

**Ronstadt Transit Center Redevelopment Project
Stakeholder Meeting - Dec. 16, 2013
Working Document**

PROCESS STEPS FOR REVIEW & DISCUSSION

Note: The following summary of steps was prepared by the City Office of Integrated Planning in consultation with the City Procurement Office.

Process Steps for RTC Redevelopment Project Solicitation

| <i>Preliminary Steps</i> | | |
|---------------------------------|--|---|
| 1 | City Office of Integrated Planning facilitates public stakeholder meeting to review and discuss process for multiple-phase solicitation process. | Dec. 16, 2013 |
| 2 | City Office of Integrated Planning facilitates public stakeholder meetings to provide an opportunity for stakeholders to share input on goals for consideration in the City's preparation of the first-phase of the solicitation. | Jan. 2014 <i>multiple meetings</i> |
| 3 | Mayor & Council holds a public hearing to provide the public an opportunity to comment directly to Mayor & Council on the project /process. | Beginning of Feb. 2014 |

Continued

Ronstadt Transit Center Redevelopment Project
Stakeholder Meeting - Dec. 16, 2013
Working Document

| | | |
|----------|---|--|
| | <i>First-Phase Solicitation Steps</i> <i>First phase generally focuses on qualifications.</i> | |
| 4 | City staff drafts <i>first phase</i> of the solicitation. | By end of Feb. 2014 <i>per M& C direction</i> |
| 5 | City Procurement Office publishes the first-phase solicitation. | TBD |
| 6 | City Procurement Office conducts a pre-proposal conference for firms interested in responding to the first-phase solicitation. | TBD |
| 7 | City Procurement Office establishes an Evaluation Committee to review first-phase solicitation submittals. | TBD |

Continued

**Ronstadt Transit Center Redevelopment Project
Stakeholder Meeting - Dec. 16, 2013
Working Document**

First-Phase Solicitation continued

| | | |
|----------|---|------------|
| 8 | <p>City Procurement Office receives first-phase solicitation submittals.</p> <p>City Procurement Office facilitates the confidential evaluation process with the Evaluation Committee intended to establish the most qualified parties to be invited to participate in the second phase of the solicitation.</p> <p>Evaluation committee recommends those firms most qualified to be invited to participate in the second phase of the solicitation.</p> <p><i>[Note: Public information will not be provided until the first-phase of the solicitation process is completed.]</i></p> | TBD |
| 9 | <p>Upon completion of the first-phase solicitation process, City Office of Integrated Planning holds a public meeting to update stakeholders on the status of the solicitation process.</p> | TBD |

Continued

Ronstadt Transit Center Redevelopment Project
Stakeholder Meeting - Dec. 16, 2013
Working Document

| | | |
|-----------|--|------------|
| | <i>Second-Phase Solicitation Steps</i> <i>Second Phase focus is generally on project approach and capacity to deliver.</i> | |
| 10 | City Procurement Office issues public notice to those firms being invited to proceed into the second phase of the solicitation. | TBD |
| 11 | City Office of Integrated Planning drafts the second phase solicitation with guidance as needed from City Procurement Office. | TBD |
| 12 | City Procurement Office reconvenes the evaluation committee to review the second-phase solicitation submittals. The evaluation committee will determine next steps, which may include but are not limited to: (1) short listing, (2) interviews, (3) model construction/design competition, (4) reference checks. | TBD |

Continued

**Ronstadt Transit Center Redevelopment Project
Stakeholder Meeting - Dec. 16, 2013
Working Document**

Second-Phase Solicitation Steps continued

| | | |
|-----------|--|------------|
| 13 | Evaluation Committee determines whether all or some of those firms responding to the second-phase solicitation should be invited to participate in some type of public presentation. | TBD |
| 14 | City Procurement Office presents information to Mayor & Council for further direction on Development Agreement. | TBD |
| 15 | Based on Evaluation Committee recommendation regarding phase-two respondents' solicitations and on Mayor & Council direction, City Procurement Office enters into negotiations with one or more of the respondents. | TBD |
| 16 | City Office of Integrated Planning holds public stakeholder meeting to report on process status/final selection of phase-two respondent(s). | TBD |