

Memorandum

Date: November 16, 2017

To: Ms. Kathy Mitchell
Administrator

From: Risinger + Associates, Inc.
Barbara Dickson, ASLA | PLA

Company: **Concord-Painesville JEDD**
7229 Ravenna Road
Concord Township, OH 44077

Cc: **Risinger + Associates, Inc. (R+A)**
Eric S. Risinger, AIA | NCARB

RE: RFP Part Two Update

Please see the following RFP Part Two process update:

A response to the Part Two RFP has been received from Liberty Development.

Next Steps:

1. Review for responsiveness and completeness
2. Provide the response to the Township and post to the Township's website
3. Document the Town Center process ahead and post to the Township's website