

August 28, 2009

Re: Request for Proposal – Architectural Model Making Services

Project: Dr. Phillips Performing Arts Center – Orlando, Florida

On behalf of the Dr. Phillips Performing Arts Center (DPAC and “Owner”), we are pleased to invite you to submit a proposal for consideration as the architectural model maker (“Consultant”) for the referenced Project. Hines has been selected to act as the Development Manager for the Project and HKS Architects, Inc. (HKS) has been selected as the Prime Architect in association with Barton Myers Associates and Baker Barrios Architects.

The attached Request for Proposals (the “RFP”) provides a general overview of the proposed Project and outlines the requirements for your proposal. Eight (8) copies of your proposal along with a CD (with all documents on one pdf) should be submitted to the Orlando office of HKS Architects, Inc. no later than 1:00 p.m. Eastern Standard Time on September 18, 2009. Copies of the RFP, attachments, and any subsequent addenda can be found on the DPAC website at [www.orlandopac.org](http://www.orlandopac.org).

According to the DPAC Bylaws, firms responding to this RFP should not contact DPAC board members or selection committee members, and firms doing so risk disqualification from the Project. Questions and requests for information should be sent by phone or email to Mike Woollen at HKS Architects, Inc. - [mwoollen@hksinc.com](mailto:mwoollen@hksinc.com), (407) 648-9956.

We look forward to your response and we are delighted to have your participation in this process.

Sincerely,

J. Michael Woollen  
Vice President  
HKS Architects, Inc.

**DR PHILLIPS PERFORMING ARTS CENTER**  
**ORLANDO, FLORIDA**

**REQUEST FOR PROPOSAL**

**FOR**

**ARCHITECTURAL MODEL MAKING SERVICES**

**August 28, 2009**

**CONFIDENTIALITY**

This RFP is both confidential and proprietary to Owner and Owner reserves the right to recall the RFP in its entirety or in part. Recipients must not, and agree that they will not, duplicate, distribute or otherwise disseminate or make available this document or the information contained in it to a third party without the prior written consent of Owner. Consent shall be deemed granted only if provided in writing by the individual listed as the Owner's RFP Representative or designee. Notwithstanding the foregoing, recipients may make this document available to those employees who have a need to know its contents in order to participate in the response to this RFP.

Recipients shall not include or reference this RFP in any publicity without prior written consent from Owner which, if granted, shall be provided only by the individual listed as the Owner's RFP Representative or designee.

- I. INTRODUCTION**
- II. PROJECT SUMMARY**
- III. ARCHITECTURAL MODEL MAKER RESPONSIBILITIES**
- IV. PARTICIPATION OF MINORITY AND/OR WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE)**
- V. PROPOSAL REQUIREMENTS**
- VI. SELECTION PROCESS**
- VII. ATTACHMENTS**
- VIII. SUBMISSION REQUIREMENTS AND PROJECT CONTACT**
- IX. PROPOSAL ACCEPTANCE**
- X. OTHER**

**I. INTRODUCTION**

The Dr. Phillips Performing Arts Center is proposed to be a complex consisting of three theaters – a 2,700 seat amplified theater, a 1,600-seat acoustic theater, and a 300-seat theater, along with related front of house and back of house spaces, and exterior hardscape and landscape. The project will be located in downtown Orlando, Florida, bordered by South Street to the north, Anderson Street to the south, Orange Avenue to the west, and Rosalind Avenue to the east.

The Owner has selected Hines to act as its Development Manager (“Development Manager”) for the Project under the direction of the Owner. HKS Architects, Inc. has been selected as the “Prime Architect” and, in conjunction with Baker Barrios Associates, will serve as the “Production Architect.” All design consultants, including Barton Myers and Associates as the “Design Architect,” are under sub-contract to HKS. The Production Architect will coordinate all aspects of consultant selection, design, approvals, construction and operational start-up of the Project. Major decisions regarding the scope of the project and critical project team members are vested with the Owner, acting through Hines as the Development Manager.

This Request for Proposal (the “RFP”) is being issued for the express purpose of engaging an architectural model maker to deliver a scaled architectural model of the Project.

Your response should be based on the requirements described herein, along with the responsibilities included with Attachment A and the agreement for consulting services (Attachment B).

