

**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	Thu, Mar 19, 2026	Administration Complete Drafting RFP for Operation and Management of the Building Department.	Time is required for multi-department coordination and review to produce a clear, legally sufficient RFP that protects the City's interests and minimizes post-award risk.
4	1	Mon, Mar 23, 2026	Complete Drafting Agenda Item for Workshop in Legistar	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, Mar 26, 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.
5	2	Tue, Mar 31, 2026	Hold Workshop for City Commission review and comment	Date of Commission Workshop
69	38	Mon, Jun 08, 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, Jun 11, 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, Jun 17, 2026	Commission Meeting to Review Revised RFP for approval to Advertise	Date of Commission Meeting
6	2	Tue, Jun 23, 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.
42	24	Tue, Aug 04, 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 workshop this was increased to 42 days.
21	12	Tue, Aug 25, 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, Sep 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, Sep 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.
3	3	Thu, Oct 01, 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, Oct 07, 2026	City Commission approval of the Evaluation Committee Recommendation	Date of Commission Meeting
5	2	Mon, Oct 12, 2026	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.
35	18	Mon, Nov 16, 2026	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.
3	3	Thu, Nov 19, 2026	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. Considering Thanksgiving is on Thursday, November 26th.
5	2	Tue, Nov 24, 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.
8	4	Wed, Dec 02, 2026	City Commission approve the Agenda Item for the negotiated contract and begin the transition process to the new contract.	Date of Commission Meeting