



**POSTING DATE:**  
April 16, 2024

**NOTICE OF  
EVALUATION TEAM MEETING  
RFQ #12-0-2024/GB  
Continuing Consultant Services Library**

The City of Palm Bay's Evaluation Team for the above identified project will meet to discuss and rank Firm submittals. The meeting will take place at **City Hall Council Chambers**, located at **120 Malabar Rd SE Palm Bay, FL 32907**.

In accordance with Florida Statutes § 286.011, governing open meetings and public records, the forthcoming meetings will be both recorded and accessible to the public. All stakeholders are invited to participate in this public meeting either in person or through a virtual conference facilitated via Microsoft Teams.

The evaluation team will discuss the fourteen (14) disciplines independently. Each discipline will have its own time and conference ID. Below you will find the information for each:

The schedule is as follows:

April 30, 2024

- Architecture, Time: 10:30am to 11:00am, Meeting ID: 244 949 679 339, Passcode: So2wNE
- Landscape Architecture, Time: 11:00am to 11:30am, Meeting ID: 221 210 573 009, Passcode: DYgoCr
- Environmental Engineering, Time: 12:00pm to 12:30pm, Meeting ID: 291 595 032 70, Passcode: Bu9TvU
- Civil Engineering, Time: 12:30pm to 1:00pm, Meeting ID: 273 934 620 873, Passcode: 5pMpcg
- Roadway/Traffic Engineering, Time: 1:00pm to 1:30pm, Meeting ID: 212 771 247 817, Passcode: S8YqpW

May 1, 2024

- Surveying and Mapping Services, Time: 11:00am to 11:30am, Meeting ID: 294 532 190 936, Passcode: XMyCMG
- Construction/Project Management, Time: 11:30am to 12:00pm, Meeting ID: 269 727 057 714, Passcode: jiXTWP
- Construction Engineering/Inspection, Time: 12:00pm to 12:30pm, Meeting ID: 227 310 307 712, Passcode: X8j2BS
- Grant Writing, Time: 12:30pm to 1:00pm, Meeting ID: 214 332 640 770, Passcode: 2pByq8

May 2, 2024

- Permitting and Plan Review, Time: 10:00am to 10:30am, Meeting ID: 280 366 603 417, Passcode: S3ZzdD
- Land Development Review, Time: 10:30am to 11:00am, Meeting ID: 237 243 460 78, Passcode: wDpG5o
- Urban Planning and Design, Time: 11:30am to 12:00pm, Meeting ID: 267 651 262 976, Passcode: zpWw5X
- Building Safety and Compliance, Time: 12:00pm to 12:30pm, Meeting ID: 284 105 724 275, Passcode: Shp7js
- Fire Safety and Prevention Services, Time: 12:30pm to 1:00pm, Meeting ID: 294 633 199 541, Passcode: cbiYg9

If an individual decides to appeal any decision made by the City with respect to any matter considered at this meeting, a record of the proceedings will be required, and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Purchasing & Contracts Division Office at (321) 952-3424 or Florida Relay Systems at 711.

The meeting minutes of public meetings shall be recorded in accordance with FS 286.011.