

## CONSULTING TEAM MANAGEMENT

Richard Berkson will be the primary contact for project management and administration. Principals of PCA will also be available as needed to assist with issues raised during the course of the Study. The two firms have collaborated on multiple projects and have developed a tightly coordinated workflow and product quality assurance.

## PROPOSED TIMELINE (revised 7/14/2021)

Actual meeting and milestone dates will depend on receipt of written authorization to proceed, and timely response to data requests and document review. The specific timing of meetings and LAFCO hearings may also influence the timeline. This timeline will be refined at the Project's kick-off meeting.

<b>Task 1 Project Initiation</b>	Commence upon receipt of written authorization to proceed (e.g., work commences Aug. 1)
Kick-off Meeting	Within 2-3 weeks of Project Initiation
Initial Request for Information (RFI)	Send RFI to agencies by Aug 31
RFI's returned to consultant	Within 3 weeks after RFI's are received
<b>Task 2 Data Collection and Review</b>	Ongoing
<b>Task 3 Report Preparation</b>	Ongoing
Draft chapters to agencies	Send chapters by October 29, 2021 (2 week review)
<b>Task 4 Administrative Draft MSR</b>	Submit Admin Draft to LAFCO by January 14, 2022
<b>Task 5 Public Review Draft MSR</b>	Release Public Review Draft and hold community meeting by March 9, 2022
LAFCO Hearing #1	Hearing on March 16, 2022
<b>Task 6 Final MSR</b>	Revise MSRs and respond to comments by end of April, 2022
	Release Final MSR by May 20, 2022
LAFCO Hearing #2	Hearing on July 20, 2022