

# MEETING NOTICE

## Land Use & Transportation Study Coordinating Group Request for Proposals (RFP) Sub-Committee

**Date:** Monday, November 14, 2005

**Time:** 3:00 p.m. – 4:30 p.m.

**Location:** Northwest Michigan Council of Governments  
Conference Room  
2194 Dendrinis Drive  
Traverse City, MI 49684

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### PROPOSED AGENDA

1. Welcome / Roll Call (3:00)
2. Public Comment (3:02)
3. Review proposed agenda (3:05)
4. Review draft minutes from November 7<sup>th</sup> meeting - attached/enclosed (3:06)
5. Develop a work flow plan that establishes the order in which tasks must be completed (3:10)
6. Outline the stage(s) of the process and determine where consultant(s) should be retained (3:40)
7. Determine options for RFP “phasing”, identifying the purpose and management issues related to each option (4:00)
8. Determine how to update the full Coordinating Group regarding how input from the two brainstorming exercises is being utilized (4:25)
9. Public Comment (4:28)
10. Adjourn

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This meeting is open to all members of the public under Michigan’s Open Meetings Act.

If you are planning to attend and have a disability requiring any special assistance at the meeting, please notify the Northwest Michigan Council of Governments, Megan Olds at 231-929-5034 or by e-mail at [molds@nwm.cog.mi.us](mailto:molds@nwm.cog.mi.us).