

River to Sea TPO

Schedule of Activities

Continuing General Planning Consultant Services

January 5, 2016

- Legal Ad appears in newspapers and on website www.r2ctpo.org
- E-mail sent to consultants

January 15, 2016

- Questions about the **Scope of Services** may be submitted by e-mail **no later** than **January 15, 2016**, to Vince Wang at vwang@r2ctpo.org. Mr. Wang will research any questions and post responses on the website at www.r2ctpo.org by January 22, 2016.

February 8, 2016 (@12:00 NOON)

- To be considered responsive, applicants must submit **six (6) hard copies** of their proposal to the R2CTPO **no later** than **February 8, 2016 at 12:00 noon**.

February 12, 2016 (@ 10:00 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.
- **Selection Committee** announces and notifies short-listed firms.

February 29, 2016 (STARTING @ 1:00 P.M.)

- Oral presentations will be given to the **Selection Committee** by the short-listed firms at the R2CTPO 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.

March 23, 2016

- The Executive Director of the R2CTPO presents the recommendations of the **Selection Committee** to the R2CTPO Executive Committee and the R2CTPO Board. The R2CTPO Executive Committee authorizes the Executive Director to execute contract with the top ranked firms or as directed.