

Volusia TPO

Schedule of Activities

Continuing General Planning Consultant Services

April 9, 2013

- Legal Ad appears in newspapers and on website www.volusiatpo.org
- E-mail sent to consultants

April 19, 2013

- Questions about 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 by **April 24, 2013**.

May 9, 2013 (@12:00 NOON)

- To be considered responsive, applicants must submit **six (6) hard copies** of their proposal to 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 firms based 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.