



**MEMORANDUM**  
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**THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY**

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**TO:** Selection Committee  
All Qualified Proposers

**FROM:** Sarah Caper, AICP, Principal Planner

**DATE:** April 20, 2020

**SUBJECT:** Procurement by Competitive Proposals, #20-01 Forward Pinellas Planning Consultants, Addendum

After consideration of the current circumstances, Forward Pinellas has decided a selection committee meeting is in order to confirm the next steps in this procurement. The purpose of the selection committee meeting will be to discuss the presentation format. Forward Pinellas staff has received a number of inquiries from firms regarding the presentation format and these will be presented to the selection committee for discussion.

Following the last memorandum, a flaw in the scoring spreadsheet was discovered. No firms previously eligible for presentations (scoring above 470) are ineligible, but additional firms are now eligible. Forward Pinellas staff will present the updated scores at the selection committee meeting.

This procurement will no longer be scheduled for the May Forward Pinellas Board meeting, but will be brought to the Board when it meets again in person. An updated schedule will be provided after the selection committee meeting. All currently scheduled presentations will be postponed and rescheduled for after the selection committee meeting. All firms will be given a reasonable amount of time to prepare for the presentations once they are rescheduled.

The selection committee meeting is scheduled for April 27, 2020 at 11 a.m. The meeting will be held virtually using Zoom.

Join Zoom Meeting,  
<https://us02web.zoom.us/j/89334690472?pwd=cck2alhjUW4zMHJjdIR3VWptRTBhUT09>

Meeting ID: 893 3469 0472  
Password: 412316

One tap mobile  
+13126266799,,89334690472#,,#412316# US (Chicago)  
+16468769923,,89334690472#,,#412316# US (New York)

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 646 876 9923 US (New York)
- +1 408 638 0968 US (San Jose)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US
- +1 301 715 8592 US
- +1 346 248 7799 US (Houston)

Meeting ID: 893 3469 0472

Password: 412316

Find your local number: <https://us02web.zoom.us/j/89334690472>

**Section 4** of the procurement materials is being revised as follows:

Third selection committee meeting April 27, 2020, 11:00 a.m.

Presentations Postponed - TBD

Selection committee meeting Postponed - TBD

Recommendation to Forward Pinellas Board Postponed - TBD

We appreciate your patience as we work through this process.

All other dates, specifications terms and conditions remain the same.