



# CITY OF ORLANDO

September 25, 2007

Mr. Richard Larson  
URS Corporation  
315 East Robinson Street, Suite 245  
Orlando, Florida 32801

Mr. John Paccione  
Jones Lang LaSalle  
200 East Robinson Street, Suite 525  
Orlando, FL 32801

Mr. Tim Romani  
ICON Venue Group  
8101 East Prentice Avenue, Suite 700  
Greenwood Village, CO 80111

Dear Mr. Larson:

Dear Mr. Paccione:

Dear Mr. Romani:

Congratulations! Your firm has been shortlisted for the Community Venues Design and Construction Owner's Representative Services. Interviews have been scheduled for October 2, 2007 at the Amway Arena. The interview schedule is as follows:

- 1:00 p.m. – ICON Venues Group in the Canon Club
- 2:00 p.m. – Jones Lang LaSalle in the Florida Choice Bank Vault room
- 3:00 p.m. – URS Corporation in the Canon Club

Firms will be given 30 minutes for their presentation; a 30-minute question and answer session will follow. The City will provide a screen and extension cord in each of the rooms. All other equipment required for the presentation will need to be provided by the presenter. Please arrive half an hour prior to your interview to allow sufficient time for set-up.

Exhibit "B" of the RFQ document lists the evaluation criteria that will be used to score the presenters for final ranking. You are encouraged to review the rating factors and tailor your presentation to address those items. In addition, the Selection Committee has requested that each presenter discuss their approach to delivering the requested services, the level of M/WBE participation they have been able to achieve on similar projects and their experience in managing M/WBE participation programs on behalf of the owner. The Selection Committee also wishes to meet the key team members who will be providing the requested services to the City. These individuals should be largely responsible for making the presentation to the Committee.

Any questions regarding this process should be directed to my attention. You are reminded not to contact any other city staff or elected officials during the selection process.

We look forward to seeing you on October 2<sup>nd</sup>.

Sincerely,

Alan Oyler  
Public Works Director

CC: Tim Ackert  
Byron Brooks  
Selection Committee