

DESIGN CHARRETTES - REGULATING PLAN
& ZONING AMENDMENT ADVERTISEMENT

TOWN OF YORK

NOTICE OF REQUEST FOR PROPOSAL

for

SHORT SANDS ROAD AND SURROUNDING AREA

DESIGN CHARRETTES, REGULATING PLAN & ZONING AMENDMENTS

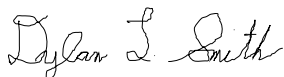
The Town of York, Maine is seeking professional services for the completion of a Design Charrette process and corresponding regulation plan/zoning amendments that utilize a robust public process. The purpose of this process is to develop innovative design and regulation requirements for an area that is nearly 300 acres in size and is mostly located within York's primary beach access corridor (Short Sands Road). The area is referred to as the Green Enterprise Recreational Overlay District (GEROD) in the recently adopted Comprehensive Plan. The design charrette process is expected to result in recommended zoning amendments aligned with the goals of the Comprehensive Plan.

Sealed proposals, which meet the delivery format specified in the Town's Request for Proposal (RFP), must be received by 4:00pm on Friday, February 17, 2023, at the Town Planning Department in the York Town Hall, 186 York Street, York, Maine 03909. Proposals will be opened at that time.

The Design Charrettes, Regulating Plan and Zoning Amendments 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

January 10, 2023

TOWN OF YORK

REQUEST FOR PROPOSAL

Design Charrettes, Regulating Plan & Zoning Amendments

1. INTRODUCTION

The Town of York, Maine ("Town") seeks the services of a qualified planning consultant ("Consultant") to work with and assist the Planning Board in conducting design charrettes and crafting a corresponding regulating plan and zoning amendments for an area described in the Town's Comprehensive Plan as the Green Enterprise Recreational Overlay District ("GEROD").

The GEROD and adjacent area for consideration is roughly 300 acres in size. It spans Route 1 to the west, Main Street to the north and northeast, Horn and Rogers Roads to the south, and Railroad Avenue in York Beach to the east. Currently held by multiple property owners, much of the land is undeveloped, with the largest exception being York's Wild Kingdom Zoo and Amusement Park. The land includes a large wetland complex, much of which is included in the Shoreland Overlay Zone, and vernal pools. The wetlands areas and several streams all coalesce into a single outlet that passes through natural and artificial water channels to exit from a penstock on the popular tourist beach of Short Sands in York Beach Village.

The Town of York owns over 50 acres in the defined area, and recently constructed the primary road corridor connection to York Beach from Route 1 called Short Sands Road. The GEROD is in the Town's defined Growth Area and is one of the largest undeveloped land areas in York east of US Route 1.

The purpose of these design charrettes and resulting regulating plan/zoning amendments is to help the community achieve the vision described in the recent voter approved Comprehensive Plan. Through the charrette process the consultant should help the Town realize desired growth patterns that are both diverse and sustainable. Important components may include, but not be limited to, evaluating a mix of business use and housing options, sustainable building design and transportation standards, multi modal transportation opportunities as well as blending recreational and cultural amenity opportunities. All future land use options for this area should be reviewed with a focus on sustainability, environmental stewardship, and the connections within our community.

The Town hopes this planning process will guide future growth, redevelopment and zoning changes in this area and provide an ongoing framework for informed and directed development and decision making. The overall objective of this process is to be innovative, reflect and respond to priorities, values, and requirements of the Comprehensive Plan and York's residents while safeguarding the Town's environment, cultural heritage and sense of place.

2. PROJECT AREA

The size of the GEROD and adjacent area for consideration is around 300 acres spanning six base Zoning Districts - YBVC, RTE 1-4, RTE 1-5, GEN-3, RES-7, and RES-6. It also contains a Mixed Use Shoreland Overlay District. As mentioned above, it is one of the largest undeveloped areas east of Route 1. Most of the area (65%) is contained in the RTE 1-4 and GEN 3 base Zoning Districts

The area contains unique natural resources including Briley Brook (Short Sands Brook), vernal pools, high functioning wetlands, and a network of rare plant and wildlife communities. It serves as a natural stormwater control area, as well as an erosion and sedimentation retention and water filtration area. The area also provides flood control (Zone A) and has a role in helping provide a healthy/safe adjacent area for finfish. The area could also be vital to the Town as we plan and prepare for sea level rise.

The GEROD includes a large segment of land on the east side of Route 1 in both directions from the Short Sands Road intersection. It supports a large seasonal employer and historic business in York's Wild Kingdom and contains a sizeable amount of land that is owned by the Town of York.

