

MEMO

TO: Short-Listed Groups

FROM: Jim Suttle

RE: Florence Master Plan

CONGRATULATIONS FROM FLORENCE FUTURES ON BEING SHORT-LISTED!

The final step is a formal proposal and interview per these parameters:

1. Prepare your formal proposal (scope of work, deliverables, schedule, etc.). Follow the guidelines in the LOI/RFQ you received on September 27, 2006. Write your proposal in a format that will become the attachment to a proposed contract with Florence Futures. Bring 20 copies plus one electronic version to your interview.
2. Prepare a power point presentation of 20 to 30 minutes. Your project manager/planner should present this to the Florence Futures Board. Please cover the following: your approach, scope of work, project team, interaction with Florence Futures and other groups (per ROI/RFQ document), schedule, and deliverables. Tell your story! This is your stage! Following the presentations be prepared for 20 to 30 minutes of questions.
3. The presentation schedule is as follows:
 - a. Historic Florence Downtown Master Plan Study
 - i. October 17, 2006
 - ii. 6:00 to 7:00 p.m. – BCDM/Olsson
 - iii. 7:00 to 8:00 p.m. – HDR
 - iv. 8:00 to 9:00 p.m. – Florence Futures Board Review & Selection
 - v. Moderators: Jim Thompson and Paul Mullen
 - b. Historic Florence Gateway Visitor/Welcome Center Master Plan Study
 - i. October 24, 2006
 - ii. 6:00 to 7:00 p.m. – Big Muddy Workshop/BVH
 - iii. 7:00 to 8:00 p.m. – Olsson/BCDM
 - iv. 8:00 to 9:00 p.m. – Florence Futures Board Review & Selection
 - v. Moderator: Paul Mullen
4. Location: Lower Level at South Entrance of the Mormon Trail Center at 3214 State Street.
5. Equipment: The Center will provide the screen and tables. You need to bring your own power point equipment, cords, etc.

6. Audience: The full Florence Futures Board will be there – approximately 20 people.
7. Questions: Call me on my cell: 981-6601.

GOOD LUCK!