

**ARCHITECTURAL/ENGINEERING SERVICES  
 BUILDING #4, WINTER HAVEN FINE ARTS BUILDING (WFA)  
 WINTER HAVEN CAMPUS  
 RFQ #21-01**

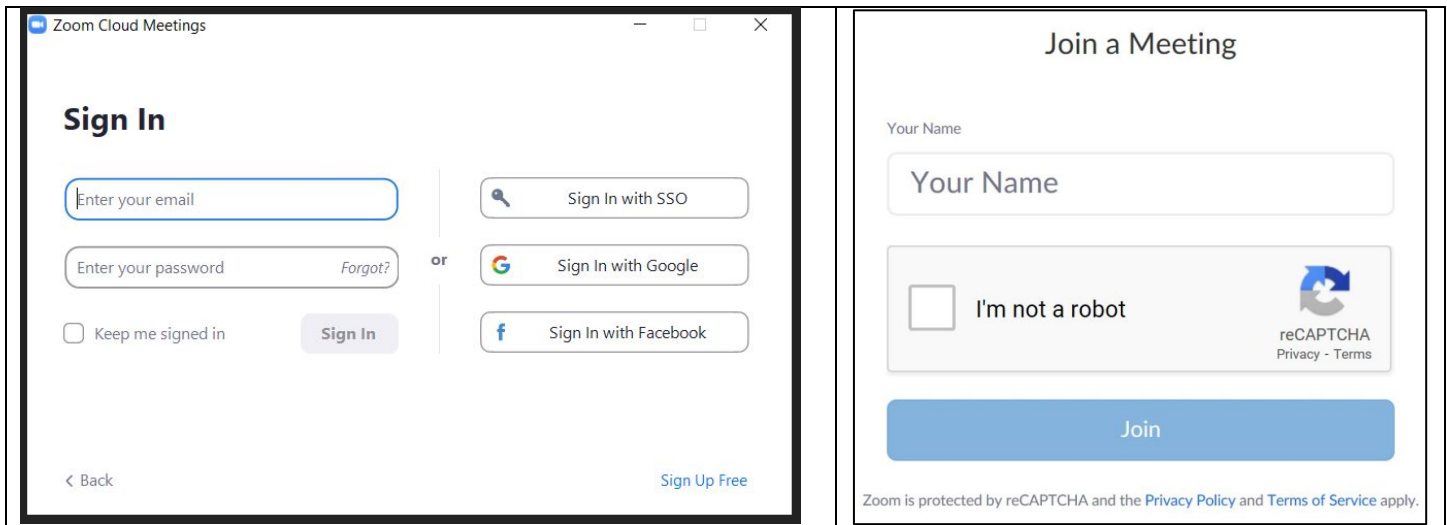
**REVISION OF TIMELINE FOR SHORTLISTED FIRMS**

In accordance with the advice to limit public meetings to reduce the spread of COVID-19, Procurement Services is pleased to offer the ability to attend the public meetings virtually using the Zoom meeting platform, as applicable.

<b>REVISED TIMELINE and LOCATION</b>	
<b>Oral Presentations and interview with Evaluation Team</b>	<b>Tuesday January 4, 2022 from 9:30 am – 12:30 PM (EST)</b>  <b>Virtual Format (Zoom platform)</b>
<b>Intent to Award posted to dedicated web page</b>	<b>Friday January 7, 2022</b>
<b>ORAL PRESENTATIONS</b>	<b>TIME BLOCK: TBD</b>
<p>The Interviews with the Shortlisted firms will be <i>closed</i> to the public. Shortlisted firms will receive an individual Zoom invitation. Once completed, and during deliberation, the firms and the public are welcome to join to watch (second Zoom invitation).</p>	

Due to the online nature of this meeting, the College requests that attendees use the sign in feature in order to get an accurate account of all participants. To achieve this, we encourage participants to connect via the computer or Zoom phone app. Joining the meeting can be achieved by multiple methods: Zoom account login, Google login, Facebook login, or by entering your full name at the prompt (see screenshots enclosed below).

Important: Participants who join by phone, Zoom only captures their phone number. At the beginning of the meeting, the College will provide an opportunity for phone participants to verbally state their name so their presence can be recorded. The College will not be responsible for phone participants who enter the call late and are unable to record their presence.



**Important Information:**

- All guests are required to log in on time as we are required to take attendance.
- Attendance will be documented using the Meeting Report feature in Zoom, which allows the College to pull an Excel file with a list of all the names of the attendees.
- Please note all meetings will be recorded.
- Submittal Evaluation Meeting: For the exception of the Evaluation Team and the Procurement Team, all other participants will be muted. Reminder that although the public is invited to participate in all public meetings, they are not allowed to ask questions or speak during the evaluation process.

*Tip: If you are having problems with your sound or video it helps if you leave your Camera off.*