

Library Renovation Preliminary Schedule Using Competitive Sealed Proposal Methodology

Action Item	Date(s)	Timeframe	Submittal to City Secretary
Resolution for Selection of Procurement Methodology	November 10, 2015		Thursday, October 29, 2015
Plan and Specifications Preparation	Assume These are Complete		N/A
Advertising in Paper and on Web Site (assuming all plans specs are complete)	November 18, 2015 November 25, 2015		Due to me by COB Wednesday, November 11 th to meet Statesman Deadline Thursday
Publishing on Civcast	November 18, 2015		Due to Dan by Monday, November 17 th AM to post
Pre-Proposal Conference, if necessary	If needed the week of November 21st		N/A
Competitive Sealed Proposals Due	December 3, 2015	2 weeks and 1 day from first publication	N/A
Review and Evaluate Proposals		3 to 4 weeks if interview included	N/A
Council Selects Top Proposer	January 12, 2016		Wednesday December 30, 2015
Negotiate Contract with Selected Proposer	January 13 – January 19		N/A
Award Contract with Most Responsible Contractor	January 26, 2016/ February 9, 2016	Assuming only a week is needed for negotiations	Thursday, January 14, 2016/Thursday, January 28, 2016
Execute Agreement if ready	January 27, 2016/ February 10, 2016	Can take 3 to 4 weeks to get bonds, insurance, etc. in place	