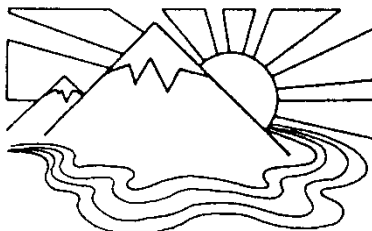


Town of Carrabassett Valley



Request for Qualifications for Community Engagement and Comprehensive Plan Update

Issued: April 26, 2022 | Due: May 26, 2022

The Town of Carrabassett Valley seeks the services of a qualified planning consultant (“Consultant”) to work with and assist Town Staff and the Comprehensive Plan Committee (“the Committee”) with hosting a community engagement and planning effort, culminating in an update to the existing 2003 Comprehensive Plan, which is available at www.carrabassettvalley.org under the Code Enforcement tab.

The updated Plan will include goals, objectives, and strategies, and will utilize maps, graphs, and other tools to analyze, assess, and recommend best practices in planning for economic development, housing, infrastructure, and other improvements that reflect Carrabassett Valley community goals and values.

The selected Consultant will be responsible for working closely with the Committee and Town staff. The Code Enforcement Officer (CEO) with support from the Town Manager will be the Project Director and will serve as the primary contact and coordinator between the Town, the Committee, and the selected Consultant.

1. Conditions

- a Any Consultant selected by the Town pursuant to this RFQ will be required to enter into a not-to-exceed contract.
- b The selected Consultant and the Committee will jointly develop a detailed scope of work, including task responsibilities, list of product submittals, and time schedule to complete the project.
- c The Town of Carrabassett Valley has budgeted \$45,000 for all expenses associated with the development, adoption and distribution of the updated comprehensive plan. The time contributed by Town Staff will be in addition to this appropriation and not charged to this project.
- d The Consultant should expect to attend, in person, some of the meetings with the Committee, and staff although most meetings will likely be held via Zoom to accommodate the needs of the Committee. The Consultant and the Committee will develop a schedule of meetings both in person and remote as part of the detailed scope of work.
- e The Consultant will demonstrate Proof of Insurance and agree to indemnify the Town from any insurance claims against the Consultant related to any contract resulting from the submission of qualifications.

2. **Scope of Work** - The Consultant must possess demonstrated education, experience, and capacity to complete all the following tasks cooperatively with Committee members:
- a. Facilitate community meetings, workshops, single and/or multi-day visioning and design charettes, and other public engagement activities to educate the public with a common frame of reference on planning principles and concepts, discuss existing conditions and issues within the community, and work with the Committee to evaluate and update the vision described in the 2003 Comprehensive Plan.
 - b. Synthesize and report results from community discussions and the analyses of the 2003 Comprehensive Plan and help the Town disseminate information to the public about the discussions and findings.
 - c. Assess the relationships between protection of natural resources, maintaining the built environment, planning future economic development, and sustaining and improving quality of life as strategies to create an environment that will attract residents and support new business and real estate investment.
 - d. Assess the Town’s role in promoting new growth and development to increase the tax base and maintain sustainable tax rates.
 - e. Revise and/or update the 2003 Carrabassett Valley Comprehensive Plan so that the Town is in full compliance with all relevant State Laws.
 - f. Provide digital, editable, and print copies of all final documents, which will become Town property, including reports, maps, and final plan. The budget must include funding to print seventy-five (75) copies of the final plan for distribution.
 - g. Identify areas where the Town will need to revise the zoning ordinance to bring it into compliance with the new comprehensive plan.
 - h. Assist the Committee in presenting the Plan to the Planning Board, Select Board, and Town Meeting for final approval.

3. **Draft Project Schedule**

Develop detailed scope of work with CEO, Town Manager and the Committee	June-July 2022
Organize Communittee Meetings and Community Meetings	Fall and Winter 2022
Synthesize Community input, report, draft Comprehensive Plan & Recommendations for areas of Ordinance Revision	Winter and Spring 2023
Bring Updated Comprehensive Plan to Special Town Meeting for Review and Approval	June 2023

4. **Submissions** - All submissions to this RFQ must be received no later than **12:00 PM (Noon) on Thursday, May 26, 2022**. RFQ’s received after this time may not be considered. Submission must be by email to Mark Green, Interim Town Manager at towncvtm@roadrunner.com and clearly marked in the subject line as “Comprehensive Plan Consultant Services” and at a minimum shall include the following information.

- a. Contact Information: Name, address, phone number, and e-mail address of Consultant contained in a cover letter. A signature page must be included with the

- qualifications stating, "I certify that all of the information contained in these qualifications is true and accurate".
- b. Qualifications of Consultant(s): Please submit the resumes of all project team members and identify member time commitments for the project. Please identify the staff member who will serve as the project manager and will be the primary contact for the Town.
 - c. Consultant References: Please provide a list of three to ten clients with whom the consultant has done a comprehensive plan or similar work for in the last five (5) years. Include points of contact (person's name, company name, address, and telephone number) and a brief description of the project.
 - d. Experience: Please provide a list of communities where the consultant has completed comprehensive planning or similar projects, briefly describing each project and noting any similarities there might be to the process you envision for Carrabassett Valley.
 - e. Project Approach: A description, not to exceed two pages in length, that describes the consultants suggested approach to the project based on other similar successful projects they have been involved in.
 - f. Project Timeline: A proposed project timeline with milestones based on other similar successful projects they have been involved in even if that timeline differs from that provided in this RFQ.
 - g. Project Budget: Please provide a project budget based on the funding described above. Please note if you have concerns with the level of funding.

5. **Questions and Clarifications** - Questions and clarifications may be sent to Mark Green by email at towncvtm@roadrunner.com.

6. **Evaluation of Submissions** - The Town will evaluate the submissions received in response to this RFQ based on the following:

- a. Experience: The consultant's experience managing comprehensive planning or similar processes in other communities. Particular attention will be paid to processes where the same project manager was responsible for the project.
- b. References: The response the Town of Carrabassett receives from references provided by the consultant or other references solicited by the Town which have had experience with the consultant.
- c. Project Approach: The Town is hoping for an approach that respects the value of public participation and results in a document that will be an effective tool for future community planning and development. A thoughtful, open and professional process is the key to developing a good comprehensive plan and one of the primary reasons the Town is soliciting professional assistance.

The Town reserves the right to accept or reject any of the submissions and to act in the best interests of the Town of Carrabassett Valley as determined by the Select Board.