

CDAC mtg 2.5.25

AGENDA

1. Approve Jan 8 minutes

2. review final changes to the RFP

Look at timelines

3. Agreement on which firms to reach out to. (Please take a look at these before mtg or any others you come across)

<https://www.larkspureco.com/>

<https://www.richardsonassociates.com/>

<https://www.contextbydesign.com/> - this is the one Sean reached out to initially

<https://viewshed.net/>

4. Next mtg - March 5, 2025

.....

MINUTES

January 8 , 2025 minutes approved

Review/Finalize the RFP - Tiered Budget Approach? Lex will make some final edits to the RFP.

Publish to the website - Send RFP to Beth

Questions will be accumulated from firms and consolidated into one document. We will review at our march meeting to answer the questions. These will then be sent out to the firms by March 7th.

Timeline:

1. **2/14/25:** Completed Firm contact and RFP Sent
2. **2/14/25-2/28/25:** 2 Week Question Window
3. **3/5/25:** Answer Questions in our meeting on March 5th. (Lissa contact for questions)
4. **3/7/25:** Send Question Answers to All Firms
5. **3/21/25:** Final RFP Submission Deadline
6. **4/2/25:** Final Decision on Firm

Next Steps:

1. Finalize RFP - Lex

2. Contact Firms and Send RFP - Lex, Lissa, and Sam
 - a. View Shed - Lex
 - b. Context by Design - Lissa
 - c. Richardson Associates or Larkspureco - Sam
3. Send RFP to Beth - Lissa