



**Notice # 1**  
**September 11, 2019**  
**RFQu # 20190101 Design Services for a New City Building**

Instructions to Proposers

The Presentation and Q&A is scheduled for Tuesday, October 1, 2019 for the following firms at the following times:

**10:05 AM EST CPZ Architects, Inc.**

**10:35 AM EST EDB Architects**

**11:05 AM EST West Architecture + Design, LLC**

The format will be a 30-minute time period to allow committee members to ask clarifying questions based on the firm's written responses already supplied by the firms from the firm's submittal and Q&A questionnaire. The following format will be observed:

**Up to 15-minutes for the firm's presentation.** This is the first fifteen minutes of the session and the City recommends that the contents of this section be information that the firm deems necessary for the committee members to have a clear understanding about their proposed work plan and approach to the project.

**Up to 15-minutes for the Q&A clarifying session.** This is a conversation between the committee and the firm to gain a better understanding and more insight into the firm's qualifications and fitness for the project based on the firm's submittal and the Q&A answers previously supplied to the committee.

Specifically, the committee is requesting that the firm's proposed project manager team members for this project be available for this meeting. The firm's team maybe comprised of sub-consultants if the firm chooses. Visuals in the format that the firm chooses is also permitted. Please limit the firm's presentation team to no more than three team members. Thank you.

The Evaluation Committee will meet in the **Procurement Management Department, Building A, Conference Room #390 located at 121 SW Port St. Lucie Blvd., Port St. Lucie, FL 34984.** Thank you.

Note: All other language, instructions, and associated due dates remain the same as originally represented and posted.