

**General Engineering Services & Local Government Pool
Pool Period of July 1, 2016 through June 30, 2019
DRAFT Schedule**

Rev 1/11/16

Task Description	Beginning Date	Ending Date	Person Responsible
Develop Initial DRAFT RFQ for Review	Mon, Sept 28	Mon, Nov 30	Gaye
Determine any changes to Format/Caps/Limits	Mon, Nov 16		Lisa / Gaye
Review Intial DRAFT RFQ	Mon, Nov 30	Mon, Dec 7	RFQ Development Team
RFQ Development Team Discussion	Mon, Dec 7		RFQ Development Team
Update Pool Request for Qualifications (RFQ) format & text	Mon, Dec 7	Thurs, Dec 24	Gaye
Update RFQ work discipline descriptions	Thurs, Jan 7	Thurs, Jan 28	Discipline Managers
Select & notify Pool Selection Team Members	Tues, Feb 2		Ben / Gaye
Finalize RFQ format & text	Tues, Feb 2		Gaye
Email RFQ to Cali/Barry for posting on web	Wed, Feb 10		Gaye
Post RFQ on web	Tues, Feb 16		Cali/Barry/Brad
Statements of Qualifications (SOQ's) due	Tues, Apr 5 (Before 11:00 a.m.)		Consultants
Sort/Log SOQ's	Wed, Apr 6	Tues, Apr 12	Gaye & CS
Distribute SOQ's to Selection Team Members	Wed, Apr 13	Tues, Apr 19	Gaye & CS
Email scoring files to Selection Team Members	Wed, Apr 13	Tues, Apr 19	Gaye
Selection Team Members review/evaluate/score SOQ's	Wed, Apr 20	Thurs, May 19	Team Members
Selection Team Leaders email scoring files back Gaye	Thurs, May 19		Team Leaders
Tally scores	Thurs, May 19	Thurs, June 2	Gaye
Determine qualified consultants from scores (threshold/cut off score)	Thurs, Jun 9		Ben / Gaye
Email Cali/Barry new Pool list of qualified consultants by work discipline	Tues, Jun 28		Gaye
Post new Pool on web	Wed, Jun 29		Cali/Barry/Brad
New Pool period	July 1, 2016	June 30, 2019	Consultants
Compile debrief scores and distribute to consultants	Fri, Jul 1	Fri, Jul 29	Gaye & CS
NOTE: Any Questions? Contact Gaye Hettrick, 801-965-4639, ghettrick@utah.gov			