

Town of Falmouth, Maine
Request for Qualifications (RFQ) for Consultant Services
To Update the 2013 Comprehensive Plan

Draft: August 4, 2022

The Town of Falmouth, Maine (“Town”) is seeking submission of Consultant Statements of Qualifications to update its 2013 Comprehensive Plan. The purpose of this RFQ is to determine who is interested and professionally qualified to perform the work. The Town reserves the right to negotiate and enter into a contract, subsequent to this RFQ. Statements of Qualification must be submitted by 2:00 PM on September 1, 2022.

Prior Work

The Town of Falmouth is interested to update its [2013 Comprehensive Plan](#). Prior to commencing this work, the Town developed a Town Vision and Values statement to inform the comprehensive plan update. The [Vision and Values work](#) has been completed in 2022 and was informed by a robust public process.

Scope of Work

The Town desires that the updated Comprehensive Plan uses the strategic pillars and associated actions from the Vision and Values Report as its basis.

The Town also expects that the updated plan will also meet the requirements for consistency with the goals and guidelines of the *Growth Management Act* (30-A M.R.S.A. §§ 4312 - 4350). These requirements include:

- the vision statement that summarizes the community’s desired future community character (i.e. the results from the Vision and Values work);
- a summary of the public participation process undertaken;
- a regional coordination program;
- minimum required analyses, condition and trend data, policies, and strategies;
- a Future Land Use Plan with associated maps and narrative;
- an implementation section; and
- provision for future periodic evaluation of the plan and its implementation.

The Town envisions a robust public process to support this work.

The work will be overseen by the Town Council and a day-to-day Team consisting of Councilors and Town staff. The team has developed a proposed process for updating the Comprehensive Plan, along with a listing of various stakeholders and a suggested timeline. See appendix A.

Submissions

Interested and qualified parties should submit a Statement of Qualifications describing the party’s expertise as it relates to this project. In particular, the response should include the following elements:

- Qualifications of the consultant, including details on key team members to be assigned to the project.
- Statement of project understanding.

- The consultant’s considerations regarding the proposed scope of work.
- A listing of similar projects completed (including references) by the consultant.
- Availability for interview on September 14 and 15.

The deadline for submitting a Statement of Qualifications is September 1, 2022 at 2:00 PM. Submittals sent via e-mail will be accepted. Responses and any questions about this request should be directed to:

Nathan Poore, Town Manager
 Town of Falmouth
 271 Falmouth Road
 Falmouth, ME 04105
 207-699-5314
npoore@falmouthme.org

Questions

Any questions or changes to this RFQ will be posted on the Town’s web page at <https://www.falmouthme.org/current-bids-rfps/pages/current-bids-rfps>. Interested parties are advised to consult the web page prior to submitting their Statement of Qualifications.

Schedule

Issue RFQ	August 9, 2022
Deadline for submissions	September 1, 2022, 2:00 PM
Review Team interviews	September 14 and/or 15
Council Review Submissions	September 22, 2022 (to be confirmed)
Council Consultant Selection Update	September 28
Council Guidance and Public Comment	October 12, 2022

Evaluation

Submissions will be evaluated by the Town Council. Submissions will be evaluated on their expertise, experience, and service delivery capabilities using the following criteria:

- Qualifications and previous work-related experience on similar projects.
- Understanding of the project’s objectives.
- References from recent related projects.

Reservations

The Town reserves the right to reject any or all submissions, or to request additional information, waive any conditions or criteria set forth in this Request for Qualifications and accept any proposal it may deem to be in the interest of the Town.

Town Background

The current Comprehensive Plan was unanimously adopted by the Town Council in 2013, and again in 2014 following minor amendments to gain approval from the State of Maine. Since then, the Town has actively implemented the plan.

Zoning amendments adopted in 2016 were aimed at one of the key recommendations of the plan: increasing the share of growth in the designated growth area to a significant majority of all new residential growth and diversifying housing inventory. However, subsequent infill development received some opposition, which led to a reversal of those amendments by the Town Council in 2019.

In addition, several recent development projects generated significant neighborhood opposition.

At the same time, the Town Council determined that the 2013 Comprehensive Plan should be updated to lay a solid basis for any future land use decisions, but that prior to that, the Town should undertake a public process to identify the Town's vision and values to help inform the comprehensive plan update process. The vision and plan update tasks have been the top priority in the Council's recent Annual Work Plans.

Appendix A

PROPOSED COMPREHENSIVE PLAN UPDATE PROCESS

Draft: August 3, 2022

SCOPE OF THE UPDATE

Produce a plan that:

- is grounded in the results of the 2022 Vision and Values report: the six pillars and the specific action areas described,
- meets the State of Maine's requirements for Consistency with the Growth Management Act, and
- includes robust public engagement.

STAKEHOLDERS

- Town Council
- Project Leadership Team (Select Councilors and Town Staff)
- Town Boards and Committees (TBD)
- Public
- Maine Department of Agriculture, Conservation and Forestry (Municipal Planning Assistance Program staff)
- Project Consultant (to be selected through RFQ process)
- Technical Consultant (Spatial Alternatives)

PROCESS PHASES AND TIMELINE

Note: Phases 1 and 2 will be managed by staff and the technical consultant.

Phase 1: Inventory and Data Collection

Summer through Fall 2022

- Organize the State of Maine required data and other data needs into the six pillars categories
- Gather data as indicated, including relevant trend data from the region, the state, the world
- Develop RFQ for Project Consultant
- Develop chapter review board/committee list

Phase 2: Recruit Project Consultant

Summer through Fall 2022

- Issue RFQ for consultant services
- Review consultant submissions
- Select consultant and negotiate scope of work and cost

Phase 3: Looking Back, How We Got Here

Fall 2022 through Winter 2023

- Develop a history narrative for the six pillars to provide the context for residents
- Describe the changes in Falmouth and beyond (to establish a broader context)
- Tell the six stories vividly and in varying formats

- Create a listserv for each pillar/area of interest for residents to stay up to date on

Phase 4: Where We Are Today and Where We Are Going

Winter through Spring 2023

- Inventory and present the status of each of the six pillars (this could be connected to the stories in Phase 3)
- Hold at least one dynamic, facilitated meeting for each pillar (some pillars may need more)
- Test ideas through multiple, creative public engagement methods
- Engage the public to identify where the trendline is going and assess if that destination meets the vision.
- Utilize visuals, tactile maps and forms

Phase 5: Continue Where We Are Going and Write the Plan

Fall 2023 through Spring 2024

- Draft the pillar chapters and appendices as required
- Place chapters required by State of Maine that do not fit with the pillars in an appendix
- Send individual chapters to corresponding Town committees (“experts”) for their review and input
- Test draft chapters through public engagement activities as they are developed

Phase 6: Review of Update Plan by Town Council

Summer 2024

Phase 7: Review by State of Maine DACF

Fall 2024