

Request for Proposals

Town of Eliot, Maine, Comprehensive Plan Update

The Town of Eliot is seeking proposals from qualified and experienced organizations or firms to assist the Town with its Comprehensive Plan Update. Our Comprehensive Plan was last updated in 2009. The Update will be launched in late September and is expected to last about 12 to 15 months. The result will be an updated Comprehensive Plan that will guide community growth and investments in community quality of life. The Update will be informed by extensive public engagement and guided by a Comprehensive Plan Committee made up of citizens, representatives of stakeholder organizations, and liaisons from Town boards/committees, as well as a Youth Advisory Council. We expect it to be a community-owned and community-approved plan that is consistent with Maine's Growth Management Act.

The Budget Committee and Select Board have recommended, and voters have approved, a \$35,000 budget for the Comprehensive Plan Update. Responsibilities for the Update will be shared by the selected consultant, Town Planning office, volunteers, and others. Some aspects of the Update will dovetail with other existing planning efforts in Town, such as our Community Resilience Partnership climate change planning efforts now being done with SMPDC and partner communities in Southern Maine. Accounting for other anticipated expenses, it is expected that the available consultant budget will be approximately \$30,000. This will not be a complete rewrite of the 2009 plan, but it will involve assessing that plan's content (including its vision, existing conditions, and goals/policies/strategies) to determine what will carry forward, what should change, and what new information and recommendations will need to be added to address emerging issues and community priorities.

Proposal due date

Proposals are due on Tuesday, September 20, at 5:00 p.m. Proposals must be emailed to Jeff Brubaker, AICP, Town Planner: jbrubaker@eliotme.org.

Required proposal contents and suggested number of pages

- Cover letter (1 page)
 - Include disclosure of any conflicts of interest and acknowledgement of receipt of any addendums
- Summary of the experience and familiarity of the organization/firm with planning and land use in Eliot and-or similar communities (1-2 pages)
- Proposed staff and a summary of their qualifications (1-3 pages)
- Summary of how you would carry out the scope of work (below) and any suggested changes to that scope, i.e. your approach to doing the work and assisting the Town (1-2 pages)
- Price proposal

Evaluation criteria

- Organization/firm experience and familiarity with planning in Eliot (10 pts)
- Experience/qualifications of staff assigned to the project (10 pts)
- Scope of work (5 pts)
- Price proposal (5 pts)

Addendums

Questions about this RFP should be submitted in writing to Jeff Brubaker at the above email address. RFP addendums and answers to any substantive question from a prospective proposer that may affect the selection process will be publicly posted on the following web page: <https://www.eliotmaine.org/planning-department/pages/comprehensive-plan>

2009 Comprehensive Plan

The Town last updated its comprehensive plan in 2009. The plan can be found online at: <https://www.eliotmaine.org/planning-department/pages/comprehensive-plan>

The following topics were addressed in the 2009 Comprehensive Plan:

- Population and Demographic Changes
- Land Use
- Economy and Labor Force
- Housing
- Transportation
- Recreation / Outdoor and Active Recreation Resources
- Marine Resources
- Water Resources
- Critical Natural Resources
- Historical and Archaeological
- Agriculture and Forestry Resources
- Public Facilities and Services
- Energy
- Fiscal Capacity

The Update is expected to have a similar, but not the exact same, outline. For example, we expect more explicit focus in the Update on climate change, and some topics may be grouped differently, or have different titles.

Consultant responsibilities

The following is the anticipated general scope of work for the selected consulting organization/firm. Proposers may suggest changes to this scope, if supported with justification. The scope of work will be finalized prior to Contract signing.

1. **Comprehensive Plan Committee and subcommittee meeting facilitation.** Meetings are expected to be hybrid in-person/Zoom with a physical location of Eliot Town Hall (1333 State Rd.). Consultant will tag team with Town staff to facilitate meetings.
 - a. Full Comprehensive Plan Committee – expected 4 meetings throughout the course of the Update. Consultant should assist in facilitating each meeting, along with Town staff.
 - b. Subcommittees – each subcommittee is anticipated to meet monthly. Consultant should assist in facilitating up to half of these meetings, with Town staff facilitating half or more. The subcommittees together make up the full Committee. There will be the following subcommittees:
 - i. Land use
 - ii. Transportation
 - iii. Housing
 - iv. Economic development
 - v. Environment, open space, and climate change

- vi. Parks, recreation, and public facilities
 - vii. Agriculture
 - viii. Historic and cultural resources
- c. Youth Advisory Council – expected 4 meetings total, consultant should anticipate in participating in up to 2 meetings.
- 2. **Public involvement.** The consultant will assist with the following public engagement activities:
 - a. 2-4 traditional public meetings to be held either in Town Hall or another location in Eliot where there can be a hybrid in-person/Zoom option.
 - b. Comprehensive Plan Survey – assist in tabulating and assessing responses. Town staff will write the survey and distribute it via mail and electronic means. The consultant is not responsible for writing the survey but may feel free to suggest survey questions.
 - c. Nontraditional “meet people where they are” activities – for example, event tabling, stakeholder interviews, community walks/bike rides, etc. Consultant should budget for participation in up to ten (10) such activities/events to tag team with Town staff/volunteers.
- 3. **Data collection and analysis.** The consultant will assist Town staff in collecting, retrieving, and analyzing updated data for the Comprehensive Plan Update. The 2009 Comprehensive Plan and the State’s Municipal Planning Assistance Program are guides for the type of information we will want to include in the updated plan. This task may include GIS mapping assistance.
- 4. **Document preparation.** The consultant will assist Town staff in preparing the updated Comprehensive Plan document, including generating text and graphics. We expect to use file sharing and shared document capabilities between Town staff and the consultant to efficiently collaborate on preparing draft content. The Town does not have access to InDesign or a similar program, so the software used to prepare the final formatted/designed document will depend on budget and the consultant’s available software.
- 5. **Other tasks** as may be agreed upon by the consultant and the Town.