



Departments of Zoning, Planning,
Permitting, Conservation and Building
Town Hall 55 Main Street
Westford, Massachusetts 01886
TEL (978) 692-5524 FAX (978) 399-2732

TO: Interested Parties
FROM: Angus Jennings AICP, Director of Land Use Management
DATE: August 6, 2012
RE: Addendum to Westford RFP for Historical Preservation Planning Support

Per the terms of the Request for Proposal issued on July 19, this memo is being distributed to all parties that have received a copy of the RFP and requested to be notified of responses to questions.

Responses are provided to the following questions, received on or before August 2:

- Q. "The Introduction and Public Notice section of the RFP states that all work begins mid-September and shall be complete on or around June 30, 2013. RFP page 5, #5 "term" indicates that the contract is for one year. As you will understand, your answer will bear on preparation of schedule and budget figures for this project."
- A. *For the purposes of preparing both staffing and cost proposals, respondents should assume that the term of work will extend until June 30, 2013. Although there is no requirement that Community Preservation Act funds, which will fund this work, be spent by the end of Fiscal Year 2013, the Historical Commission anticipates working with the selected consultant to agree to a workplan that will be implemented and funded concurrent with the current fiscal year. This timeframe is expected to be adequate to enable the selected consultant to invest adequate time to support the Commission's baseline work while advancing one or more policy initiatives.*

The date has passed for submittal of additional questions on the RFP. Respondents to the RFP should feel free to include in their proposal any assumptions on which its response is based.

Thank you.