

MEMORANDUM

Date: June 4, 2012

To: Donna VanderClock, Town Manager

From: Steve Cecil AIA ASLA

RE: RFP for Josiah Smith Tavern and Old Library: Extension of Deadline

Cc: Emily Innes, The Cecil Group

We have reviewed a request for an extension of the deadline for the submittal of proposals for the Josiah Smith Tavern and Old Library, and believe that it is reasonable in view of the potential complexity of the responsive approaches.

In recognition of the challenge, we recommend that **the due date of June 7, 2012 be extended by 45 days to Monday, July 23, 2012 at 4pm**. This will allow potential respondents to continue their formal review of the extensive documentation provided on the Town's website and to continue their evaluation of the possibilities for the site.

The **new due date of Monday, July 23, 2012 at 4pm** should be posted to the website on both the main page and the page dedicated to the RFP process. We will disseminate the new due date to those who have expressed an interest in the RFP.