

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. Issue RFQ			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. Qualifications packages due				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. Issue RFP			X	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		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. Proposer interviews		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. 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.

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

Updated as of 11/16/17