

**TENTATIVE SCHEDULE FOR
CALL FOR PROJECTS (Jurisdictions) and
ON-CALL CONSULTING SERVICES FOR Design Assistance**

March 2013	Draft RFQ and public notice reviewed by Division Manager. If federal \$, request ADOT DBE Goal Request Form from Fiscal Services and complete.
March 2013	Draft RFQ public notice, and ADOT DBE Goal Request Form reviewed by Fiscal Services Division and legal counsel (if necessary).
March 2013	DBE Manager send to ADOT DBE Goal Request to ADOT CRO [if federal \$ - up to 10 business day turn around - contingent upon accurate submission.]
March 2013	Fiscal-Place DBE goal in RFQ. Contract Specialist submits public notice to MAG Office Services Supervisor for publication. Advertisement published in the Republic and one minority newspaper and to Web Specialist to be posted on MAG's Web site. (Web postings should be on same day as newspaper publishing).
May 24, 2013	Forward public notice of RFQ. (Copy delivered to publishers at least 3 business days prior to publish date)
May 30, 2013	<ul style="list-style-type: none"> • Public notices published in newspapers and posted on MAG's Web site. • Request for Design Asst project applications are sent to member agencies.
June 12, 2013 at 10:00 a.m. AZ time	Deadline for written questions. (8 working days prior to closing date)
June 19, 2013 at 10:00 a.m. AZ time	Deadline for responses to written questions. (5 working days prior to closing date)
June 27, 2013 at 10:00 a.m. AZ time	<ul style="list-style-type: none"> • SOQs are due to MAG at 302 N. First Avenue, Suite 300, Phoenix, AZ 85003, (at least 28 days after public notices are published). SOQs are received and distributed to evaluation team. SOQs are NOT opened publicly and read. • 25 copies of each project application are due to MAG
June 27, 2013	Distribute conflict of interest/disclosure forms to evaluation team. Prior to review of Statements of Qualification by evaluation team. Need signed form returned to MAG before Statements of Qualification are sent out to team.
June 27, 2013	<ul style="list-style-type: none"> • SOQs received are distributed to members of the evaluation team - either hand-deliver, FedEx, or e-mail. • One set of project applications will be sent out to voting members of the MAG Bike/Ped Committee
July 11, 2013 at 10:00 a.m. AZ time.	Evaluation team meets to review SOQs. Consensus reached by evaluation team regarding CONSULTANT selection. Verify DBE goal commitment form if applicable.
July 16, 2013 at 1:30 p.m.	<ul style="list-style-type: none"> • Review and recommendation for approval by MAG technical committee (Bike and Ped Committee) • Project applications are presented, reviewed and recommended for approval to TRC, Management and Regional Council

July 17, 2013	Email agenda item for project applications for August TRC meeting
August 22, 2013 at 10:00 a.m.	Transportation Review Committee recommendation of Project Applications
September 11, 2013 12:00 Noon	MAG Management Committee potentially makes recommendation to the Regional Council Executive Committee for Consultant Selection and Project Selection list.
September 16, 2013 12:00 Noon	MAG Executive Committee potentially approves On-Call Consultants.
September 25, 2013 11:30 am	MAG Regional Council approves project selection.
October/November 2013	Jurisdictions choose consultant's and send to Contract Specialist - Fiscal Services.
November/December	Legal counsel review.