

Request For Proposals

From Old Orchard Beach Comprehensive Plan Committee
September 20, 2010

Old Orchard Beach Comprehensive Plan Update

Background

The Old Orchard Beach Town Council is seeking the services of a consulting firm or consulting team (the “Consultant”) to assist the Comprehensive Plan Committee (the “Committee”) in developing a new Comprehensive Plan for Old Orchard Beach. The current Plan was adopted in 1993 and is out of date. In addition, the State Planning Office has indicated that the Growth Management Act certification for the current Plan will expire in 2012 and the new Plan must be developed to maintain consistency with Maine’s Growth Management Act.

Guiding and overseeing the development of the Plan, the Committee consists of seven Old Orchard Beach citizens. The Planning Director, Gary Lamb, is the primary staff person responsible to assist the Committee along with other planning staff as needed to record minutes, etc.

The Committee anticipates meeting for two to three years to complete its work. It will meet on the third Monday of the month, from 7:00-9:00 PM, in the Town Hall third floor Council Chambers. The meeting schedule and location is subject to change as needed. Additional meetings for public participation events as well as occasional Planning Board and Town Council meetings are expected.

The current Comprehensive Plan document is huge and consists of two 4” binders, with the main part of the Plan being approximately 100 pages and the remaining contents of both binders being appendices.

Description of Services Requested

There are a variety of ways to approach the development of comprehensive plans and the one used by Old Orchard Beach will be the result of interactions between the Committee, Consultant, staff, and the public. While it is not possible to precisely anticipate all aspects of the needed services, the consulting services requested in general are to:

- Assist the Chairperson and the Planning Director in facilitating Committee meetings and public participation events;
- Assist the Committee in developing and implementing the technical and citizen participation processes necessary for creating the plan and achieving its adoption by the Town Council;
- Assist in ensuring the new Plan meets the Growth Management Act requirements and is approved by the State Planning Office;
- Create the Plan update as an entirely new document with progress to be submitted monthly by the Consultant. The Consultant will be expected to be the lead writer of the new Plan to minimize wordsmithing by the entire Committee

To create the new Plan, a number of different skill sets or areas of expertise will be needed. The Committee may seek to use different consultants under separate contracts, or it may prefer to select a single consulting firm or team that combines the needed abilities. Consultant quotes should break out costs per the following categories or similar.

- **Visioning, public education, and public participation.** Efficient and effective means are necessary for both providing information to the Committee and the public and for collecting information from community organizations and individuals. This could include graphics, charrettes, surveys, full town build-out models, etc.
- **Meetings** - with the Committee including preparation for and actual attendance by Consultant.
- **Inventory** - of all relevant data including 2010 Census, DOT/PACTS and other traffic data, public facilities infrastructure, local economy and fiscal capacity, natural resource and other data from IFW/SPO, and others as needed.
- **Maps - Geographic Information Systems (GIS).** Ideally the Consultant or Consultant's team member should be well-versed in GIS and be able to conduct GIS data processing and mapping necessary for development of the Plan. However, if a consultant wishes to provide a quote without any GIS component, that is acceptable and the Committee can obtain GIS services elsewhere.

- **Future LU Plan** - Describing Growth, Transitional, Rural and Critical Rural Areas per SPO specifications.
- **Additional SPO Required Topic Areas** – The Consultant will guide the Committee to SPO compliance with twelve other Topic Areas (where relevant) in addition to the Land Use Plan.
- **Implementation Strategies** - identifying what municipal entity will carry out zoning ordinance changes required by the new Plan

Consultant Response

Please include a brief summary of Comprehensive Plan work you have conducted for other communities and three references from these communities. Also include the qualifications, experience and availability of staff performing the work.

For further information about this Request for Proposals, please contact Gary Lamb, Planning Director at glamb@oobmaine.com or 934-5714, ext 217.

Proposals must be received on or before 4pm October 12, 2010. Late proposals will not be accepted.

Please submit by mailing 10 copies of your submittal to Old Orchard Beach Planning Director Gary Lamb, 1 Portland Avenue, Old Orchard Beach, ME 04064.

Selection Process

The criteria listed below will be used to evaluate written proposals and possible subsequent interviews. These criteria will be applied and interpreted solely at the discretion of the Town. Proposals should include all necessary information that is pertinent to these evaluation criteria. Additional information required for proper assessment of proposals may be requested from the consultant at the discretion of the Town. The final results will be based on the scoring system and any other information requested by the Town. The final results will be submitted to the Town Council for review and acceptance. Interviews, if held, are expected to be conducted in November and the contract should begin during November or December 2010 with SPO approval within 3 years as the goal.

Category	Max Available Points	Consultant Score
Qualifications And Experience	30	
Availability	20	
Hourly rates/Costs	10	
Reference checks	20	
Interview(?)	20	