

**Proposed meeting dates for RFP 24-273 Architectural and Engineering Services for Polk County Utilities Northeast Regional Warehouse – Operations Building Fleet Campus**

**May 20, 2024 @ 1:00 – 2:00 p.m.** – Procurement will distribute the Proposals and evaluation criteria to the Selection Committee.

**June 3, 2024 @ 8:00 – 3:00 p.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.

**June 20, 2024 @ 1:00 – 4:00 p.m.**– If the Selection Committee decides to interview Proposer(s), the interviews will be held on this date and time.

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.