

COMPREHENSIVE PLAN UPDATE ADVERTISEMENT

TOWN OF YORK

NOTICE OF REQUEST FOR PROPOSAL

for

COMPREHENSIVE PLAN UPDATE

The Town of York, Maine is seeking professional services for the completion of a Comprehensive Plan Update that utilizes a robust public process and modernizes the current document. The Comprehensive Plan Update is expected to comply with State requirements for amending Comprehensive Plans.

Sealed and/or emailed bids, which meet the delivery format specified in the Town's Request for Proposal (RFP), shall be received until 4:00pm on Thursday, October 31, 2019 at the Town Planning Office in the York Town Hall, 186 York Street, York, Maine 03909.

The Comprehensive Plan RFP may be obtained at www.yorkmaine.org.

Questions regarding the RFP should be directed to Dylan Smith, Planning Director, York Town Hall, 186 York Street, York Maine 03909, 207-363-1000 or email Dylan at dsmith@yorkmaine.org.

Town of York, Maine



Dylan Smith, Planning Director

September 20, 2019

TOWN OF YORK

REQUEST FOR PROPOSAL

Comprehensive Plan Update

1. INTRODUCTION

The Town of York, Maine (hereinafter, the "Town") seeks the services of a qualified planning consultant (hereinafter, the "Consultant") to work with and assist the Planning Board in preparing an update to the existing Comprehensive Plan (hereinafter, the "Plan"). The current Plan, although amended yearly, was adopted as a whole in 1999, and is currently not consistent with MSRA Title 30-A and Chapter 208 of the State of Maine's Comprehensive Plan Revision Criteria Rule. This update of the 1999 Comprehensive Plan would address new and future planning issues and result in a Plan consistent with the Growth Management Act of the State of Maine. The Plan will guide future growth, redevelopment, zoning changes, capital investments as well as many other land use and regional goals.

The Comprehensive Plan is the foundation for determining effective public policy, master planning, and land use decisions now and in the future. It provides an ongoing framework for informed and directed development and decision making. The Plan shall include goals, objectives, and strategies utilizing maps, graphs, and other imagery tools to analyze, assess, and recommend best practices for values-based planning, economic development, environmental protection, housing, infrastructure, and other improvements. The overall objective of the Plan is to reflect and respond to priorities, values, and requirements of York's residents while safeguarding the Town's history and sense of place.

2. PROJECT AREA

The Town of York is an attractive southern Maine coastal community with a population near 13,000 residents which encompasses 54.67 square miles of land area plus 77.11 square miles consisting of water. York's small town character and historic charm is enhanced by many natural resources including miles of rocky coastline, four beaches (Cape Neddick, Short Sands, Long Sands and York Harbor), a well protected harbor, two large rivers (Cape Neddick and York River) and a mountain (Mount Agamenticus) with an elevation of 652 feet.

These many attributes and its convenient location to major metropolitan areas (Portsmouth, NH and Boston, MA to the South and Portland, ME to the North) make York a desirable place to live, work and play.

York is one town away from being the southernmost point of entry to Maine, but it is considered as the southernmost gateway for access to Maine's coastal beaches. It is bisected by both Interstate 95 and US Route 1.

York's colonization dates back to early European settlements in the 1600's, and York boasts some of the oldest and most historic architecture and sites in the state of Maine and New England, if not the entire country. York is not only home to well-preserved historic development and sensitive natural areas, but also to trendy shops, restaurants, and unique, distinctive village centers.

York is organized by Home Rule Charter whereby the legislative body is a Town Meeting consisting of registered voters who are qualified to vote in state and local elections. The type of government provided by the Charter is a Selectmen/Town Manager/Town Meeting by secret ballot vote form. The Town consists of an elected seven member (two alternates) Budget Committee, seven member (two alternates) appointed Board of Appeals, and an appointed seven member (two alternates) Planning Board that recommends ordinance and code amendments to the five-member elected Board of Selectmen for placement on the ballot. A number of advisory committees, including the Bike Pedestrian Committee, York Village Revitalization Committee, Parks and Recreation Committee, Conservation Commission, Historic District Commission, Harbor Board and many others are established, active, and motivated to update the Comprehensive Plan. Town staff in the Planning Office/Department includes a Planning Director, part time Land Use Technician and GIS/IT Director.

3. PROJECT BUDGET

The Town of York has allocated a maximum of \$200,000 to update the Comprehensive Plan. All Proposers shall provide a fixed price fee, as a "not to exceed" quotation for the total project.

4. PROPOSAL SUBMISSION EXPECTATIONS

Complete Comprehensive Plan Update proposals, including those emailed to Dylan Smith at dsmith@yorkmaine.org must be received at the York Town Hall, 186 York Street, York Maine 03909, by 4:00pm on Thursday, October 31, 2019.

The Proposal must be signed by the Proposer with their full name and address and include a pdf submission in the sealed envelope. Any Proposal received after the deadline stated above may not be considered.

