

**Request for Qualifications (RFQ) for Consultant Services
To Conduct a Public Process to Develop a Town Vision and Values Statement (Phase 1)
for the Town of Falmouth, Maine**

Q&A

January 9, 2020

1. Has a preliminary budget been set for phase 1 and phase 2?

There are not preliminary budgets establish for either phase of the project. We are hoping to find the right consulting partner via a qualifications-based selection process that will help us scope out the first phase and then the second phase. We are hoping that the right partnership will result in reasonable costs, but, at the moment, qualifications and the right "fit" is our priority. We expect we could start out with a time and materials contract prior to development of a scope and budget.

2. Are there any funding requirements due to partial/total grant funding? Such as:

- MWBE goals
- invoicing and/or payment requirements

There are no special funding requirements associated with grants, goals and invoicing.

3. The RFQ notes emailed files are acceptable. Do you also one a printed copy for your records?

E-mail submission suffices. No printed copy required.

4. Would you like two separate proposals for Phases 1 and 2, or would you like us to simply indicate if we would like to be considered for phase 2 as well?

A simple indication of interest for phase 2 and single response is sufficient.

5. The RFQ indicates that the Vision and Values statement will be the priority for the Council's Work Plan in 2019-2020. Do you have an exact timeframe in mind, and when do you anticipate the Comp Plan process beginning?

The Council does not have an exact timeframe in mind. We prefer to expedite the process, but quality and extensive public participation is a higher priority over how long it will take to complete the project. The Vision project may begin around April 2020.

6. Is there a page limitation for the proposal?

No.

7. Are out of state firms encouraged to apply?

Out of state firms are encouraged to apply. We are looking for a perfect fit with a consultant, which may be one from out of state.

