

**Schedule of Events – Facilities Master Planner Selection**  
**RFP No. C-11: District-Wide Facilities Master Plan Update**

ITEM	ACTION	RESPONSIBILITY	DUE DATE
0.5	Finalize RFP Package Content	District	October 7, 2010
1	Draft Cover Letter w/Notification Letter(s) for RFP Packages to be sent	District Estella Sanchez	October 12, 2010
2	<b>RFP Submittals Due – District Office</b>	District	<b>November 2, 2010</b>
3	Short List Consultants to Interview	District	November 16, 2010
4	Notification Letter(s) Sent	District Estella Sanchez	November 17, 2010
5	Create Interview Team	District	November 17 - 19, 2010
6	Interview Questions, scoring and ranking method developed	District	November 29 – December 2, 2010
7	<b>Interviews of Consultants; Scores and Ranking Developed, Selection Recommendation</b>	District/College Staff	<b>December 9, 2010</b>
8	<b>Negotiate Contract</b>	District	<b>December 14, 2010</b>
9	Prepare Draft Professional Services Agreement	District Victoria Lamica,	December 15, 2010
10	Prepare Requisition to be issued for a PURCHASE ORDER	District/Purchasing Victoria Lamica Priscilla Burruss	December 15, 2010
11	Prepare Draft Board of Trustees Agenda: Requesting authorization to Execute Contract for services	District/Purchasing Victoria Lamica, Estella Sanchez	December 16, 2010
12	<b>Board of Trustees Meeting: Approves Selection and authorizes District to Execute Contract</b>	District	<b>January 18, 2011</b>
13	<b>Execute Contract and Issue Purchase Order and Notice to Proceed</b>	District	<b>January 19, 2011</b>
14	Pre-Master Plan Kick Off Meeting	District/College Staff	January 26, 2011
15	Final Completion of Facilities Master Plan Update	Consultant	May 11, 2011