

ALLIANCE OF DOWNRIVER WATERSHEDS

Request for Proposals On Watershed Management Facilitation Services Process, Schedule and Selection Committee Responsibilities and Composition

Key Milestones:	Target Date:
Technical Committee submits proposed RFP and process recommendations to ADW Officers/Finance Committee	June 6, 2007
ADW Officers/Finance Committee completes RFP development and distributes RFP document and process recommendations to the Full ADW	June 20, 2007
June ADW Meeting held to issue RFP, create Selection Committee, define Selection Committee responsibilities, Authorize expense and placement of RFP advertisements	June 26, 2007
RFP Ad placed in Michigan Contractors Publication & regional newspaper	Week of July 2nd
RFP Posted to websites	Week of July 2nd
Proposals due to ADW Chair	August 10, 2007
Selection Committee review	Week of Aug 20 th
Selection Committee interviews Proponents (optional)	Week of Aug 27 th
Selection Committee issues recommendation to Full ADW	Week of Sept. 3 rd
September ADW Meeting – Selection finalized and Selection Committee authorized to negotiate contract	Sept. Meeting
ADW Officers/Finance Committee Negotiates and executes contract with Successful Proponent	Sept-Oct. 2007
Contract start date	Nov. 1, 2007

Recommended Selection Committee Responsibilities will include:

- 1) Review each proposal
- 2) Conduct interviews if necessary
- 3) Develop consensus recommendation
- 4) Develop and negotiate contract

Recommended Selection Committee Composition:

- 1) A municipal attorney
- 2) Minimum of 3 ADW municipal members (local government employees only). One from each of the three watersheds
- 3) Woodhaven-Brownstown School District representative (optional)
- 4) Wayne County Airport Authority representative (optional)