**Process Schedule for Establishing**

**A New Consulting Engineer Contract:**

Task Description: Due Date:

Finalize the RFP document & send to the Herald & Enquirer Thursday, 12/13/12

Post RFP on City Website Tues., 12/18/12

RFP Advertises in the Herald & Enquirer Wed., 12/19, & 12/26

Proposals Due from Firms to City Hall Thursday, 1/3/13

Panel Has Individually Rated & Reviewed all Proposals Thurs., 1/24/13

Tally Proposal Scores, Select Cut-off Line & Set-Up Interviews Fri., 1/25/13

Panel Conducts Interviews with Selected Firms Thurs., 1/31/12 - Mon., 2/5/13

Recommendation for Contract Award put into Council packet Wed., 2/6/13

Council Meeting to Authorize Contract Award Tues., 2/12/13

Sign Contracts (& First Task Order to design Twightwee Water Line) Wed., 2/13/13