

Cotton Bowl – Phase 2 Improvements Request for Qualifications - Pre-Proposal Conference

Time: August 29, 2006 at 10:00 a.m.

Location: City Hall, 1500 Marilla, 6FN
Dallas, Texas 75201

Those Present: Refer to sign-in sheet

A PowerPoint presentation was made, which can be downloaded from the RFQ Webpage.

Willis Winters introduced City of Dallas staff and discussed the background of the project, history and current deficiencies of the Cotton Bowl, implementation strategy, scope of work and conceptual design. He outlined the schedule:

- It is the goal to award the Design Phase of the Design-Build contract in November 2006, but no later than December 2006.
- The goal is to start design no later than January 2007, but preferably in December 2006.
- Construction will begin after the Cotton Bowl Classic game in January 2008, with the GMP Phase contract being awarded in November 2007.
- Willis Winters emphasized that the successful Phase 2 firm will need to coordinate with the Phase 1 Design-Build firm regarding code and ADA requirements on the existing seat replacement.

Shelia Upshaw, Resource Link Team Outreach Coordinator with the Good Faith Effort Office, explained the Good Faith Effort Program. Proposers can contact her for assistance in identifying certified M/WBE companies. She explained that companies that are certified in Dallas County will count towards the Good Faith Effort percentage goal. If companies in Dallas County are not available, then certified companies, outside of Dallas County, will count towards the Good Faith Effort, but not the percentage goal.

Louise Elam introduced Bob Hilbun, with the State Fair of Texas. She stated that Bob could answer questions regarding the Phase 1 RFQ.

Louise Elam discussed the RFQ Webpage:

- The RFQ and attachments can be downloaded from this website.
- Pre-proposal Conference Minutes will be posted on the website.
- At the bottom of the webpage is a link to a registration form. Proposers were encouraged to register, so e-mail notifications can be sent to them. However, proposers should not count on e-mail notifications, in the event there is a glitch in sending e-mails, but should also check the webpage for updates and new information.

- Questions should be sent using the registration form. If a firm has already registered, they only need to include their firm's name, e-mail address and the question.

Louise Elam discussed the Submittal Requirements:

- Carefully review the RFQ for information required.
- Submittals must be received prior to the deadline.
- Submittals should be concise.
- Format was discussed, as outlined in the RFQ.
- Information should be tabbed and organized as follows:
 - Tab 1 – Executive Summary, which includes contact information and acknowledges any addendum.
 - Tab 2 – Prime Firm(s) Information – Includes general information about the firm and the forms which must be submitted.
 - Tab 3 – Prime Firm(s) previous experience and references
 - Show a minimum of three similar projects performed by Design-Build method.
 - If firm(s) does not have three similar Design-Build projects, show stadium and historic context type projects.
 - Owner is looking at experience with Design-Build method and with similar projects.
 - Clearly identify which projects were performed by staff while at another firm.
 - Provide current contact information.
 - Provide information on cost control measures.
 - Tab 4 – Personnel assigned to the project – include this information for prime firm(s)
 - Tab 5 – Proposed Subconsultants and Team Organization
 - Provide Organizational Chart as the first item.
 - Identify Consultant and Contractor team members.
 - Identify M/WBE team members.
 - Provide names and descriptions of similar projects.
 - Provide list of projects where team members have worked together.
 - Be concise.
 - It was mentioned that most likely an addendum would be issued to include a consultant for a “point of sale” technology system.
 - Tab 6 – Approach to Project
 - Include management philosophy, lines of communication, time contributions for team members and methodology to meet schedule.

Louise Elam discussed the selection and evaluation process. Selection will be performed in two or three phases. Phase One selection is the RFQ process. The City shall short list no more than 5 firms and provide those firms the RFP. The RFP will request fee amounts; however, no fee amounts should be included in the RFQ

submittal. If necessary, interviews will be conducted. The evaluation criteria for Phase One and Phase Two are on Page 7 of the RFQ.

Louise Elam mentioned that the City of Dallas has a Surety Support Program that assists contractors with insurance and bonding. They can be reached at 214-948-4060.

Louise Elam said that anyone who would like to take a tour of the Cotton Bowl can meet Friday, September 1, 2006 at 9:30 a.m. at Gate 2 of the Cotton Bowl, Fair Park. If another time needs to be arranged, it will be scheduled later.

Questions/Answers:

Q: Can we get a copy of the sign-in sheet?

A: It will be posted on the RFQ webpage with the conference minutes.

Q: Who was the consultant that did the concept?

A: Bob Hilbun responded that it was the Cotton Bowl team, but it was not any one consultant.

Q: How was the budget derived?

