

ADDENDUM # 1

MEETING AND INTERVIEW SCHEDULE ROUND 2 - RFQ's

Below is the schedule for meetings to review the RFQ's, along with the schedule for telephone interviews (for RFQ's only – interviews not required for RFP's).

Date	Time	Meeting
A&E Selection Committee Shortlist Meeting for RFQ's		
3/4/08	8am-9am	Building Envelope Consultant, Elevator Consultant, ADA/Accessibility Consultant
Telephone Interviews for Shortlisted Firms (from RFQ's)		
3/4/08	9-10am	Building Envelope
3/4/08	10-11am	Elevator Consultant
3/4/08	11-12am	ADA/Accessibility Consultant

The meetings and telephone interviews will occur at the following location:

Baker Barrios Architects
189 S. Orange Ave., Suite 1700
Orlando FL 32801
(407) 926-3000

EVALUATION CRITERIA FOR FINAL RANKING (Applies only to RFQ's)

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.