Each Consultant is required to state in the Proposal:

- Its company name, principal officer's names, mailing address, and telephone number;
- The name, telephone number, and email address for its Contact Person;

- The names, titles, mailing address, and telephone numbers for all subcontractors that will be used on this project; and
- A statement that no person acting for or employed by the Town of York is directly or indirectly related to the proposer or to any agreement which may be entered into to which the Proposal relates or in any portion of the profits here from.

The Proposer must submit one pdf and six hard copies of its Proposal.

Before commencing work under the Town Services Agreement, the successful Consultant shall produce evidence satisfactory to the Town that it and its subcontractor consultants, if any, have secured public liability, automobile, and workers' compensation insurance coverage.

Questions regarding this Request for Proposal should be directed to Dylan Smith, Planning Director, by phone 207-363-1000, email dsmith@yorkmaine.org or mail to York Town Hall, 186 York Street, York Maine 03909.

5. SCOPE OF SERVICES

The Consultant will conduct the following minimum tasks. The Town strongly encourages proposers to expand on these tasks, to provide detail on how they are to be accomplished, to recommend which tasks require greater emphasis, and to suggest additional tasks not identified in this RFP that may be necessary or beneficial.

Project Status Meetings.

The Consultant is expected to meet regularly with staff and the Comprehensive Plan Committee (CPC) appointed by the Planning Board to discuss project progress and direction.

Meetings with the CPC, Staff, Planning Board and Board of Selectmen.

The Consultant will meet with the CPC to provide progress updates and obtain further direction. In addition, the Consultant will solicit input and feedback from the Planning Board, Board of Selectmen, Town Staff, other Boards and Committees, and representatives from the State of Maine as appropriate. The Consultant will provide interim reports, presentations, and updates to each as required and appropriate; attend the Plan's formal Planning Board Hearings; and support placement on the ballot by the Board of Selectmen.

Public Engagement and Communications.

Public participation is essential to this planning effort and must include an outreach and public participation process designed to engage the public and specific stakeholders in visioning the future of the Town. Significant public input will be required throughout the process. It is anticipated that a number of public meetings and visioning sessions will be held in order to seek opinions and views of the public at large, report on progress as the Plan develops, solicit

comments on specific ideas or concepts, and identify problems or barriers that must be acknowledged and overcome.

Public involvement in the planning process and acceptance of the final Plan is critical to the success of this effort, and respondents shall explain, highlight and detail their approach and plan for public participation in their responses.

Comprehensive Plan Development. The Consultant will serve as the primary drafter of the Plan and shall update research and develop materials for the Comprehensive Plan, including but not limited to:

- A baseline review of existing information and relevant background, including but not limited to the existing Comprehensive Plan and all its chapters and volumes, the Cape Neddick River Watershed Plan, Town of York Bicycle and Pedestrian Master Plan, York Village Master Plan, etc., existing codes and policies, demographic and census data, and other information relevant to the required Plan elements.
- An existing condition inventory and projected needs analysis, including a population analysis, existing land use and capital facilities (water, sewer, transportation, recreation, open space) assessment, and residential/commercial growth patterns; and a projection of York's population and housing trends to 2040.
- An inventory and assessment of issues and opportunities based on work with staff, CPC committee, and the public participation process.
- A vision and vision statement for York that will serve as a focal point for goals, policy and strategy decisions.
- Goals, policies, and strategies to guide the Town of York for the next decade and beyond. Areas that will need specific attention are:
 - ~ Climate Change and Vulnerability
 - ~ Sustainability
 - ~ Business Development
 - ~ Affordable and Workforce Affordable Housing
 - ~ Natural Resource Protection
 - ~ Village(s) Revitalization
 - ~ Transportation Congestion Management- including multi-modal opportunities
- A new Comprehensive Plan for Planning Board approval and Town adoption. The Plan shall include updated existing chapters, new chapters, and GIS maps compliant and consistent with MSRA Title 30-A and Chapter 208 of the State of Maine's Comprehensive Plan Revision Criteria Rules. This process may include revisions prior to final adoption. The Consultant will assess how consistency with state statute might support or hinder the proposed goals and policies for the Town.

In addition to general elements described above, the draft Plan will include specific areas of concern, including:

- A strategic plan for the future of York, complete with goals, objectives, public input mechanisms and results, and implementation strategies for the 2022 Comprehensive Plan.
- Incorporation and reference to plans and studies recently completed or currently underway, or as identified in the current Comprehensive Plan.
- Other specific areas of concern such as, but not limited to, economic development, climate change vulnerability and resiliency etc.

The Consultant will provide digital, editable, and printable copies of all final documents including reports, maps, and the final Plan. Mapping should be provided in a form compatible with the Town's GIS. An adequate number of hard copies of maps (scale to be agreed upon) and drafts of final documents should be provided to facilitate review and support by the Planning Board, staff, and CPC.

6. PROJECT MANAGEMENT AND RESPONSIBILITIES

The Consultant will be responsible for working closely with the CPC and town staff. The Town Planning Director will be the Project Director and will serve as primary contact and coordinator between the Town, the CPC, and the Consultant. Other town staff will be available as possible.

