



PALM BEACH
Transportation
Planning Agency

NOTICE OF PRE-BID CONFERENCE

Date: February 15, 2023

RFP NO. 2023-01

The Palm Beach MPO
d/b/a

The Palm Beach Transportation Planning Agency (TPA)

is providing this Notice of a Pre-bid Conference for RFP 2023-01 for:

GENERAL PLANNING CONSULTANT SERVICES

**IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT MAY BE
REQUESTED IN AN ALTERNATE FORMAT**

**Palm Beach Transportation Planning Agency
301 Datura St.
West Palm Beach, FL 33401**

**Mayor Chelsea Reed of Palm Beach Gardens – TPA Governing Board Chair
Valerie Neilson – Executive Director**

The Palm Beach TPA will hold a Pre-bid Conference for RFP 2023-01 General Planning Consultant Services on Wednesday, February 22, 2023, to discuss the upcoming procurement process, scope of services, and evaluation criteria.

Prospective bidders will have an opportunity to ask questions upon conclusion of the presentation.

TPA GENERAL PLANNING CONSULTANT PRE-BID CONFERENCE AGENDA

DATE: **Wednesday, February 22, 2023**
TIME: **2:00 p.m.**
PLACE: **Virtual** -
<https://us02web.zoom.us/j/87683227516?pwd=UTZFRHdySERya3RBbWpjNEluOFI0dz09> Passcode: 184866

Attendees may not enter the TPA workplace if in the previous 5 days, they have tested positive for COVID-19, exhibited symptoms of COVID-19, or been in close contact with someone with COVID-19 and are unvaccinated.

Members of the public can join the meeting virtually.

Please call 561-725-0800 or e-mail info@PalmBeachTPA.org for assistance joining the virtual meeting.

- 1. INTRODUCTION**
 - A. Agency Background
 - B. TPA Mission and Vision
- 2. PROCUREMENT PROCESS**
 - A. Contact and correspondence procedures
 - B. Procurement timeline
 - C. Required submission elements
- 3. DRAFT - SCOPE OF SERVICES**
- 4. DRAFT - EVALUATION CRITERIA**
- 5. PROSPECTIVE VENDOR QUESTION AND ANSWER**
- 6. ADJOURNMENT**

NOTICE

This is a meeting of the Palm Beach MPO doing business as the Palm Beach Transportation Planning Agency.

In accordance with Section 286.0105, *Florida Statutes*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings, and that, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require a printed copy of the agenda package, require special accommodations under the Americans with Disabilities Act or require translation services for a meeting (free of charge) must call 561-725-0800 or send email to Info@PalmBeachTPA.org at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.