

ADM17-1: HISTORICAL/ARCHITECTURAL INVENTORY UPDATE

COMMITTEE MEMBERS

Cathy DeKarz – Management Analyst

Brand Shank – Vice Chair, HPB

Ashley Bernal – Management Analyst

Keith Bodeker – Construction Project Supervisor

Gregg Lauda – Building and Zoning Tech

GRANT TIMELINE (* INDICATES A PUBLICLY-HELD MEETING)

[] Wednesday, September 20, 9:00 am	RFP solicitation opens
[] Tuesday, October 3, 4:00 pm	Deadline for applicants to submit questions for RFP
[] Tuesday, October 10, 4:00 pm	Deadline for staff to answer questions for RFP
[] Monday, October 16, 2:00 - 3:00 pm	Committee preliminary meeting
[] *Friday, October 20, 10:30 am	Bid closes, staff reads bid opening
[] *Monday, October 23, 10:00 am - 12:00 pm	Committee meets to review and select RFP finalists
[] Monday, October 23	Committee notifies finalists and schedules interviews
[] *Thursday, October 26, 9:00 am - 12:00 pm	Committee interviews RFP finalists in Town Hall
[] *Thursday, October 26, 12:30 - 1:00 pm	Committee scores candidates and announces winner
[] Tuesday, October 31	Progress report 1 between the Town and the State
[] *Wednesday, November 8, 6:00 pm	Commission action on RFP award
[] Thursday, November 9	Town sends contractor's resume to the State
[] Monday, November 13	Work may begin
[] Tuesday, November 14, 5:00 pm	Historic Preservation Board meeting
[] Wednesday, January 31	Progress report 2 between the Town and the State
[] Thursday, February 1	Deliverable 1 due from contractor
[] Sunday, April 1	Deliverable 2 due from contractor
[] Monday, April 30	Progress report 3 between the Town and the State
[] Friday, June 1	Deliverable 3 due from contractor
[] Sunday, July 1	State must review draft report
[] Tuesday, July 17	Contractor provides electronic files to staff
[] *Tuesday, July 24, 4:00 pm	Contractor presents to Historic Preservation Board
[] Friday, July 27	Contractor sends final files to the state
[] Monday, July 30	Project is finalized and terminated