

## **Proposed meeting dates for RFP 21-386 Waverly Park Playground Installation**

**May 4 2021 @ 9:00 – 10:00 a.m.** – Procurement will distribute the Proposals and evaluation criteria to the Selection Committee.

**May 18, 2021 @ 9:00 a.m. – 11:00 a.m.** – Selection Committee meeting to score and elevate Proposers. At this meeting the Selection Committee will decide if they would like to interview Proposer(s) or if they would like to recommend to enter into contract negotiations with the highest ranked Proposer.

**May 27, 2021 @ 9:00 – 11:00 a.m.** – If the Selection Committee decides to interview Proposer(s), the interviews will be held on this date and time. Interviews will be scheduled in 35 minutes intervals. If you cannot attend the ranking meeting at the end of the interviews and wish to hear any discussion you may attend via conference call by dialing 863-534-6901

Proposers that have been elevated for interviews will have 15 minutes for their presentation which will allow for 20 minutes for questions from the Selection Committee. Critical team members of each firm are allowed to participate in the interviews.

Elevated Proposers shall make a presentation focusing on their qualifications, approach to the project and the ability to furnish the required services.

If a Proposer intends on doing a power point they need to bring a flash drive with them for Procurement to load onto the computer before the interview begins.

Please refer to the RFP Elevation Criteria and Selection Process for further detail.

### **REVIEW OF PROPOSAL FILES**

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) working days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

### **INTERVIEWS:**

In accordance with Florida Statute 286.0113, all interviews conducted will be exempt from attendance by anyone other than the selection committee. At the end of the last interview, the meeting will be open to the public and the ranking of firms and recommendation of award will occur in the sunshine.