



CITY OF ORLANDO

MEMORANDUM

August 22, 2007

SUBJECT: Community Venues

As we move forward with Community Venues, there will be many key dates, activities and milestones during the design and construction process. To keep you informed throughout the duration of this historic undertaking, our team is committed to providing ongoing correspondence and being available for briefings as requested.

Communication & Procurement Update

To ensure you are aware of the latest information, I have attached an overview of the current Community Venues Procurement activities. The procurement process is ever-evolving. As such, this timeline will be revised continually.

Additionally, the Office of Communications has developed an enhanced web page www.cityoforlando.net/venues that provides the most up-to-date information on procurement activities and details for local job seekers and businesses looking to participate in the contracting and construction of the Venues. Your offices will be provided with a referral sheet to advise constituents of who, specifically to contact for inquiries such as MWBE certification and the competitive procurement process.

Owner's Representative Request for Qualifications

An important step in successfully facilitating the development of the Community Venues projects is securing an Owners Representative (OR) firm(s). As mentioned in a memo from Bryon Brooks on August 2, 2007 to the City Council, the OR will be responsible for assisting the Project Director Tim Ackert with a number of job requirements such as: design reviews, scheduling coordination, budget evaluations, cost estimating analysis, M/WBE (including the "Blueprint") compliance, draw schedule reviews, cash flow projections, reports and other duties.

The OR will also represent the City's interests during construction of the Venues by providing site administration, attending progress meetings, evaluating adherence to the project schedule, coordinating the procurement of owner furnished equipment and materials, reviewing pay applications and assisting with the negotiation of change requests and change orders.

The City has posted, advertised and released a Request for Qualifications (RFQ) for interested parties to respond and the Statement of Qualifications is due September 7, 2007. We currently anticipate bringing a ranking of firms to City Council for approval in early October.

There is a non-contact clause for responders who are advised that the City prohibits communication with any City Official or employee evaluating or considering the qualifications statements prior to the time the City Council meets to consider the ranking of Respondents.

Blueprint Commitment

The City, along with each Venue partner, is committed to the Blueprint as the framework to ensure local, minority and disadvantaged businesses are afforded opportunities during the contracting for the Venues. City procurement guidelines apply including M/WBE criteria, which through the Blueprint, has an increased grading score of 20% instead of 10%.

This is an exciting time for the City of Orlando and for our entire central Florida home. Our goal is to ensure this multi-building project is built on schedule, on budget and with the highest quality possible. Please contact me directly if you have any questions, need additional information or would like a briefing.

Thank you.