**II. PROJECT SUMMARY**

The Project is described in this RFP, and is depicted in the Design Development documents developed by the design team. The limits of the area to be modeled are described in Attachment A, and include the performing arts building, the main plaza, the accompanying streetscape, and future development parcels. While this information is presented as a current reflection of the Project design, it is subject to revisions that are customary for a project in this stage of design. Your proposal should be based on working with the Project Team to finalize and construct a detailed architectural model for the Project, and should include a reasonable amount of coordination with the Prime Architect, the Production Architect, the Design Architect, and other design consultants. Selected progress drawings for the Project have been provided as Attachment C.

**III. ARCHITECTURAL MODEL MAKER RESPONSIBILITIES**

See Attachment A.

**IV. PARTICIPATION OF MINORITY AND/OR WOMEN-OWNED BUSINESS ENTERPRISES (M/WBE)**

This RFP is being issued subject to the City of Orlando’s Minority and Women Business Enterprise (M/WBE) Policy. The Owner has established an M/WBE participation goal of 18% MBE and 6% WBE for professional services to be rendered in connection with this Project. You are strongly encouraged to submit a proposal that complies with or exceeds these goals. If you propose a “teaming” arrangement in association with other firms to meet or exceed these goals, then your proposal should indicate whether your team is an “association” or a “joint venture.”

The Owner will be contracting with only one “entity” for the architectural model making services described in this RFP. Your success in meeting or exceeding these M/WBE goals will be an important factor in the selection process.

## V. PROPOSAL REQUIREMENTS

Your firm will be evaluated on the basis of how well your firm and its individual professionals meet the criteria outlined below including general and specific selection criteria. Please submit your proposal in a concise written tabulated format indexed and organized in order by the following sections:

### A) Qualifications Summary

- 1) Qualifications: A brief statement of your qualifications limited to one page.
- 2) Services: Summary of services to be performed by you.
- 3) Similar Projects:
  - a) Provide a list of similar Projects on which each of your proposed personnel who will be assigned and directly involved and responsible throughout the duration of the Project has been engaged. In particular, the Owner and Development Manager would like to review similar project experience.
  - b) Provide photographs of actual constructed models which represent similar scale and model quality.
- 4) Personnel: Provide a schedule of your personnel who will be assigned and directly involved and responsible throughout the duration of the Project. Information shall include the names and resumes of all assigned Project personnel.
- 5) Contact References: Provide no more than three contact references for each of your firm personnel assigned to the Project;
- 6) Special Considerations: Describe any special resources which your firm or your personnel assigned to the Project may bring to the Project or in-house expertise in technical areas which will specifically benefit the Owner;
- 7) Quality Assurance: Provide a detailed description of your firm’s quality assurance procedures.
- 8) Detailed Exceptions: Provide in writing any exceptions you may take to the requirements of this RFP, the reasons for such exceptions and any proposed alternatives.

### B) Proposed Fee Structure

Please provide the following:

- 1) A Stipulated Sum Fee Proposal. Your Fee Proposal should be a fixed price amount for the complete scope of services described in *Attachment A – Architectural Model Maker Responsibilities*, including the requested alternates. Any recommended or proposed

additional services shall be clearly noted and broken out from the base scope of services. Fees should be provided for the following:

Base Bid Price for Model @ 1/8" scale	\$ _____
Alternate price for Model @ 3/32" scale	\$ _____
Alternate price for displace case and pedestal	\$ _____
Alternate price to include the City Hall block w/ City Hall, CNL I, and CNL II in monolithic block form	\$ _____
Alternate price to provide for a 2-piece design of the DPAC model to show the interiors of the three halls	\$ _____
Alternate price to provide a separate 1/32" scale model of the 2-block area, including carrying case	\$ _____
Alternate price to provide a separate 1"=100' scale massing model to be inserted in the Downtown Development Board's model of the City of Orlando	\$ _____

- 2) An estimate of the reimbursable expenses you expect to incur on the Project.
- 3) Please include a detailed schedule of fully burdened billing rates for all personnel classes that you propose to use on the Project.

**C) Special Services**

Provide a detailed description of all services which you would plan to provide that are not described above, and any fees required for work not included in basic services but which you believe would be in the Owner's interests for you to provide.

**D) Contracting Requirements**

The Agreement for Consulting Services (Attachment B) will be executed by and between the Production Architect and the selected Consultant.

**E) Project Schedule**

Propose a schedule for the performance of your services. The schedule should include a phased delivery of models with the final model being delivered to DPAC as soon as is practical so that DPAC can start using the models for fundraising purposes. *The duration of your proposed schedule will be considered in the evaluation of your proposal.* Your schedule should allow adequate time for model construction, coordination with the designer, and client reviews (if necessary). Please state in your proposal that you will perform all services in accordance with this schedule and that your fee proposal is based on this schedule.

