

Preliminary Schedule - Tasks and milestones

	Council	Subcmte	Staff	Key dates
Completed				
1. Advance planning team starts			X	Apr 3
2. Research, benchmarking, data gathering			X	Apr – Jul
3. GPU process and possibilities conceptual work			X	Apr – Jul
4. Staff report due – Jul 10			X	Jun 21
5. Council meeting – review GPU process and product possibilities; discuss draft RFQ/RFP	X			Jul 10
6. Prepare draft RFQ, outline RFP, and summarize benchmarks			X	Jul – Aug
7. Department management interviews			X	Jul – Aug
8. Staff report due – Aug 14			X	Jul 15
9. Council meeting – Review draft RFQ, outline RFP, summary matrix	X			Aug 14
10. Work session – draft RFQ		X	X	Aug 21
11. Staff report due – Aug 30			X	Aug 23
12. Staff report due – Sep 11			X	Aug 23
13. Council meeting – approve RFQ	X			Aug 30
Upcoming				
14. Issue RFQ			X	Sep 5
15. Council meeting – discuss committees	X		X	Sep 11
16. Prepare RFQ evaluation criteria			X	Sep 18 – 28
17. Qualifications packages due				Sep 29
18. Work session – review qualifications packages		X	X	Oct 2 – 12
19. Work session – revise draft RFP and prepare submittal summary and qualified consultant list recommendation		X	X	Oct 16 – 25
20. Staff report due – Nov 13			X	Oct 25
21. Council meeting – review submittal summary, qualified consultant list recommendation, and draft RFP (alternatively, Council could approve RFP at this meeting)	X			Nov 13
22. Work session – final revisions to draft RFP (if necessary)		X	X	Nov 14 – Dec 7
23. Staff report due – Dec 26			X	Dec 12
24. Council meeting – Approve RFP (alternatively, Council could approve on Nov 13)	X			Jan 8
25. Issue RFP			X	Jan 9
26. Consultants prepare proposals				Jan 9 – Feb 16
27. Proposals due				Feb 16
28. Work sessions – review proposals and compile interview list		X	X	Feb 19 – Mar 23
29. Staff report due – Apr 23			X	Apr 2
30. Council meeting – review and approve interview list	X			Apr 23
31. Interview scheduling lead time			X	Apr 24 – May 11
32. Proposer interviews	?	?	X	May 14 – 25
33. Prepare consultant selection recommendation	?	?	X	May 28 – Jun 8
34. Staff report due – Jul 9			X	Jun 18
35. Council meeting – Select consultant	X			Jul 9
36. Consultant start of work	X		X	Jul