

## Proposed RFQ Timeline

Approve RFQ	January 16
Publish RFQ	No later than January 22
Proposals due	February 28, 2:00 p.m.
Individual evaluation	March 3 - 19
Group review and selection	Regular meeting March 20
Scope and contract negotiation and finalization	March 21 - April 16
Seek funding from City Council	April Council meeting
Approve professional services contract	Regular meeting April 17
Begin Scope of Work	May 1
Project completion	TBD (est. 4 - 6 months)

### Assistance needed from the City

- Publish RFQ
- Prepare contact list of potential responders from email responses
- Share responder questions with Board and post/distribute answers
- Accept and store submissions
- Distribute submissions to Board, Council liaison, attorney