**Schedule of Activities:**

 ***Continuing General Planning Consultant Services***

**Volusia TPO**

**April 9, 2013**

* Legal Ad appears in newspapers and on website [www.volusiatpo.org](http://www.volusiatpo.org)
* E-mail sent to consultants

**April 19, 2013**

**•** Questionsabout the **Scope of Services** may be submitted **by e-mail** on or before April 19,2013, to Jean Parlow at jparlow@volusiatpo.org. Ms. Parlow will research any questions and post responses on the website at [www.volusiatpo.org](http://www.volusiatpo.org) by **April 24, 2013**.

**May 9, 2013 (@12:00 noon)**

* To be considered responsive, applicants must submit **six (6) hard copies** of their proposalto the VTPO **no later** than May 9, 2013 at 12:00 noon

**May 14, 2013 (@ 10 A.M.)**

* ***Selection Committee*** meets and selects short-listed firms. This will be based on qualifications, experience and capabilities submitted in the proposals and evaluation criteria set forth in the request for proposals

**May 15, 2013**

* ***Selection Committee*** announces and notifies short-listed firms.

**May 30, 2013 (starting @ 1:00 P.m.)**

* Oral presentations will be given to the ***Selection Committee*** by the short-listed firms at the VTPO office. This will include a Q&A session of the firm’s past work, capabilities and project approach.
* ***Selection Committee***will rank short-listed firmsbased on qualifications, experience, capabilities, project approach and oral presentations

**June 3, 2013**

* The Executive Director of the VTPO presents the recommendations of the *Selection Committee* to the VTPO Executive Committee. The VTPO Executive Committee authorizes the Executive Director to execute contract with the top ranked firms or as directed.