

Comprehensive Plan: DOLA Grant & RFP Schedule

January

Monday	Tuesday	Wednesday	Thursday	Friday
		13	14	15
		Distribute draft DOLA Grant application and RFP to DOLA Mgr.; Malcolm; Fred	Distribute draft RFP to Steering Committee for Review & Comment	
18	19	20	21	22
Holiday				Legistar Packet Posted for Steering Committee Meeting
25	26	27	28	29
DOLA Grant comments due back from Chris La May	Staff report due for BOT – DOLA Grant application		Steering Committee Meeting: Comments on RFP	

February

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
DOLA Grant Application Cycle Opens	Staff report due for Planning Commission – RFP			
8	9	10	11	12
	BOT Meeting: Consent Agenda - DOLA Grant applicant			Staff submittal of final DOLA Grant Application
15	16	17	18	19
		Planning Commission Meeting: RFP review & recommendation to BOT		
22	23	24	25	26
	Staff report due for BOT - RFP			

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March

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
DOLA Grant Application Cycle Ends				
8	9	10	11	12
	BOT Meeting: RFP review & approval to publish			RFP Issued in: BidNet APA Colorado & National
15	16	17	18	19
All week: Proposal Question Submittals				Town Intermittent Response to Questions
22	23	24	25	26
All week: Proposal Question Submittals				Town Intermittent Response to Questions
29	30	31		
All week: Proposal Question Submittals				

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April

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			Pre-Proposal Meeting – Week 3	
5	6	7	8	9
	Last Day to Submit Proposal Questions			Town's Final Response to Written Questions
12	13	14	15	16
19	20	21	22	23
			Proposals Due by End of Day – Week 6	Proposals Distributed to Staff Technical Advisory Committee (TAC) for review
26	27	28	29	30
All Week: TAC review and evaluation of proposals				Final Evaluation Scoring Sheets Due

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May

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
Short List of Candidates Selected with Highest Scores for Interviews	Staff Report Due for BOT/PC Joint Study Session to Interview Short List Consultants: Packet to include Proposal/Scoring Criteria Sheet			
10	11	12	13	14
DOLA Grant Award Notice Letters Sent Out in Early May				
17	18	19	20	21
	BOT/PC Joint Study Session with Staff TAC: Interview Short List of Consultants & Complete Scoring Criteria Sheet for final selection. 1 hour interview slot (30 min. presentation/20 min. questions)			Scoring Sheets Due from BOT, PC and TAC
24	25	26	27	28
Score Sheets Tallied: Consultant Team with Highest Score Identified & Notified begin to Draft Contract	Contract Negotiation Begins			
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June

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
Signed Contract Due – 2 weeks	Staff Report Due for BOT Meeting: Award Contract for Comprehensive Plan Amendment			
14	15	16	17	18
21	22	23	24	25
	BOT Meeting: Consent Agenda – Award Contract for Comprehensive Plan Amendment			
28	29	30		

July

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
DOLA Grant Contract Typically Executed Mid- Summer				
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30