also contemplated that testing and inspection will fall under the developer.

- **Which office location will the structural consultants be working with Walter P Moore?**

All apprenticeship opportunities for structural engineering will be performed out of Walter P Moore's local Orlando office.

- **Are advanced building materials being considering for the Events Center?**

It is early in the process to identify certain building materials to be used on the Events Center. Consultants are welcome to present ideas for building materials usage during this process.

- **Have the conceptual designs already been completed?**

No, the conceptual design is still completely open. Design was delayed until a successful vote of approval for the project was achieved.

- **What is the format for the response on the RFQ?**

The format will be similar to the Design Professional RFP that is listed on www.OrlandoEventsCenter.com only that it will be a less strenuous process. The format provides you more of an opportunity to be creative designing the scope of work each firm is comfortable responding for.

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DESIGN CONSULTANT FORUM SIGN-IN SHEETS

Design Consultant - Community Inclusion Forum 8/9/2007
 Sign-in sheet

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