



# NOTICE OF MEETING

## **Evaluation Committee Meeting RFP No. 2024-02-02 Parks and Recreation Master Planning Services**

An Evaluation Committee meeting will be held on Wednesday, May 29, 2024 starting at 1:00 p.m.

The purpose of this meeting is to hear presentations and have a question and answer sessions with the short-listed firms. This portion of the meeting is expected to begin at 1:00 p.m. and end at approximately 4:00 p.m. This portion of the meeting is closed to the general public.

After presentations and Q&A, the Evaluation Committee will re-score the proposals. The final ranking shall be based on the Committee's final evaluation following their interview of the selected firms.

Location: Miami Shores Village Hall  
10050 NE 2<sup>nd</sup> Ave.  
Miami Shores, FL 33138

For comments or questions contact Donna Rockfeld, Procurement Administrator at 305-762-4870 or email: [RockfeldD@msvfl.gov](mailto:RockfeldD@msvfl.gov).

**If a person decides to appeal any decision made by the Village or Council with respect to any matter considered at such meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she 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.**

**If you desire auxiliary services to assist in viewing or hearing the meeting or reading agendas and minutes for the meetings, please contact the Village Clerk's Office at 305-762-4870 and arrangements will be made to provide these services to you.**