**CMAR Selection Committee Meeting**

**Agenda - Overview of Process/Timeline**

Welcome CMAR Selection Committee and Team!!

**Timeline and Process - 2 Part Process – RFQ/RFP Information – Internal Update**

**RFQ Created, Legal Review, Committee Review – December 2021**

**RFQ Published 12/27/21 – Unsolicited Firms Notified – Website and 2x Dayton Daily News in January**

**Schedule of Activities:**

**Milestone                                                               Date**

RFQ Issued                                                             December 27, 2021

Deadline for Submittal of Questions  January 10, 2022, 4pm EST – Responses January 14, 2022

\*\*No questions from firms to respond to – 1 firm took a private tour

RFQ Submittal Date                                             January 26, 2022, 4pm EST

\*\*Pam/Russ will deliver RFQ responses to Committee members via electronic means or hard copies

\*\*Committee Meeting Monday, January 31st – 4p – 6p – Evaluate RFQs/Score/Recommend Short List

Announcement of Short-Listed Firms               January 31, 2022

\*\*Pam will send successful firms email/letter and unsuccessful firms email/letter

RFP Issued   February 4, 2022

\*\*Edits received from Design Team/ASM – Bricker reviewing/edits draft – Next Up – Committee Review

Optional Pre-Proposal Submission Meeting(s)     February 10, 2022, 11am EST, CFA Boardroom

\*\*Tour and meeting for firms w/MCCFA – prefer at least 2 Committee members attend w/Russ & Pam

Proposals Due to MCCFA                                           February 18, 2022, 4pm EST

\*\*Pam/Russ will deliver RFP responses to Committee members via electronic means or hard copies

Interview Firms in Person                                   February 24, 2022, Room TBD

\*Committee - Please plan on a full day to attend the in-person interviews on 2/24 – tentative schedule as follows:

                9am – Committee Gathers at DCC – Continental Breakfast Provided

                9:30am – 11am - Presentation/Interview Firm #1 – Room TBD

                11:30am – 1pm – Presentation/Interview Firm #2 – Room TBD

                1pm – 1:40pm – Lunch Provided – CFA Boardroom 2nd Floor

                1:45pm – 3:15pm – Presentation/Interview Firm #3 – Room TBD

                3:30pm – 5pm – Committee Deliberation and Firm Selection/Recommendation

CMAR Selection and Approval                       March 3, 2022 – MCCFA Board Meeting – 4pm