**Town of Ayer**

**Master Plan Committee**

**Master Plan Project**

**Request for Proposals**

**March 1, 2016**

The Town of Ayer (population 7,500) invites qualified firms to submit qualifications to provide professional planning assistance to the Town of Ayer Master Plan Committee for the preparation of an update of the 2005 Town of Ayer Master Plan as defined in MGL c.41 Section 8ID. Firms must have a minimum of five years of planning and urban design experience in Massachusetts. RFP is available from the Board of Selectmen’s Office, 1 Main Street, Ayer, MA 01432 during normal business hours and/or from the Town’s website at [www.ayer.us](http://www.ayer.us). The Town of Ayer anticipates a total project budget of approximately $100,000. The successful Respondent and Committee will develop an overall project budget and project schedule. RFPs will be reviewed and evaluated by the Master Plan Committee with the successfully selected respondent being awarded a contract from the Ayer Board of Selectmen. RFP submission deadline is 12pm (noon) on March 25, 2016. For questions pertaining to the RFP please contact the Ayer Town Administrator at 978-772-8220 or at ta@ayer.ma.us.