

Request for Proposals

Town of Eliot, Maine, Comprehensive Plan Update

Addendum #1

Questions and Answers

How many meetings will you have for the Comprehensive Plan Committee and Subcommittees, and how many will the Consultant have to go to?

We have reduced the number of expected meetings under “Consultant Responsibilities”, #1: “Comprehensive Plan Committee and subcommittee meeting facilitation”. We have scoped the subcommittees to meet once per 2 months, instead of monthly, and have reduced the total number of subcommittees from 8 to 6. Instead of having Historic and Cultural Resources and Agriculture subcommittees, we expect to instead have more limited stakeholder meetings (up to 4 total) with the Eliot Historical Society, Agriculture and Food Security Committee, and possibly others.

Therefore, the total number of expected Committee/subcommittee meetings throughout the Comp Plan Update process is reduced from 104 to 52, and the expected meetings needing Consultant facilitation or co-facilitation is reduced from 54 to 28.

Committee /Subcommittee	Expected meeting frequency	Expected total meetings	Facilitated by Town Staff/others	Facilitated by Consultant	Notes
Full Comprehensive Plan Committee	1 per quarter	4	4	4	Co-facilitation
Subcommittees (6, previously 8)	1 per 2 months	36	18	18	
Historic and Cultural Resources stakeholder meetings	4 total	4	2	2	Formerly a subcommittee; alternative proposal is to have stakeholder meetings primarily with Eliot Historical Society
Agriculture stakeholder meetings	4 total	4	2	2	Formerly a subcommittee; alternative proposal is to have stakeholder meetings with Agriculture and Food Security Committee and others
Youth Advisory Council	4 total	4	2	2	
Total		52	28	28	

Will you be doing a survey, and if so, will you be mailing hard copy surveys to every household?

Yes, per scope #2b, we will be doing a survey. Due to limited budget, we do not anticipate being able to mail hard copy surveys to every household. We will do what we can to make hard copies available to those who would prefer to fill them out. We plan to do a postcard mailing to every household, with information on how to fill out the survey, such as an abbreviated web link, locations where hard copies can be found and dropped-off, and contact information for those who need a hard copy mailed to them.

Will staff time be taken out of the \$30,000 budget?

No. As stated in the RFP, the expected available consultant budget will be approximately \$30,000. Town staff time will not be billed against this budget.