

Town of Shutesbury Designer Selection/Request For Proposal policy

This policy pertains to all procurements for designer services and requests for proposal.

The Chief Procurement Officer shall be responsible for determining if a designer selection or Request For Proposal shall be used in accordance with MGL. The Chief Procurement Officer shall work with the committee(s) providing oversight for the project. For all designer selection and request for proposal procedures a committee of 3 to 5 members will be assembled to review the proposals. This committee will review and rank the proposals based on the established criteria and make recommendations to the Selectboard.


The Selectboard is the awarding authority for all projects under its jurisdiction and reserves the right to approve the recommendation, ask the committee to re-review the proposals, select a proposal not recommended and/or reject any or all proposals when it is deemed in the best interest of the Town of Shutesbury. For projects under the jurisdiction of the School Board, the School Board is the awarding authority and has the same rights as the Selectboard.

When a designer selection process is used in which the price will be negotiated the appropriate department/committee/board shall determine a maximum price prior to submitting the proposal. The reviewing committee and/or Town Administrator shall conduct the negotiations.


This policy shall not apply to emergency situations.



Ralph J. Armstrong



David C. Dann
Chairman



Patrick J. Callahan