

Town of Windsor

Memorandum

September 12, 2017

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Engineering Services RFP

As you are aware, Council authorized me to issue a Request For Proposals (RFP) for an annual engineering services contract. We issued such an RFP and received 7 proposals.

Brian Camden with Alpha Corporation has been reviewing those proposals and will be present at our September Council meeting to recommend three firms for interviews.

We would like to hold interviews with the firms on Thursday September 21st. Any members of Council that can attend are encouraged to do so. We anticipate interviews starting around 1pm and lasting until 4pm.

Based on the outcome of the interviews, I anticipate having a recommendation on the agenda for the October meeting to proceed with the selected firm.