

To: Selectmen
From: Robert Bowers, Chair, Building Committee
Date: October 27, 2019
Re: Time line for RFP

Pursuant to Recommendation (3) of the Second Report to the Selectmen, dated October 17, 2019, and the Vote on that Recommendation to fund a design firm/professional to prepare conceptual plans related to the Police Department, the Committee has adopted the schedule of actions to carry out that Vote and Recommendation, as set forth on page 3 below, and as referenced within this memorandum:

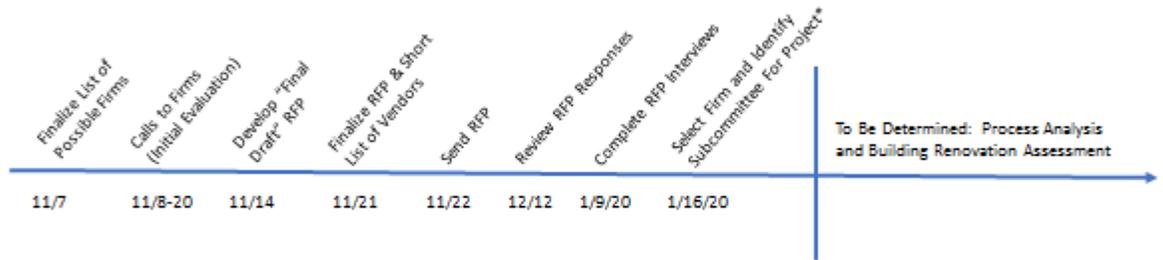
1. The Committee is preparing, from sources available to it, a list of firms which appear to have the qualifications required, which will be forwarded to Kim Hallquist, Administrator, and Ed Andersen, Chief of Police, at the time it is disseminated to the Committee for its review. The Committee invites Kim Hallquist, Administrator, and Ed Andersen, Chief of Police, by copy of this memo, to provide to the Committee by November 7, 2019, the names and contact information of any additional firms with the required qualifications which they would like included for consideration.
2. The Committee will review and vet the list thus established at its scheduled meeting on Thursday, November 14, 2019, at 6:00 p.m., in the Syd Crook Room of the Academy Building, to establish a final list of firms to contact with a request to submit proposals. Ms. Hallquist and Chief Andersen are specifically invited to that meeting to participate in the discussion.
3. The Committee is preparing, from sources available to it, a draft of a Request for Proposal to submit to the qualifying firms identified by the Committee, which will be forwarded to Kim Hallquist, Administrator, and Ed Andersen, Chief of Police, at the same time it is disseminated to the Committee for its review. This RFP will be reviewed and finalized at the Committee's meeting on November 14; or, if necessary, at its meeting on November 21. The Committee invites Kim Hallquist, Administrator, and Ed Andersen, Chief of Police, by copy of this memo, to provide to the

Committee by November 7, 2019, any suggestions for additions or concerns regarding the language or content of that draft RFP. Ms. Hallquist and Chief Andersen are specifically invited to that meeting to participate in the discussion.

4. The Committee will establish at its meeting on November 14, a Project Team Subcommittee composed of the Administrator or her representative, a representative of the Police Department, and selected members of the Committee, to work with the firm ultimately selected to carry out the terms of the contract and to report to the Committee on its progress and issues that may arise.
5. The Committee intends to forward the RFP to the finalized list of firms on or before the end of business on the day following final approval (November 15 or November 22), or as soon thereafter as is practicable, but no later than five (5) business days thereafter. The Committee will request those firms to respond with their proposals in accordance with that RFP by Tuesday, December 10, 2019. At its meeting on Thursday, December 12, the Committee will review those responses and select those firms the Committee wishes to interview; and will schedule interviews with selected firms to be held during the week of January 6, 2020, to be completed on or before Thursday, January 9, 2020.
6. The Committee will vote at the conclusion of those interviews, or at a meeting to be scheduled soon after those interviews (at this point in time anticipated to be on Thursday, January 16, 2020) on its recommendation to the Selectmen for the preferred firm to be retained; and will prepare a draft contract for the work to be performed in conjunction with and with the advice of Kim Hallquist, Administrator, consistent with the terms of the RFP.

Cc: Kim Hallquist, Administrator; Ed Andersen, Chief of Police

Buker Building PD Renovation Project Plan



* Project Team Subcommittee comprised of members from:

- Building & Facilities Committee
- A representative from PD
- A representative from Town Administration