**F) Financial Information**

Provide information regarding your firm's financial condition and type of ownership.

**G) Additional Information**

Please provide any other additional information that you believe would be helpful to Owner in its decision.

**H) Statement of Acknowledgement**

Please provide a written statement acknowledging the acceptance of the terms and conditions of the Agreement for Consulting Services (Attachment B) including any revisions to the Agreement that you feel are necessary.

**VI. SELECTION PROCESS**

Selection Committee

Consultants will be selected by Selection Committee. To ensure fair consideration for all consultants, there is a prohibition against any discussion with the Selection Committee members about the Project from the date this addendum is posted to the DPAC website ([www.orlandopac.org](http://www.orlandopac.org)) except during the public meetings held to consider the proposals. DPAC bylaws prohibit communications initiated by a consultant or a consultant's representative to any Selection Committee member and any DPAC Board member involved in evaluating or considering the proposals, prior to the time that consultants are contacted to make a presentation. Such communication initiated by a consultant or a consultants' representative may be grounds for disqualification of the offending consultant 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 Mike Woollen at the following address:

[mwoollen@hksinc.com](mailto:mwoollen@hksinc.com)

The Selection Committee is comprised of one vote from each of the following firms:

DPAC - Jim Pugh, Kathy Ramsberger, Jean-Marc Allard

HKS/Baker Barrios - Matt Clear, Carlos Barrios

Hines - Michael Gross, Walter O'Shea, Jacki Hale

Barton Myers - Barton Myers, Ryan Ihly

Anderson & Associates - Veronica Anderson, Susan Brosch

A quorum of three Firms (committee members) is required for each vote. Hines and HKS will take the lead on negotiating pricing and scope of services with the sub-consultants.

The 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) consultants will be short-listed and may be asked to attend interviews before the A&E Selection Committee, although the decision to hold interviews will be at the discretion of DPAC. Further written documentation may be requested by the A&E Selection Committee prior to the selection of the Consultant. 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.

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

#### **Evaluation Criteria for Final Ranking**

The Selection Committee, by firm, will evaluate and score the short-listed Proposers based upon their Qualification Statements and their interviews (if interviews are held) in accordance with the following rating factors.

<b>RATING FACTORS</b>	<b>POSSIBLE POINTS</b>	<b>ITEM SCORE</b>
A. Presentation by Proposer regarding its experience and qualifications, including quality, type, and scale of models constructed for other projects.	30	
B. Plan to achieve M/WBE goals and project objectives reinforced by specific references of people involved in the projects cited.	10	
C. Proposed schedule to deliver the completed architectural model. Factors to consider include overall duration of model development and appropriateness and practicality of proposed Owner interaction during model development.	15	
D. Material presented and discussed regarding Proposer's record of successful performances on past projects including factors such as cost control, work quality and demonstrated ability to adhere to schedules.	20	
E. Competitiveness of fee proposal.	25	
<b>TOTAL SCORE</b>	100	

## **VII. ATTACHMENTS**

- A) Architectural Model Maker Responsibilities
- B) Agreement for Consulting Services
- C) Selected Progress Drawings

**VIII. SUBMISSION REQUIREMENTS AND PROJECT CONTACT**

Please submit eight (8) copies of your Proposal to the Project contact listed below no later than 11:00 AM (EDT) on September 18, 2009:

Mike Woollen, AIA  
HKS Architects, Inc.  
225 East Robinson Street  
Orlando, FL 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 send by email to Mike Woollen at [mwoollen@hksinc.com](mailto:mwoollen@hksinc.com).

**IX. PROPOSAL ACCEPTANCE**

Owner reserves the right to reject any or all proposals received under this Request for Proposal, and is under no obligation to any of the prospective consultants as a result of this Request for Proposal process. Upon review of the proposals, Owner may elect to enter into negotiations with one or more respondents for one or more components of the various services described herein. The Owner and Development Manager may or may not choose to interview one or more candidates for the architectural model making services prior to the final selection.

**X. OTHER**

You will receive no reimbursement for your expenses in preparing this proposal. Owner is under no obligation to accept your proposal and specifically reserves the right to reject it for any reason.

All materials and documents submitted hereunder shall become the sole property of Owner and the Owner may use and disclose the same as Owner may deem necessary or reasonable.

A response to this RFP shall not be construed as a contract nor indicate a commitment of any kind on the part of Owner. Owner reserves the right to reject any or all responses to this RFP, or to accept any response deemed to be in Owner' best interest.

