

Solicitation: PD 16-17.028, Design Services Stillbridge Lane Drainage, Retention Pond & Resurfacing Project		Purchasing	Actual	Comments	Conflicts
Date Received from Purchasing Manager		02/14/17			
Complete Documents Received					
Scope of Work		02/14/17			
Estimate		02/14/17			
Funding Source		02/14/17			
Selection Criteria		02/14/17			
GSA Codes		02/14/17			
Committee Makeup		02/14/17			
Drawings		N/A			
Specifications		N/A			
Assigned assistant					
Buzz Roggenbuck, Project Manager		Engineering Project Coordinator buzz_roggenbuck@myescambia.com 595-0797			
Committee					
Leslie Sanchez		Engineering Project Coordinator leslie_sanchez@myescambia.com 595-0793			
James Duncan		Deputy Division Manager james_duncan@myescambia.com 595-3543 777-4735			
Joy Jones (alternate)		Division Manager joy_jones@myescambia.com 595-3449 501-1077			
Terri Berry (alternate)		Engineering Project Coordinator Terri_Berry@myescambia.com 595-3421			
Time Line					
Sent to Bureau/Division for approval		02/17/17			
Approved by Bureau/Division		02/21/17			
Legal					
Deadline for advertising		02/23/17		due no later than noon	
Advertising Date(s)		02/27/17			
Solicitation Process					
Public Notice		02/27/17			
Pre-Solicitation Meeting		N/A			
Final Date for Questions		N/A			
Date for Responses to Questions		N/A			
Responses/Bids Due		03/21/17		11:59 p.m. CDT, Tuesday	
Register of Submitters / Bid Tabulation Notice		03/22/17		Wednesday	
*Short-Listing Meeting		03/28/17		3:30 - 5:00 p.m. CDT, Tuesday	
Short-Listing Notice		03/28/17		Tuesday	
*Discussions / Ranking Meeting		04/20/17		8:00-12:00 p.m. CDT, Thursday	
Ranking Notice		04/19/17		Wednesday	
Fee Negotiations Letter		04/19/17		Wednesday	
Written Scope of Work Due		04/28/17		Friday	
Fee Proposal Due		05/01/17		Monday	
*1st Negotiations		05/03/17		3:00 - 5:00 p.m. CDT, Wednesday	
*2nd Negotiations		05/09/17		3:30 - 5:00 p.m. CDT, Tuesday	
Final Fee Proposal Due		05/10/17		Wednesday	
Contract Preparation, Review and confirm the following:					
Certificate of Authority to do Business from the State Of Florida (Information Can Be Obtained at http://www.sunbiz.org/search.html)					
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions					
Truth in Negotiation Certification					
Sworn Statement Pursuant to Section 287.133 (3)(A), Florida Statutes, On Entity Crimes					
Information Sheet For Transactions and Conveyances Corporate Identification					

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Agreement Requirements				
Firm Name (confirmed against Certificate of Authority)				
PD # & Name				
BCC Date				
Firm Address, City, State & Zip				
Firm FEIN				
Contract Amount				
Construction Estimate				
Signature Authority & Title				
Assistant proofread				
Firm revised and approved agreement				
Award				
Intent to Award Letter sent	05/16/17		Tuesday	
Agreement finalized	05/12/17		Friday	
Recommendation Due	05/12/17		Friday	
Vendor Post Award Compliance				
COI Due	05/30/17		Tuesday	
Contract Signed by vendor	05/30/17		Tuesday	
BCC Meeting	05/25/17		Thursday	
Requisition Due	05/30/17		Tuesday	
PO Issued	06/01/17		Thursday	
PO and Contract Signed	06/02/17		Friday	
Documents Made Public	04/20/17		Thursday	30 days after opening
Update				
H: Drive				
Live Link				
Web Page				

I have reviewed the timeline and accept the dates and times as listed.

Signature _____

Print Name _____

Date _____