The CPC will serve as an oversight committee for this project. It will guide, evaluate, and approve the direction and completion of the Plan. This committee will recommend the final Plan to the Planning Board for approval and for the Board of Selectmen to place on the Ballot.

Town staff will:

- Be available for interviews or to assist in research activity
- Provide any and all existing documentation to the Consultant as requested, within reasonable expectations and costs;
- Assist with human and technical resources as needed to facilitate timely progress;
- Provide and distribute minutes for all CPC meetings;
- Schedule, coordinate, and make necessary arrangements for other Plan-related meetings.

7. SCHEDULE

Release RFP	September 20, 2019
Receive Proposals from Consultants	October 31, 2019
Determine Short List of Consultants	November, 2019
Interview Short-listed of Consultants	Early December, 2019
Select candidate and recommend..... to Board of Selectmen for Approval	Early January, 2020
Issue Notice of Award	January, 2020
Execute Contract by	February, 2020
Start Project Work.....	March/April 2020

Respondents shall provide a proposed project schedule that may be subject to modifications during negotiation of the contract. It is expected that completion of the project and delivery of the Comprehensive Plan should take no longer than 2.5 years

8. PROPOSAL SUBMISSION REQUIREMENTS

All services to be furnished to the Town shall be performed with equipment, methods, and use of personnel in accordance with pertinent professional standards and with the Occupational and Safety and Health Act requirements of the State of Maine and the United States.

Consultants' response to this RFP must include a detailed, step-by-step description of the methodology intended for use in performing the scope of work as defined. This description shall include:

- A. Cover Letter: Briefly describe the firm, its history, size, and its areas of expertise;
- B. Project Description and Scope of Services: Describe in detail your understanding of the project, the services your firm will provide and the methodology that you will use, specifically addressing how the points outlined in the scope of work will be met;
- C. Statement of Qualifications (SOQ): Include the following information:
 - 1) Resumes of key personnel including who will be the project lead/manager, who will participate in the project including educational background and employment history, not to exceed two pages per person;
 - 2) Past Experience with similar projects for other clients, particularly in Maine, for the past five (5) years with references, contact names, and telephone numbers;
 - 3) Example of Work: One (1) complete copy of the final report from the project your firm has completed within the past five (5) years that is most similar to this project; ideally a Plan that has been found consistent with MSRA Title 30-A and Chapter 208 of the State of Maine's Comprehensive Plan Revision Criteria Rule.
 - 4) Statement of Availability and location of key personnel to work on the York assignment;
- D. Project Task and Schedule Matrix: Provide a high-level matrix/spreadsheet that identifies: major project tasks and milestones; estimated date for completing each task; personnel and their hours planned for each task; total number of hours for each task.

9. SELECTION CRITERIA

The Consultant shall address the proposed scope of services, including their approach, personnel who will do the work, in-house technical review capabilities, and ability to meet the project schedule.

The Proposal shall discuss in sufficient detail the steps that the Consultant will take to arrive at the desired results. The discussion shall be important for the selection process. The Town reserves the right to solicit additional information from the Consultant or their references. Each responding Consultant will be ranked according to their proposal, qualifications based on experience, results, and other information furnished.

The Planning Board will use the following criteria to make a recommendation to the Board of Selectmen for award of the contract:

- A successful record in completing similar projects.
- The quality and depth of the consultant team's applicable experience and expertise, especially with similar projects.
- Resumes of the personnel who will be assigned to this project, including relevant experience.
- The proposed approach to soliciting meaningful public input as documented in the submitted public participation plan.
- The timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.
- A reasonable and competitive fee.
- The quality of oral presentation, and of submitted example products.
- The quality of references.
- Other applicable factors as the Town determines necessary or appropriate.

10. ACCEPTANCE/REJECTION

The Town reserves the right to waive any informalities in Proposals, to accept any Proposal, and to reject any or all Proposals, should it be deemed in the best interest of the Town to do so.

A Proposal may be held by the Town for a period not to exceed thirty (30) days from the date of the opening of Proposals for the purpose of reviewing the Proposal and investigating the qualifications of the Proposer prior to the award of a contract.

11. FEE STATEMENT

Fee Statement: The proposal shall include a SEALED, SEPARATE fee statement for the work to be performed. The fee statement shall include a cost for each of the tasks to complete the work outlined in the Scope of Services and any additional tasks the Consultant feels are necessary to complete the work. This cost information shall be related to and presented as a version of the matrix described in section 8.D above. The Consultant team may modify, combine, or otherwise change the tasks in the Scope of Services as they see fit as long as it meets the needs of the Town.

The Town reserves the right to negotiate with the Consultant to determine the amount of work and fees to be included in the contract and how the payments will be made (quarterly/upon Plan achievements, etc.).

The fee statement shall include a schedule of fees on an hourly basis for each of the key personnel and subcontractors, as well as a schedule of other basic costs, should additional services be necessary. The Consultant should estimate the nature and cost of additional services deemed necessary to complete the project.

A maximum of \$200,000 is funded for this project and the final fee shall not exceed this amount, inclusive of all reimbursable expenses.