

| Preliminary Schedule – Tasks and milestones                                                                                    | CC* | SC* | Staff | Key dates 2017-2018 |
|--------------------------------------------------------------------------------------------------------------------------------|-----|-----|-------|---------------------|
| 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              |
| 14. <b>Issue RFQ</b>                                                                                                           |     |     | X     | Sep 6               |
| 15. Council meeting – discuss committees (continued to Oct 23)                                                                 | X   |     | X     | Sep 11              |
| 16. Prepare RFQ evaluation criteria                                                                                            |     |     | X     | Sep 18–28           |
| 17. RFQ questions due                                                                                                          |     |     |       | Sep 20              |
| 18. RFQ questions posted                                                                                                       |     |     |       | Sep 22              |
| 19. <b>Qualifications packages due</b>                                                                                         |     |     |       | Sep 29              |
| 20. Work session – review qualifications packages                                                                              |     | X   | X     | Oct 2–12            |
| 21. Work session – revise draft RFP and prepare submittal summary and qualified consultant list recommendation                 |     | X   | X     | Oct 16–25           |
| 22. Council meeting – discuss advisory bodies                                                                                  | X   |     |       | Oct 23              |
| 23. Commence committee creation process                                                                                        | X   |     |       | Oct 24              |
| 24. Staff report due for executive staff review – Nov 16                                                                       |     |     | X     | Oct 25              |
| 25. Staff report provided to Council – Nov 16                                                                                  |     |     | X     | Nov 3               |
| 26. Council special meeting – discuss advisory bodies, RFQ submittals summary, draft qualified consultants list, and draft RFP | X   |     |       | Nov 16              |
| 27. Work session – final revisions to draft RFP (if necessary) and begin discussion on how to engage the community             |     | X   | X     | Nov 20–Dec 7        |
| 28. Staff report due for executive staff review – Week of Jan 8 special meeting                                                |     |     | X     | Dec 12              |
| 29. Staff report provided to Council – Week of Jan 8 special meeting                                                           |     |     | X     | Dec 29              |
| 30. Council special meeting – approve to issue RFP and discuss way to begin engaging the community                             | X   |     |       | Week of Jan 8       |
| 31. <b>Issue RFP</b>                                                                                                           |     |     | X     | Jan 11              |
| 32. Consultants prepare proposals, staff prepares RFP evaluation criteria                                                      |     |     |       | Jan 9–Feb 16        |
| 33. <b>Proposals due</b>                                                                                                       |     |     |       | Feb 15              |
| 34. Work sessions – review proposals, prepare interview materials, and compile interview list                                  |     | X   | X     | Feb 19–Mar 23       |
| 35. Staff report due for executive staff review – Week of Apr 23 special meeting                                               |     |     | X     | Apr 2               |
| 36. Staff report provided to Council – Week of Apr 23 special meeting*                                                         |     |     | X     | Apr 12              |
| 37. Begin briefing Council Members Elect on General Plan Update process                                                        | X   |     | X     | April 12            |
| 38. Council special meeting – review and approve interview list and finalize advisory bodies appointees                        | X   |     |       | Week of Apr 23      |
| 39. Interview scheduling lead time                                                                                             |     |     | X     | Apr 24–May 11       |
| 40. <b>Proposer interviews</b>                                                                                                 |     | X   | X     | May 14–25           |
| 41. Staff report due for executive staff review – Week of Jun 11 special meeting                                               |     |     | X     | May 21              |
| 42. Staff report provided to Council – Week of Jun 11 special meeting                                                          |     |     | X     | Jun 1               |
| 43. Prepare consultant selection recommendation                                                                                |     | X   | X     | May 28–Jun 8        |
| 44. Staff report due for executive staff review – Week of Jun 25 special meeting                                               |     |     | X     | Jun 4               |
| 45. Staff report provided to Council – Week of Jun 25 special meeting                                                          |     |     | X     | Jun 15              |
| 46. Council special meeting – Form Council subcommittees                                                                       | X   |     |       | Week of Jun 11      |
| 47. Staff report due for executive staff review – Week of Jul 9 special meeting                                                |     |     | X     | Jun 18              |
| 48. Staff report provided to Council – Week of Jul 9 special meeting                                                           |     |     | X     | Jun 29              |
| 49. Council special meeting – Confirm Council subcommittees                                                                    | X   |     |       | Week of Jun 25      |
| 50. Council special meeting – Select consultant                                                                                | X   |     |       | Week of Jul 9       |
| 51. <b>Consultant start of work</b>                                                                                            | X   |     | X     | Jul                 |

\*This is a tentative date depending on the City Council's reorganization schedule following the April 10, 2017 election.

CC = City Council, SC = City Council Subcommittee (Sahli-Wells and Small)

Updated as of 11/16/17