

Preliminary Schedule - Tasks and milestones				CC*	SC*	Staff	Key dates 2017-2018
1. Advance planning team starts							Apr 3
2. Research, benchmarking, data gathering							Apr–Jul
3. GPU process and possibilities conceptual work							Apr–Jul
4. Staff report due – Jul 10							Jun 21
5. Council meeting – review GPU process and product possibilities; discuss draft RFQ/RFP							Jul 10
6. Prepare draft RFQ, outline RFP, and summarize benchmarks							Jul–Aug
7. Department management interviews							Jul–Aug
8. Staff report due – Aug 14							Jul 15
9. Council meeting – Review draft RFQ, outline RFP, summary matrix							Aug 14
10. Work session – draft RFQ							Aug 21
11. Staff report due – Aug 30							Aug 23
12. Staff report due – Sep 11							Aug 23
13. Council meeting – approve RFQ							Aug 30
14. Issue RFQ							Sep 6
15. Council meeting – discuss committees (continued to Oct 23)							Sep 11
16. Prepare RFQ evaluation criteria							Sep 18–28
17. RFQ questions due							Sep 20
18. RFQ questions posted							Sep 22
19. Qualifications packages due							Sep 29
20. Work session – review qualifications packages							Oct 2–12
21. Work session – revise draft RFP and prepare submittal summary and qualified consultant list recommendation							Oct 16–25
22. Council meeting – discuss advisory bodies							Oct 23
23. Commence committee creation process							Oct 24
24. Staff report due for executive staff review – Nov 16							Oct 25
25. Staff report provided to Council – Nov 16							Nov 3
26. Council special meeting – review submittal summary and qualified consultant list recommendation and conduct draft RFP visioning (alternatively, Council could approve RFP at this meeting)							Nov 16
27. Work session – final revisions to draft RFP (if necessary)							Nov 14–Dec 7
28. Staff report due for executive staff review – Week of Jan 8 special meeting							Dec 12
29. Staff report provided to Council – Week of Jan 8 special meeting							Dec 29
30. Council special meeting – approve RFP (alternatively, Council could approve on Nov 13)							Week of Jan 8
31. Issue RFP							Jan 11
32. Consultants prepare proposals, staff prepares RFP evaluation criteria							Jan 9–Feb 16
33. Proposals due							Feb 15
34. Work sessions – review proposals, prepare interview materials, and compile interview list							Feb 19–Mar 23
35. Staff report due for executive staff review – Week of Apr 23 special meeting							Apr 2
36. Staff report provided to Council – Week of Apr 23 special meeting*							Apr 12
37. Begin briefing Council Members Elect on General Plan Update process							April 12
38. Council special meeting – review and approve interview list							Week of Apr 23
39. Interview scheduling lead time							Apr 24–May 11
40. Proposer interviews							May 14–25
41. Staff report due for executive staff review – Week of Jun 11 special meeting							May 21
42. Staff report provided to Council – Week of Jun 11 special meeting							Jun 1
43. Prepare consultant selection recommendation							May 28–Jun 8
44. Staff report due for executive staff review – Week of Jun 25 special meeting							Jun 4
45. Staff report provided to Council – Week of Jun 25 special meeting							Jun 15
46. Council special meeting – Form Council subcommittees							Week of Jun 11
47. Staff report due for executive staff review – Week of Jul 9 special meeting							Jun 18
48. Staff report provided to Council – Week of Jul 9 special meeting							Jun 29
49. Council special meeting – Confirm Council subcommittees							Week of Jun 25
50. Council special meeting – Select consultant							Week of Jul 9
51. Consultant start of work							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)