



RISK MANAGEMENT & PURCHASING
1140 EAST PARKER STREET
LAKELAND, FL 33801

Subject: **CONSTRUCTION TRADE PROFESSIONALS FOR CONTINUING CONTRACT**

2024-RFQ-289

The City of Lakeland Selection Committee has reviewed all submittals received from qualified firms to provide professional services related to the above-mentioned project. Your firm was shortlisted for further consideration.

Interviews will be conducted at Lakeland Linder International Airport 3900 Don Emerson Drive 2nd Floor Conference Room Airport A on Friday October 11, 2024 from 8:00 AM to 5:00 PM

The following times have been set for presentations:

- 8am to 9am | Creative Contractors
- 10am to 11am | Delotto
- 11am to 12pm | Manhattan
- 1pm to 2pm | SEMCO
- 3pm to 4pm | Springer Voss
- 4pm to 5pm | Register

All vendors will receive an individual calendar meeting invite

Although this is a public noticed meeting only vendors presenting are allowed during their presentation times.

Evaluation criteria will include:

Selection Committee members will grade each presentation based on the following criteria:

1. Professionalism
2. Experience
3. Quality Control and Quality Assurance
4. Project Management

Interview Timeline

- | | | |
|-------------------|-----------------|---|
| • 0 min – 5 min | Total of 5 min | Firm Set-Up (PPT, Slides, Handouts, Etc...) |
| • 5 min – 25 min | Total of 20 min | Firm Introductions & Presentation |
| • 25 min – 40 min | Total of 15 min | Selection Committee Questions |
| • 40 min – 50 min | Total of 10 min | Firm Questions |
| • 50 min – 60 min | Total of 10 min | Overflow & Firm Breakdown |

The Final Selection meeting will be on Monday October 14th at 4:00 p.m. at the Lakeland Linder International Airport.

Sincerely,

Linda Alspaugh (Buyer)