

## **REQUEST FOR QUALIFICATIONS (RFQ) PLANNING CONSULTING SERVICES FOR THE TOWN OF SCARBOROUGH'S COMPREHENSIVE PLAN UPDATE**

### **1. INVITATION:**

The Town of Scarborough is soliciting Statements of Qualifications from qualified firms interested in providing planning consulting services to support the Town's initiative to update our Comprehensive Plan. The Town has an existing Comprehensive Plan adopted in 2006 that has served Scarborough well as a framework for our approach to growth, development and long range planning. Now in 2016 we are initiating the process to conduct an update to this Plan with the goal of creating a more contemporary, creative, and systems-based Comprehensive Plan to guide our community for the next 10 to 20 years. Good examples of the format and style of such a Plan are the BTV Plan for Burlington, Vermont and the Londonderry, New Hampshire Comprehensive Master Plan. This effort will be managed by the Planning Department with policy direction from the Town's Long Range Planning Committee and Town Council. In addition, there will be significant guidance and input from Town administration and departments, Town boards and committees, and the public through public meetings, charettes and workshops. The preparation for and compilation of the Plan will be performed through a team approach with assistance and contributions from Town departments and committees, our regional planning agency, and the selected consulting firm.

The consultant is expected to have significant comprehensive planning experience and expertise, particularly with contemporary, systems-based comprehensive plans that are creative and engaging in their format and presentation and are inspiring in their content. Therefore, experience crafting contemporary comprehensive plans; facilitating meetings, workshops and charettes with town committees, departments, interest groups, and the general public; and having a strong understanding of all of the elements of such a Plan, from land use and transportation to energy, climate adaption and resiliency, and other sustainability focused topic areas is essential. Additionally, this comprehensive planning effort is envisioned to include mini-master plans and visioning processes for key areas and centers within the community, so proficiency and past success with similar efforts is very desirable. Further, the Plan will use the national STAR Communities Program for benchmarking and policy guidance, so experience and understanding of this program is beneficial. Lastly, knowledge and experience with Comprehensive Planning in the State of Maine and consistent with the State requirements is preferred but not required.

Firms with relevant experience and qualifications to perform this consulting service and initiative are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents to support the Town in this important project. Following analysis of the responses to this Request for Qualifications, a firm or firms will be invited for interviews conducted by an evaluation committee with a firm being selected for further negotiation. The firm ultimately awarded a contract by the Town will provide afore mentioned services as directed by the Town of Scarborough.

This RFQ is available on our website (<http://www.scarborough.me.us/townhall/purchasing/openbids.html>) or by contacting the Purchasing Department at 259 US Route One, Scarborough, ME 04070-0360, (207) 730-4083, or [kmassa@ci.scarborough.me.us](mailto:kmassa@ci.scarborough.me.us)

**Please continue below for the complete Request for Qualification document.**

### **2. RESPONSES:**

The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than October 28<sup>th</sup>, 2016 at 3:00PM.

### **3. PROJECT/CONTRACT DEFINITION:**

#### **A. Project/Contract Description**

This is the initial step in a process which will result in a two (2) year (with extension option) contract with one firm to provide comprehensive planning consulting services for the Town of Scarborough, Maine. The services will require the firm to work with the Planning Department and Long Range Planning Committee, as well as other town departments, committees, and the Town Council as outlined in 1. Invitation (above) on the process, compilation and crafting of a new Town Comprehensive Plan. This project and contract will not be an exclusive or sole sourced effort, but will be a team approach with assistance and contributions from Town departments and committees, our regional planning agency, and the selected consulting firm. This planning initiative is scheduled to occur over the next eighteen (18) months, but the contract will be for a full two (2) year period with the option for an extension to ensure adequate time for the completion and local and State adoption of the Plan.

#### **B. Project Projected Schedule**

**The anticipated schedule is as follows:**

**Issuance of RFQ – On or before October 5<sup>th</sup>**

**Receipt of Planning Firm Responses – October 28<sup>th</sup>**

**Short List to be interviewed – Week of November 14<sup>th</sup>**

**Contract Award – On or before December 16<sup>th</sup>**

### **4. SCOPE OF SERVICES:**

The Scope of Services will be more fully described as part of the competitive negotiation process to follow the initial evaluation and interviews of qualified firms. The final Scope of Services, together with the fee structure, will be included in the final executed Agreement. The selected firm shall provide comprehensive planning services, including plan preparation and compilation; comprehensive planning guidance and expertise; public meeting, workshop, charette and mini-master plan facilitation; mapping and graphic design skills; planning data compilation and analytics; and other planning services as assigned.

### **5. PROJECT PARTICIPANTS:**

Members of the Planning Department, Scarborough Economic Development Corporation, and the Town Managers Office will be responsible for developing a short list of firms to be interviewed. Selected firms may be invited to make a presentation to selected staff. A recommendation to the Town Manager will be made after the information has been reviewed and interviews of the short-listed firms have been completed.