A: The Universities' ideas were taken into consideration and the Cotton Bowl team then developed the scope and estimates.

Q: When were the estimates developed?

A: Last year. Construction costs have escalated since last year, so the City will have to prioritize the improvements, if we cannot afford the entire scope of work.

Q: Is there a requirement for LEED?

A: If the total square footage of a Locker Rooms expansion and addition of the Media and Conference Center is more than 10,000 s.f., then LEED certification would be required. The City has adopted the requirement for any City building over 10,000 s.f. to be LEED certified (minimum Silver rating).

Q: The schedule shows only the design phase being awarded in November, not construction.

A: Typically, the Park and Recreation Department has awarded the design phase, first, on their Design-Build contracts. Once the design is developed enough, the GMP will be provided and approved by Park and Recreation Board and City Council.

Proposers were asked to submit any additional questions to the Registration Form on the RFQ webpage.

**Cotton Bowl – Phase 2 Improvements, Fair Park, Dallas, Texas
Pre-proposal Conference**

August 29, 2006 at 10:00 a.m. at City Hall, Room 6FN

**Sign-In
(Please print)**

Name	Firm	Phone #	Fax #	E-Mail Address
JOE CAMPOS	CAMPOS ENGINEERING	214 696 6291	214 361 6298	JCAMPOS@CAMPOSENGINEERING.COM
ED KRUM	3i/JEDUNN	214-231-0675	214-231-0672	ekrum@3iCONSTRUCTION.COM
Greg Craig	Burkenbile Craig Landscape Architects	214-922-9946		greg@c-b-cinc.com
Jesse Wagner	TRWIT GROUP INTERNATIONAL	469-688-8889		info@TRWITGROUPINTERNATIONAL.COM
JENNIFER SPANUS	"	"		INFO@TRWITGROUPINTERNATIONAL.COM
STEVEN JANEWAY	HOK/DAL	214 720 6000	214 720 6005	STEVEN.JANEWAY@HOK.COM
Matt Papenfus	Turner	214-721-8400	214-721-8489	mpapenfus@tcco.com
Sam Basharkhali	BEI	214-720-1005	214-720-1006	Samb@beitexas.com
Carmelo Rivero	CGA	214-340-1199	214-348-8053	CRivero@CGADIER.COM
Marcel March	MARCH	214-343-0011	214-977-9119	MARCEL@MARCH.COM
Cheryl M. Alce Duncan	MARCH Architects	214-696-9690	214-696-9685	cherylmd@ctrnaia.com
LANCE CHAMBERLAIN	TURNER	214-721-8432	214-721-8493	lchamber@tcco.com
Angela B. Robinson	PBDS	214-280-7203	917-291-8728	aberryro@hotmail.com
Sheila Nemati	MEP Consulting Engineers	817-590-8211	817-590-8214	Sheila@mepe-engineers.net

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Sign-In
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Name	Firm	Phone #	Fax #	E-Mail Address
DAN CHRISTY	AUSTIN COMMERCIAL	214-202-8156	972-925-7311	DCHRISTY@AUSTIN-IND.COM
Jim Ross	SIEMENS	972-877-9324	972-751-1194	Jim.Ross@SIEMENS.COM
MIKE HESSELT	CBDT, INC	918-230-1159	918-599-0665	MHESSLT@SPARKS-AE1.COM
MIKE BEANE	CBDT, INC	214-704.1090	903.983.2324	MIKE.BEANE@CBDT.COM J.MICHAELBEANE@CABLELINK.COM
Monica Wommack	Jaster Quinlan	214.752.9098	214.752.8771	mswommack@JA ENG. CO.
JEFF WILT	RONEENGINEERING	214 630 9745	214-630-9819	JWILT@RONEENGINEERS.COM
John Johnston	JJA	214 739 8880	214 739 1777	john.johnston@jjainc.com
Bob Hilburn	SFT	" 542-0003	2/421-8763	bhilburn@bistex.com
ROB CHOMIAK	HARRY	214 678.9900	214 678 9115	RCHOMIAK@HARRY.COM
Dennis Ware	WE R Tech	214-4280222	214 428 0349	deware@wearetech.com
Dennis Wellner	HOK Sport	816.221.1500	816.221.1578	dennis.wellner@hoksv.com
Carbett R. Nichter	Turner	214 721 8443	214 721 8493	cnichter@tcco.com
Jeff Myatt	Vibra-Whirl Sports	806 282 6042	806 537-3442	J.myatt 21@hotimail.com www.Vibra-whirl.com
Myriam E. Camargo	Camargo Copeland	214 957.1141	972 934 7601	mcamargo@camargocopeland.com