

November 4, 2016

**Attention: Theo Holtwijk, Director of Long-Range Planning / Economic Development**  
271 Falmouth Road  
Falmouth, ME 04105

Dear Mr. Holtwijk,

**Reference: West Falmouth Neighborhood Sketch Plan**

Thank you for the opportunity to submit this proposed Scope of Services. The following is a proposal based on our conversations with you and our professional understanding of the potential for the undeveloped properties located east of I-95, west of Gray Road /Route 100, north of Marston Street and south of Mountain Road.

### Project Summary

At the request of the Town of Falmouth, Stantec will provide a conceptual design study for the approximately 78-acre area described above and shown to the right. This study will envision a concept for coordinated development of the entire area, including the approximately 40 acres recently proposed for development by a land owner and developer.





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Stantec will provide a conceptual site plan sketch that will incorporate best practices in planning and design such as pedestrian- and bicycle-friendly streetscapes, a variety of housing types, a network of open spaces, pocket parks and trails, street/parcel interconnectivity and coordinated access to Route 100, and a mix of commercial uses. The design will also take advantage of the impending improvements to Route 100 to enhance the commercial success of the corridor.

The delivered product be shaped and informed by ongoing engagement with local stakeholders, Town officials, and the general public. The sketches will express preliminary ideas intended to provide an alternative vision for the project area and lead to continued discussion about its development potential.

**Deliverables**

Draft and final sketches and supporting images will be delivered to the Town of Falmouth in both digital and printed formats.

**Work Plan**

<b>November 2016</b>	Collect information, research trends in Falmouth and the region, identify precedent projects and draft initial concepts, discussions with individual property owners
<b>December 2016</b>	Create draft site design, potential phasing plan and site sketches/diagrams, continued discussions with individual property owners
<b>January 2017</b>	Share concepts in a meeting of property owners and staff and revise sketches as necessary.
<b>January 2017 (second meeting in Jan)</b>	Share concepts in a meeting of property owners and CDC and revise sketches as necessary.
<b>February 2017</b>	Share concepts in a meeting with the general public and town council and make final revisions. Deliver final materials.



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## **Team**

*Project Manager* – Mark Debowski, Stantec

Mark will oversee the project and be the primary point of contact for the Town and property owners.

*Project Designer* – Erin Garnaas-Holmes, Stantec

Erin will lead the deliverable development and execution of the work plan items.

Additional professionals from Stantec's Urban Places Group will also contribute to this project including oversight from principals Bill Moore and David Dixon.

## **Fee**

The total cost for the design services described above is a fee not to exceed \$8500.

Regards,

Bill Moore, P.E.  
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