**End of Request for Proposal**

**ATTACHMENT A****ARCHITECTURAL MODEL MAKER RESPONSIBILITIES**

The Consultant will be responsible for the development and construction of a scaled architectural model which is an accurate physical representation of the Project. The Consultant's responsibilities and services shall include the following, without limitation:

1. The area to be modeled shall include the Project elements and associated streetscapes bordered by Orange Avenue on the west, Rosalind Avenue on the east, South Street on the north, and Anderson Street on the south, including future development parcels. Future development parcels are noted as Parcels I, III, and V on drawing C100.
2. For the future development parcels, modeled buildings will be monolithic and monochrome, to represent scale of future buildings only. Modeled buildings on future development parcels will be readily removable from the model.
3. As an alternate price, construct the model of the DPAC building in two pieces cut along the stages so the back-of-house areas can be pulled back exposing the interiors of the three halls. The hall interiors should include detail similar to the rest of the model, including lighting.
4. The scale of the model shall be  $1/8'' = 1'$ . Provide an alternate price to construct a model scaled at  $3/32'' = 1'$ .
5. The Owner intends to use the model in its fundraising and community relations efforts. The level of detail of the model shall be appropriate to show the design intent, as follows:
  - The Project's general configuration and architectural details shall be accurately represented.
  - Textures and finishes shall be represented by painting and applications, with use of natural materials, such as wood, metal and fabric, where appropriate.
  - Photo-etched details will be used to achieve a precise representation of selected details.
  - The painting scheme shall be multi-color and realistic.
  - Signs, paintings, insignia shall be accurately represented.
  - Doors and windows at public lobby areas shall be made of clear material with accurate lobby interiors behind them. Other windows may be colored non-transparent background with glossy finish on the outside.
  - Furniture (both exterior and in lobbies) shall represent a general type and size of furniture item, painted monochrome or duo chrome.
  - Exterior hardscape and landscape shall be realistic and painted monochrome or duo chrome.
  - Exterior scenery elements shall be realistic and painted monochrome or duo chrome.
  - Lighting shall be included for both interior and exterior elements.

- Scale people should be included in the public areas and lobbies – simulating an event
6. The Consultant shall refer to the Project Design Development drawings and specifications for the development of the model. The Consultant will coordinate with the Architect and other design consultants when information beyond what is indicated on the Design Development documents is required.
  7. The Consultant shall plan progress reviews by the Owner and appropriate design consultants during the construction of the model.
  8. The base bid model will be constructed so that it can be separated into two pieces, with a joint along Magnolia Avenue.
  9. A protective display case and a pedestal shall be priced as additive alternates. The pedestal will be on casters so as to be easily movable.
  10. A 2<sup>nd</sup> model should also be priced as an alternate. This will be a portable model at 1/32” scale, complete with carrying case, and should include only the 2-block area bordered by Anderson, South, Orange, and Rosalind. The roof should be removable to show the general layout of the three theater interiors and lobby.

**ATTACHMENT B**

**AGREEMENT FOR CONSULTING SERVICES**

The attached agreement shall apply to the architectural model making services described in this Request for Proposal.

**ATTACHMENT C****SELECTED PROGRESS DRAWINGS**

The following drawings from the July 27, 2009, Design Development progress set are provided:

- C100 Site Plan
- L100 Landscape Site plan – Base Bid
- L101 Plaza Plan – Base Bid
- L102 Landscape Plan – East Block
- L200 Landscape Site Plan – Full Build Out
- L201 Landscape Plaza Plan – Alternates
- A0.20 Site Plan
- A1.10 Floor Plan – Ground Level 1
- A1.20 Floor Plan – Level 2
- A1.30 Floor Plan – Level 3
- A1.40 Floor Plan – Level 4
- A1.50 Floor Plan – Level 5
- A1.60 Floor Plan – Level 6
- A1.70 Floor Plan – Level 7
- A1.80 Floor Plan – Truss and Roof Plan
- A1.90 Floor Plan – Level 9
- A1.99 Floor Plan – Roof Plan
- A4.01 Exterior Elevations – East and West
- A4.02 Exterior Elevations – North and South
- A4.41 3D Views – Southwest Corner
- A4.42 3D Views – Northwest Corner
- A4.43 3D Views – Southeast Corner
- A4.61 Building Section
- A4.62 Building Section
- A4.63 Building Section
- A4.64 Building Section
- A4.65 Building Section

More complete sets of Design Development drawings can be provided to the selected consultant upon request.