

Zone One 2013 Franchise Procurement Process Timeline

Revised 7/5/2011

	Activity	Party	Target date
1	Appoint Ad-Hoc Committee	City Council	July 5, 2011
2	Develop service / contract recommendations	HF&H / City staff	June / July 2011
3	Gather operating data	HF&H	June / July 2011
4	Provide direction on key services / terms	Ad Hoc Committee	July/Aug 2011
5	Prepare preliminary RFP and draft agreement	HF&H	Aug / Sept. 2011
6	Seek input from: City staff, Ad Hoc Committee and City Attorney	City / HF&H	Oct. / Nov. 2011
7	Seek input from potential proposers	Potential proposers	December 2011
8	Prepare revised RFP and draft agreement	HF&H	January 2012
9	Present RFP package to Ad Hoc Committee and Council for approval, and distribute to proposers	City Staff / HF&H	February 2012
10	Prepare proposals	Proposers	March / April 2012
11	Submit proposals	Proposers	May 2012
12	Evaluate proposals	City / HF&H	June / July 2012
13	Contact references and finalize evaluations	HF&H	August 2012
14	Select contractor(s) for negotiations & make recommendations to Ad Hoc Committee and Council	City	Sept. 2012
15	Conduct negotiations and resolve exceptions to agreement	HF&H / City / Proposer(s)	Oct. / Nov. 2012
16	Consider negotiated agreement for approval	City Council	December 2012
17	Order equipment	Contractor	Dec. 2012
18	Outreach campaign - Prepare and distribute educational materials, conduct informational meetings and prepare for transition	Contractor	Dec. 2012 through May 2013
19	Initiate roll-out of new service	Contractor	June 8, 2013