### **6. CRITERIA FOR SELECTION:**

The purpose of this RFQ process, as previously stated, is to identify a qualified firm that is the most capable of providing the described services. Once identified, this firm will then be invited to take part in a competitive negotiation process with the Town for a contract. If an agreement can be reached with the selected firm, a contract will be awarded thereto. If an agreement cannot be reached, the Town will proceed with negotiations with the next most qualified firm.

### **7. SUBMITTAL REQUIREMENTS:**

#### **A. Submittal Documents – Format**

Follow these instructions carefully:

In total, five (5) hard copies of the Submittals, including attachments, are required as well as an electronic copy. Four (4) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost. One (1) copy should be clipped together to facilitate document reproduction.

In the four (4) bound copies, use a tabbed divider followed by a section cover page, to separate Sections I through IV. The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "RFQ - Planning Consulting Services for the Town of Scarborough's Comprehensive Plan Update – Qualifications Submittal."

**Submittals shall be delivered to the following addressee at or before October 28<sup>th</sup>, 2016, 3:00PM EST.**

**Kim Massa  
Purchasing Specialist  
Town of Scarborough  
259 US ROUTE ONE  
PO BOX 360  
Scarborough, ME 04070-0360**

*Late submittals will not be accepted.*

**B. Submittal Content:** Each Submittal shall be organized in the following order:

**Outside Cover and First Page:**

Shall contain (i) the title, "Statement of Qualifications for Planning Consulting Services for the Town of Scarborough's Comprehensive Plan Update," (ii) the name of the Respondent, and (iii) the Submittal date.

**Table of Contents:** Include a table of contents.

**Transmittal Letter:** Include a short Transmittal Letter. The Transmittal Letter shall:

- Summarize why the Respondent believes itself to be the most qualified;
- Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- Contain a statement granting the Town of Scarborough and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

**Section I - Description of the Respondent**

**I-A Firm Description:** Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms).

Information should include:

- a. The Respondent's areas of specialization related to the Town's needs;
- b. Firm history;
- c. Honors and awards;
- d. Location of home and branch offices;
- e. Names of the principal officers of the firm;
- f. Billable rates for key professionals

**I-B Key Professionals:** Identify the key members of your team that would be involved with the contract and describe their area of expertise, what role(s) they will perform, and how their qualifications match the scope of work. Indicate their availability to meet the Town's requirements.

## **Section II – Narrative**

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- A.** General planning philosophy and approach.
- B.** Prior experience with facilitating and completing comprehensive plans.
- C.** Experience with contemporary theme and systems-based comprehensive plans that have been creative and engaging in their format and content.
- D.** Use of creative and engaging public processes, charettes, and similar events that attract participants, create excitement and future visioning, and foster community and/or stakeholder buy in.
- E.** Experience with all the topic areas and elements of contemporary comprehensive plans, including traditional elements (land use, housing, transportation etc.) as well as newer elements (climate adaption, energy, and other sustainability areas).
- F.** Experiences with master planning for neighborhoods, village or town centers, and similar development areas, including meeting facilitation, visioning, illustrating and the like.
- G.** Experience or use of digital content and/or web-based planning and public participation strategies. Professional qualifications of individuals to be assigned to the projects or services.
- H.** History of effective schedule and budget management for comprehensive plan initiatives of similar scope of services.
- I.** Other relevant core planning disciplines and experiences which are related to the scope of services sought that may prove beneficial.

## **Section III - Relevant Experience of the Respondent**

### **III-A Summary of Relevant Projects Where the Respondent's Firm was the Consultant**

List no more than six relevant projects. A relevant project is one which best exemplifies your qualifications for this Contract and should involve planning clients and detail the services you provided:

- a. Name of Project
- b. Specific Comprehensive Plan or Planning Project
- c. Client
- d. Total Project Cost
- e. Project Description, including Public Process
- f. Project Deliverables
- g. Describe the Services Your Firm Provided and Any Project Partners
- h. Indicate the Projects Consistency with Budget and Timeline/Deadlines
- i. Provide a Reference List Related to these Projects

## **Section IV – Consulting Service Rate Structure**

Provide a rate sheet for the consultant team members that would be involved in the planning process or a proposed cost structure for the project for consideration. The final project scope of work and costs will be negotiated with the most qualified firm as per Section 6. above.

## **8. RESERVATION OF RIGHTS**

**A.** The Town of Scarborough reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

**B.** Nothing in this document shall require the Town of Scarborough to proceed with planning and/or any of the identified services.

**9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION**

**A.** This RFQ including any attachments can also be obtained from the Town of Scarborough's web site at <http://www.scarborough.me.us/townhall/purchasing/openbids.html>

**B.** The Town of Scarborough reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Town's best interest to do so.

**C.** The Town welcomes questions on or before October 19<sup>th</sup> regarding this solicitation. Questions should be emailed to: Kim Massa, Purchasing Specialist [kmassa@ci.scarborough.me.us](mailto:kmassa@ci.scarborough.me.us) . Official responses will be posted on our purchasing website for all prospective submitters to review.