

**TOWN COUNCIL STAFF REPORT**  
**\*RFP HISTORIC DISTRICT GUIDELINES AND ENTRANCE CORRIDOR OVERLAY**  
**DISTRICT GUIDELINES UPDATE:**  
**TUESDAY, FEBRUARY 7<sup>th</sup>, 2023\***

Town staff posted a Request for Proposals (RFP) for a consulting group to update the Historic District Guidelines and the Entrance Corridor Guidelines. Both documents have not been updated since 2005. Three proposals on the project were received from the following consultants:

PaleoWest	\$45,000.00
Commonwealth Preservation Group	\$61,270.20
Summit Design and Engineering Services	\$68,816.00
(Submitted a three-tiered pricing)	\$54,974.00
	\$45,348.00

Town staff reviewed the proposals and believe PaleoWest offers the best overall value. Their references indicated outstanding work and were very pleased with the final product. Town staff reviewed final products completed by the company and were also pleased with their content and appearance.

Town staff reached out to the references provided by the Commonwealth Preservation Group; however, a response was not received. Additionally, Town staff have previously worked with Summit Design and Engineering Services, and although satisfied with their work, they did require increased assistance from Town staff to accomplish the final product.

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