

Preliminary Schedule - Tasks and milestones

Completed	CC	SC	Staff	Key dates
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. Issue RFQ			X	Sep 6
Upcoming				
15. Council meeting – discuss committees	X		X	Sep 11
16. Commence committee creation process	X			Sep 12
17. Prepare RFQ evaluation criteria			X	Sep 18–28
18. Qualifications packages due				Sep 29
19. Work session – review qualifications packages		X	X	Oct 2–12
20. Work session – revise draft RFP and prepare submittal summary and qualified consultant list recommendation		X	X	Oct 16–25
21. Staff report due for executive staff review – Week of Nov 13 special meeting			X	Oct 25
22. Staff report provided to Council – Week of Nov 13 special meeting			X	Nov 3
23. Council special meeting – review submittal summary and qualified consultant list recommendation and conduct draft RFP visioning (alternatively, Council could approve RFP at this meeting)	X			Week of Nov 13
24. Work session – final revisions to draft RFP (if necessary)		X	X	Nov 14–Dec 7
25. Staff report due for executive staff review – Week of Jan 8 special meeting			X	Dec 12
26. Staff report provided to Council – Week of Jan 8 special meeting			X	Dec 29
27. Council special meeting – approve RFP (alternatively, Council could approve on Nov 13)	X			Week of Jan 8
28. Issue RFP			X	Jan 11
29. Consultants prepare proposals, staff prepares RFP evaluation criteria				Jan 9–Feb 16
30. Proposals due				Feb 15
31. Work sessions – review proposals, prepare interview materials, and compile interview list		X	X	Feb 19–Mar 23
32. Staff report due for executive staff review – Week of Apr 23 special meeting*			X	Apr 2
33. Staff report provided to Council – Week of Apr 23 special meeting*			X	Apr 12
34. Begin briefing Council Members Elect on General Plan Update process	X		X	April 12
35. Council special meeting – review and approve interview list*	X			Week of Apr 23
36. Interview scheduling lead time			X	Apr 24–May 11
37. Proposer interviews		X	X	May 14–25
38. Staff report due for executive staff review – Week of Jun 11 special meeting			X	May 21
39. Staff report provided to Council – Week of Jun 11 special meeting			X	Jun 1

Upcoming	CC	SC	Staff	Key dates
40. Prepare consultant selection recommendation		X	X	May 28–Jun 8
41. Staff report due for executive staff review – Week of Jun 25 special meeting			X	Jun 4
42. Staff report provided to Council – Week of Jun 25 special meeting			X	Jun 15
43. Council special meeting – Form Council subcommittees	X			Week of Jun 11
44. Staff report due for executive staff review – Week of Jul 9 special meeting			X	Jun 18
45. Staff report provided to Council – Week of Jul 9 special meeting			X	Jun 29
46. Council special meeting – Confirm Council subcommittees	X			Week of Jun 25
47. Council special meeting – Select consultant	X			Week of Jul 9
48. Consultant start of work	X		X	Jul

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