

**REQUEST FOR PROPOSALS  
Town of Eddington**

**2008 Implementation Grant Activities**

**INTRODUCTION:**

The Town of Eddington is seeking a qualified planning consultant to provide services pursuant to the Town's 2008 Implementation Grant Award. The Grant Award will be used to implement specific strategies from Eddington's adopted Comprehensive Plan.

**SCOPE OF SERVICES:**

The successful planning consultant will assist the Town of Eddington in completing the activities detailed in the Town's Grant Application. The consultant will prepare maps and documents that comply with the State's Growth Management Act and that are consistent with the adopted Comprehensive Plan. The specified activities include:

**Activity 1: Preliminary work.** The planning consultant will meet with the Planning Board and will perform the following tasks:

- 1) Will prepare for them an outline for the Land Use Ordinance that will be drafted in Activity 2;
- 2) Will review with them Sections K and L of the Comprehensive Plan;
- 3) Will help them identify deficiencies in Sections K and L that prevent the Town from drafting a Land Use Ordinance that is acceptable to the Planning Board;
- 4) Will recommend to the Planning Board measures to address the identified deficiencies;
- 5) Will prepare any amendments or revisions to the Comprehensive Plan and communicate with the State Planning Office as to the Town's intent; and
- 6) Will assist the Board in addressing and resolving any and all issues raised by the Planning Office.

The projected timeline for accomplishing the tasks of Activity 1 is September through November of 2009.

**Activity 2: Land Use Ordinance.** The planning consultant will meet with the Planning Board as necessary and prepare for them a Land Use Ordinance based on the Outline and consistent with the revised (or amended) Eddington Comprehensive Plan. The Land Use Ordinance draft shall be consistent with the State of Maine Growth Management Act.

Throughout the contract period, the planning consultant will facilitate communications, work to build consensus, and help to articulate the Planning Board's message to the public.

The projected timeline for accomplishing the tasks of Activity 2 is December, 2009, through March, 2010.

**Activity 3: Land Use Ordinance Maps.** The planning consultant will prepare, or arrange to have prepared, any and all Official Land Use Ordinance Maps. The consultant will determine the

advisability of using the digitized Eddington parcel map developed by the MDOT as a base map for the district overlay and arrange for any updating that may be needed to the parcel map to use it for planning and ordinance purposes.

The timeline for accomplishing the mapping tasks will be the same as Activity 2, December, 2009 through March 2010.

**Activity 4: Subdivision Ordinance.** The planning consultant will meet with the Planning Board as necessary and prepare a revised Eddington Subdivision Ordinance. The Ordinance shall conform to the State's Model and be compatible for the Town of Eddington.

The timeline for accomplishing the tasks of Activity 3 will be April through May of 2010.

#### **CONTRACT PERIOD:**

The successful planning consultant will be chosen within 30 days of the due date for proposals. The contract period will commence immediately following the town's receipt of an agreement with the Maine State Planning Office and work is expected to begin immediately. It is anticipated that all work can be accomplished by May 30, 2010.

#### **PROPOSAL CONTENT:**

To be considered, proposals must include the following items:

- A. **Qualifications:** Description of the consultant's credentials and experience relative to the above tasks. Experience with similar projects in small towns is a plus.
- B. **Capacity:** Information on the capacity of the consultant to perform work and the consultant's present workload as it affects the consultant's ability to complete the work within the specified timelines.
- C. **Project Personnel:** If the consultant will not be personally performing all work, a list of any additional project personnel, giving relevant work experience, and qualifications of persons who will perform the work.
- D. **General Approach:** Description of the consultant's approach to planning, organizing and managing the project, including approach to problem-solving, data gathering and communications. Description of the consultant's approach to assisting the Planning Board in its Public Participation Plan.
- E. **Work Plan:** Give a detailed methodology the consultant will use to complete the listed activities and comment on the above proposed schedule of activities and time estimates for completing work tasks.
- F. **Compensation:** A statement of the consultant's requested fee for completing *each of the activities listed above in the Scope of Services*. Give a detailed list of work products that will be included within the consultant's fees and those which will not (number of draft copies, binding options, number of final documents, digital copies of documents and maps, etc.) Indicate the consultant's expected schedule of payment.

**REVIEW OF PROPOSALS / INTERVIEW**

Proposals will be reviewed and evaluated by the Eddington Planning Board, pursuant to the following criteria:

General qualifications and capacity of the consultant	25%
Demonstrated related experience and references	25%
Planning Board evaluation of the interview	25%
Price	25%

The Planning Board will interview qualified applicants and the Board’s evaluations and recommendations will be submitted to the Selectmen for contract approval. The Board of Selectmen reserve the right to accept or reject any or all proposals.

**SUBMISSION OF PROPOSALS:**

To be considered, proposals must be received no later than 3:00 p.m. on Monday, August 17, 2009. Applicants must submit 9 copies of the proposal to the following address: Eddington Planning Board, 906 Main Road, Eddington, ME 04428. Please indicate ‘Implementation Grant Consultant Application’ on the envelope.

To request a Proposal Informational Packet, please call 843-5233 or by e-mail to [townofeddington@roadrunner .com](mailto:townofeddington@roadrunner.com).

Packet materials available electronically are:

- Eddington Implementation Grant Application
- Eddington Comprehensive Plan Sections K and L
- Eddington Proposed Land Use Map
- Eddington Zoning Map
- Eddington Parcel Map
- Eddington Zoning Ordinance
- Eddington Subdivision Ordinance

For more information about this RFP, contact Russell Smith, Town Manager, by telephone: (207) 843-5233, or by e-mail at [townofeddington@roadrunner.com](mailto:townofeddington@roadrunner.com).

**COMPLIANCE WITH PROGRAM REQUIREMENTS AND REGULATIONS:**

This work is being performed pursuant to an agreement between the Town of Eddington and the Maine State Planning Office. Any agreement or contract entered into as a result of this RFP will be subject in all respects to the terms and conditions of the grant agreement and all work shall be consistent with the “Comprehensive Planning and Land Use Regulations Act” and the locally adopted Comprehensive Plan of the Town of Eddington, each as amended.