




TOWN OF GOLDEN BEACH

One Golden Beach Drive
Golden Beach, FL 33160

MEMORANDUM

Date: October 15, 2019

To: Honorable Mayor Glenn Singer &
Town Council Members

From: Alexander Diaz, 
Town Manager

Subject: **Civic Center Preliminary Planning Schedule (3rd edition)**

As we continue to further the goals and objectives of our Civic Center Master Plan below is a VERY preliminary planning schedule.

2019:

April	Provide Preliminary Design Criteria to Town Council
May	Council Comments/Feedback due to Administration
May	Prepare Boiler Plate Bid-Documents
September 26	Council Approval of Final Bid Documents and Design Criteria
October 4	RFP Announcement Issued for Request for Proposals (Bid)
October 18	Issue Official Request for Proposals (Bid)
November 15	Mandatory Pre-Bid Meeting

2020:

January 17	Request for Proposals (Bid) due by noon
January 22-23	Oral Presentations to Selection Committee
January 31	Selection Committee Scoring Completed
February 6	Town Council Workshop for Selection (Save all day)
February 18	Town Council Approves Successful Respondent
March	Final Negotiations on Design and Contract
October	Final Construction/Permit Set Required
November	Ground Breaking