



Date: April 24, 2025
To: Mayor and Town Council
From: Sean O’Keefe, Town Manager
Re: Consideration and Approval: **RFP/RFQ Cycle for Consultants**

Objective:

To establish a recurring Request for Proposals/Request for Qualifications (RFP/RFQ) cycle for the Town’s professional consultants to promote transparency, encourage competition, and ensure consistent review of service quality and costs.

Summary:

The Town currently retains five primary professional consulting services:

1. **Town Attorney** (last bid in 2009)
2. **Town Engineer** (last bid in 2020)
3. **Town Building Official** (last bid in 2022)
4. **Town Planner** (last bid in 2024)
5. **Town Auditor** (being bid in 2025)

These services are essential to the operation of the Town and represent significant long-term partnerships. However, several contracts have remained in place for extended periods without formal re-competition.

There should be a five-year review cycle for each professional service, with Council retaining discretion: by majority vote, the Council may extend any consultant's contract by an additional year without issuing a new RFP.

Fiscal Impact:

There is no direct fiscal impact.

Staff Recommendation:

Staff recommends approval of publishing requests for services that have not been solicited in over five years (Town Attorney, Town Engineer, and Town Auditor), with formalization of the policy to be prepared by staff to be codified at a future date.