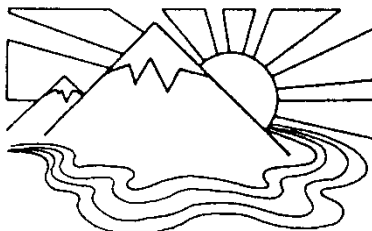


Town of Carrabassett Valley



Request for Proposals, Comprehensive Plan Update

Issued: August 24, 2022 | Due: September 23, 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 RFP will be required to enter into a not-to-exceed contract.
- b. The Town will provide meeting space at no cost to the consultant.
- c. 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. Work with the Committee to make certain 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 fifty (50) 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. **Content of Proposal** – The proposal should at a minimum include the following:
- a. A description, not to exceed two pages in length, that describes the consultants suggested approach to the project, including how the consultant will engage with the Committee and Community. Although Carrabassett Valley has a small year-round population it has many important stake holders including Sugarloaf Mountain Corporation and other important businesses, many seasonal property owners, a variety of recreational organizations and several large woodland property owners including the Penobscot Nation.
 - b. A timeline. The Town prefers that the work begin in the fall of 2022 and last approximately one-year but will consider alternative suggestions. The timeline should also note the dates when the consultant hopes to meet specific milestones in the process described in 3a.
 - c. In the age of “zoom” we understand that remote meetings can provide acceptable efficiencies but we also know that a certain amount of “face to face” contact is important. Please describe how you plan to conduct meetings and forums.
 - d. 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.
 - e. Consultant References: Please provide a list of at least three 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.
 - f. 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.
 - g. Please provide a project budget.

4. **Questions and Clarifications** - Questions and clarifications may be sent to Chris Parks, CEO @ cvceo@roadrunner.com or to Mark Green, Interim Town Manager by email at towncvtm@roadrunner.com. Please note that Mark Green will be unavailable to answer questions after Thursday 9/15.

5. **Submissions** - All submissions to this RFP must be received no later than **12:00 PM (Noon) on Friday September 23, 2022.** RFP'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". The Town will evaluate the submissions received in response to this RFP 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.
- d. Cost of Proposal: The Town is interested in retaining a consultant who will help Carrabassett Valley create a plan that will guide our future development in a sustainable and thoughtful manner. The cost of the proposal is secondary but none the less important.

The Town is hoping to make an award before 10/31/22.

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.