

# Memo

**To: Board of Selectmen**  
**From: Steven L Ledoux**  
**CC: Roland Bartl, Planning Director**  
**Date: September 3, 2013**  
**Re: Appointment to Kelley's Corner Designer Selection Committee**

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The Planning Director and I discussed the Designer Selection Committee for the Kelley's Corner Improvement Initiative.

There will be as many as nine members on the Designer Selection Committee; one is requested from the Board of Selectmen.

We are soliciting one member each from the Board of Selectmen, Planning Board, Finance Committee, Economic Development Committee, Design Review Board, two members from the Acton 2020 Implementation Committee, a Kelley's Corner business property owner/developer, and a "Town Elder".

The Designer Selection Committee serves at the request and by the appointment of the Town Manager. It is a limited time and purpose appointment that ends with a designer selection recommendation to the Town Manager.

The RFP was issued on August 14, 2013.

A briefing/Q&A session for prospective consultants will be held on August 26, 2013, at 10 AM in Town Hall, Faulkner Room.

Proposals are due on September 30, 2013.

The Designer Selection Committee begins its work immediately after receipt of the proposals: review and evaluation of written proposals, checking references, interviews of proposal candidates, and final recommendation.

The end of November 2013 is the stated deadline goal for completing the designer selection process.

Under the designer selection rules of State Law, the Designer Selection Committee makes its recommendation based on qualifications after reviewing the technical proposals and conducting interviews based on the procedures published in the RFP. The Designer Selection Committee is not privileged to review the price proposals. It can be assumed that all price proposals are going to be in the general vicinity of the funding limit stated in the RFP (\$252K) and otherwise widely available through published Town documents reflecting the 2013 Annual Town Meeting appropriation (\$277K), whereby the Town is holding 10% of appropriated funds for contingencies.

Although the RFP states that interviews are optional at the Town's discretion, interviews should definitely be conducted for this particular project to meet, hear and see at least the top three choices emerging after evaluation of the written technical proposals, before a final recommendation is sent to the Town Manager.

Planning Department staff will be available to help the Designer Selection Committee with logistics, scheduling, questions etc.