

Estimated Project Timeline for RFP # AD-26-01 "Operation and Management of the Building Department"

Calendar Days Passed	Working Days Passed	Date	Event	Explanation of Time Requirements
N/A	N/A	Wed, Jul 29, 2026	Administration Complete Revised Draft of RFP for Operation and Management of the Building Department along with Agenda Item for Workshop in Legistar	Time required to incorporate any changes from any applicable questions received from the Commission prior to the upcoming workshop.
1	1	Thu, Jul 30, 2026	Agenda Books Printed and delivered to City Commission	Estimated date when all agenda items complete the Legistar approval process and are ready for Agenda Book printing and distribution to the City Commission.
6	3	Wed, Aug 05, 2026	Hold Workshop for City Commission review and comment	Date of Commission Workshop
19	10	Mon, Aug 24, 2026	Complete Revised Draft of RFP based on Commission's Workshop Comments along with the Draft Agenda Item for Commission Approval to Advertise	This timeframe allows Administration to review City Commission comments from the Workshop and incorporate necessary revisions into the draft RFP and the standard deadline to have agenda items completed and in the routing process for approval in Legistar, through multiple City departments, before being printed for the next available Commission meeting.
3	3	Thu, Aug 27, 2026	Agenda Books Printed and delivered to City Commission	Estimated date when all agenda items complete the Legistar approval process and are ready for Agenda Book printing and distribution to the City Commission.
7	4	Thu, Sep 03, 2026	Commission Meeting to Review Revised RFP for approval to Advertise	Date of Commission Meeting
5	1	Tue, Sep 08, 2026	Solicitation Advertised on e-Procurement Platform	Time required to incorporate any final Commission-approved changes and complete data entry, review, and release of the bid in the e-Procurement system for advertisement.
56	32	Tue, Nov 03, 2026	Bid Opening	The Procurement Department typically advertises bids for 28 days to allow vendors sufficient time to access the solicitation, submit questions, receive responses, and prepare complete bid submissions. However, based on the City Commission's comments at the March 31, 2026 workshop this was increased to 42 days, then based on Commission's comments at the June 17, 2026 Commission meeting it was further increased to 56 days.
21	11	Tue, Nov 24, 2026	Complete Bid Tabulation, Prepare Evaluation Documents, Perform Reference Checks, etc.	Time is required to tabulate bids, prepare evaluation materials, conduct and follow up on reference checks, and complete all related review documentation.
14	7	Tue, Dec 08, 2026	Evaluation Committee Meeting to conduct discussions/presentations and select a vendor.	This timeframe allows staff to distribute and explain evaluation instructions and provide evaluators adequate time to review the materials prior to the meeting and for the bidders to prepare their presentations.
20	11	Mon, Dec 28, 2026	Complete Drafting Agenda Item to provide the recommendation of the Evaluation Committee to the City Commission to award and allow contract negotiations	This is the standard deadline to have agenda items completed and in the routing process for approval in Legistar, through multiple City departments, before being printed for the next available Commission meeting.
2	2	Wed, Dec 30, 2026	Agenda Books Printed and delivered to City Commission	Estimated date when all agenda items complete the Legistar approval process and are ready for Agenda Book printing and distribution to the City Commission.
7	4	Wed, Jan 06, 2027	City Commission approval of the Evaluation Committee Recommendation	Date of Commission Meeting
5	2	Mon, Jan 11, 2027	Administration meets with recommended firm to start negotiations	Provides time for staff from the City and Contractor to meet and start the contract negotiation process.
36	19	Tue, Feb 16, 2027	Administration and Firm completes negotiations	This timeframe allows for contract negotiations, coordination with Legal and other City departments, and preparation of a final contract acceptable to all parties.
6	3	Mon, Feb 22, 2027	Complete Drafting Agenda Item for City Commission to approve negotiated contract with awarded firm	This is the standard deadline to have agenda items completed and in the routing process for approval in Legistar, through multiple City departments, before being printed for the next available Commission meeting.
3	3	Thu, Feb 25, 2027	Agenda Books Printed and delivered to City Commission	Estimated date when all agenda items complete the Legistar approval process and are ready for Agenda Book printing and distribution to the City Commission.
6	3	Wed, Mar 03, 2027	City Commission approve the Agenda Item for the negotiated contract and begin the transition process to the new contract.	Date of Commission Meeting