Please see attached map for rough area depiction.

3. PROJECT BUDGET

The Town of York has allocated a maximum of **\$125,000** to perform the design charrettes and corresponding regulating plan/zoning amendments. All Proposers shall provide a fixed price fee, as a "not to exceed" quotation for the total project.

4. PROPOSAL SUBMISSION EXPECTATIONS

Complete design charrettes and regulating plan/zoning amendments 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 Friday, February 17, 2023 and will be opened at that time.

The Proposal must be signed by the Proposer with their full name and address and include a paper and electronic submission (thumb drive, CD etc.) in the sealed envelope. No Proposal received after the deadline stated above will 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 therefrom.

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 the Consultant and its subcontractors, 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 provide details on how these tasks 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/or a town subcommittee appointed by the Planning Board to discuss project progress and direction.

Meetings with the Town Subcommittee, Staff, Planning Board and Selectboard.

The Consultant will meet with the Town Subcommittee to provide progress updates and obtain further direction. In addition, the Consultant will solicit input and feedback from the Planning Board, Selectboard, 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 formal Planning Board and Selectboard Hearings; and support placement on the ballot by the Selectboard.

Public Engagement and Communications.

Public involvement in the planning process and acceptance of the final regulating plan/zoning amendments is critical to the success of this effort. The Proposal must include an outreach and

public participation process designed to engage the public and specific stakeholders in conducting the design charrettes and developing the regulating plan/zoning amendments.

Regulating Plan and Zoning Amendment Development.

The Consultant will serve as the primary drafter of any design standards and requirements that are achieved from the design charrette process and the subsequent regulating plan and zoning amendments.

The Consultant will provide digital, editable, and printable copies of all final documents including reports, maps, and the final amendments. 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 Town Subcommittee, Selectboard, Planning Board and Planning Department staff.

6. PROJECT MANAGEMENT AND RESPONSIBILITIES

The Consultant will be responsible for working closely with the Planning Board and/or a subcommittee of the Planning Board as well as town staff. The Town Planning Director or their designee will be the Project Director and will serve as the primary contact and coordinator between the Town, the Planning Board and/or their subcommittee and the Consultant. Other town staff will be available if needed.

The Planning Board and/or its subcommittee will provide oversight for this project. It will guide, evaluate, and approve the direction and completion of the design charrettes, regulating plan, and/or ordinance and regulation amendments. If there is a subcommittee of the Planning Board, it will recommend approval of any changes to ordinances and regulations to the Planning Board. After Planning Board approval, the Planning Board with assistance from the Consultant and staff, will recommend Selectboard approval to place on a Ballot in May of 2024 for voter approval.

Town staff will:

- Be available in a research and advisory capacity;
- 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 Planning Board and/or Planning Board subcommittee meetings; and
- Schedule, coordinate, and make necessary arrangements for other project related meetings.

7. SCHEDULE (projected)

Release RFP	January 20, 2023
Receive and Open Proposals from Consultants	February 17, 2023
Determine Short List of Consultants	February/Early March 2023
Interview Short-listed of Consultants	Late March 2023
Select candidate and recommend..... to Selectboard for Approval	Early April 2023
Issue Notice of Award	April 2023
Execute Contract by	April 2023
Start Project Work.....	May 2023

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 all zoning amendments and any accompanying regulation changes should take no longer than ten (10) months with expected public hearings (likely 3 or 4) on proposed ordinance amendments.

8. PROPOSAL SUBMISSION REQUIREMENTS

All services to be furnished to the Town shall be performed with equipment, methods, and the 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 and recommend, as well as 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 and who will participate in the project. Include educational background and employment history, not to exceed two pages per person;
 - 2) Experience with similar projects for other clients, particularly in Maine, for the past seven (7) years with references, contact names, and telephone numbers;
 - 3) Example(s) of Work: At least one (1) complete copy of a final product (design standards and accompanying zoning and/or regulation amendments) your firm has completed within the past seven (7) years that is most like this project;
 - 4) Statement of Availability and location of key personnel who will be assigned to work on this project.

- 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 utilized 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 describe in sufficient detail the steps that the Consultant will take to arrive at the desired results. This information will be important for the selection process. The Town reserves the right to solicit additional information from the Consultant or from their references. Each responding Consultant will be evaluated according to their proposal, qualifications based on experience, results, references, and any other information furnished.

The Planning Board will use the following criteria to make a recommendation to the Selectboard 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 (for example; quarterly/upon project 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 **\$125,000** is funded for this project and the final fee shall not exceed this amount, inclusive of all reimbursable expenses.