

# **TOWN OF LISBON, MAINE**



## **REQUEST FOR PROPOSAL AND CONTRACT DOCUMENTS FOR TOWN OF LISBON 2022 Contract for Planning Services**

**PREPARED BY  
TOWN OF LISBON  
TOWN MANAGER'S OFFICE  
300 LISBON STREET  
LISBON, ME 04210**

**TOWN OF LISBON**  
**2022 Contract for Planning Services**  
**BID NO. 2022-14**  
**REQUEST FOR PROPOSAL**

**2022 Contract for Planning Services**  
**BID NO. 2022-14**

July 13, 2022

Sir/Madam:

Sealed bids will be received in the office of the Town Manager until **August 3, 2022 until 10:00 a.m.**, at which time they will be publicly opened and read aloud on the enclosed specifications to retain a firm for the purpose of providing planning services and support for the Town of Lisbon

The Town Council reserves the right to accept or reject any and all proposals.

**Please use a sealed envelope clearly marked with the bid name and number** when submitting your bid. Only sealed bids will be accepted. Faxed bids will not be considered.

Respectfully,

Ryan McGee  
Interim Town Manager

## REQUEST FOR PROPOSAL: CONTRACT PLANNING SERVICES

DATE OF ISSUANCE: July 13, 2022

BID DUE DATE: August 3, 2022

SUBMIT TO: Ryan McGee, Interim Town Manager  
Lisbon Town Office  
300 Lisbon St  
Lisbon, ME 04250

Proposals must be submitted in a sealed envelope marked "Planning Services Contract RFP."

Copies of this RFP may be obtained at the Lisbon Town Office and online at [www.lisbonme.org](http://www.lisbonme.org). The Town of Lisbon is seeking proposals from qualified firms or individuals to provide contract planning services.

### SECTION I: GENERAL INFORMATION

#### A. Point of Contact

Town of Lisbon  
Interim Town Manager  
Ryan McGee  
Email: [townmanager@lisbonme.org](mailto:townmanager@lisbonme.org)  
Phone: 207-353-3000 x102

#### B. Town Information

Lisbon is the third largest of fourteen communities in Androscoggin County, and is centrally located within a 20-mile radius of more than 100,000 people. According to the 2020 census records, Lisbon's population is 9,711. State Route 196 passes through the entire length of Lisbon connecting Lisbon to the Lewiston/Auburn area and Interstate 95 and/or to the Topsham/Brunswick area and I-295. Lisbon is about 24 +/- square miles and/15,000 acres with scenic trails, fun shops to visit, wonderful parks, and so much more.

#### C. Limits of Liability

The Town of Lisbon assumes no liability for any costs incurred by those who respond to further requests for interviews, additional information, etc.

#### D. Type of Contract

Contract for Planning Services: Contract to be for 1 year, subject to satisfactory annual reviews, and with the possibility of annual extensions. It should be understood when pricing services, that Planning Board applications and site plan reviews are paid on an hourly basis via escrow or Town funds depending on the project source.

#### E. Questions

Questions about the RFP shall be submitted electronically via email and directed to Ryan McGee at [townmanager@lisbonme.org](mailto:townmanager@lisbonme.org)

In the subject line of the email put "Question: Planning Services RFP." All submissions must contain the name of the person asking the question, company name, address, phone number and email address. Questions and responses will be posted on the Town of Lisbon website at [www.Lisbonme.org](http://www.Lisbonme.org)

Failure to perform a complete and full investigation does not relieve the respondent of fulfilling all proposal requirements.

#### F. Solicitation Process

Evaluation, consideration and acceptance of proposals is a three step process:

1. A team will be assembled to review and rank proposals based on the evaluation criteria outlined in Section III: Evaluation Criteria.
2. A short list of respondents may be selected for further evaluation by the team and only those respondents that are placed on the short list will be considered for interviews.
3. The final contract must be approved by the Town Council. After all approvals, verification of all requirements, and signatures by appropriate parties, implementation may begin.

#### G. Conditions of Award

It is the intent of the Town to award the project to the most qualified respondent(s), provided the proposal has been submitted in accordance with the requirements of this RFP. It is the intent of the Town to choose the respondent(s) most likely to meet its needs, as described in this RFP and as judged by those designated to act on its behalf and its best interests.

*Up to the time of the signature of the contract, the Town shall have the right in its sole discretion to reject any and all of the bids, to request re-bids for the work and to waive any defects, time limits or deficiencies in any bid, and to terminate consideration with or without cause if deemed in the best interest of the Town to do so.*

#### H. Amendments to this RFP

The Town may revise this RFP or request additional information by using written addenda. Addenda will be posted on the Town's website and emailed to all *known* bidders.

#### I. Insurance Certificates

The contractor must be able to provide evidence of the following insurance coverage:

- The contractor will serve in the capacity of an independent contractor in this project and will maintain insurance at least as hereinafter set forth so as to protect it and the Town from any and all claims for personal injury and property damage, and for claims under Workers' Compensation, including death arising out of operation of this agreement, for the entire duration of this project.
- A comprehensive general liability insurance policy with the following limits of coverage:
  - Bodily Injury: \$1,000,000 per each occurrence
  - Property Damage: \$400,000 per each occurrence
  - \$1,000,000 aggregate of all claims per occurrence
- A comprehensive automobile insurance policy with the following limits
  - Bodily Injury: \$1,000,000 per each occurrence
  - Property Damage: \$500,000 per each occurrence
- All of the insurance must be issued by an insurer licensed, authorized and maintaining an office to do business in Maine.

#### J. Town Supplied Materials and Services

The Town will supply the following to assist with successful Planning Services:

- A copy of Land Use Code and Comprehensive Plan materials including any annual updates or supplemental materials
- Copies of all applications in hard copy and digital form (when available).
- Will be responsible for handling of all escrow accounts and managing payments for Contractor services.

- Will provide support staff to act as the liaison between the applicant/Planning Board and Contractor, unless otherwise deemed appropriate

## **SECTION II: PROPOSAL SPECIFICATIONS**

**A. The Scope of Services for this RFP is set forth in Attachment A.**

### **B. Bid Response Elements**

*The following information should be provided in a separate sealed envelope marked "Planning Services Contract RFP"*

Respondents should provide detailed information addressing each of the following areas:

1. Name and address
2. Brief history, demonstrating related work and including a current list of clients.
3. Contract work references- submit three (3)
4. Statement of current workload
5. Entity qualifications and experience with providing planning services in other communities
6. Resumes of key personnel
7. Information regarding any legal actions that are pending or have been resolved.
8. Evidence of insurance in the form of insurance company/agency issued coverage certificates.
9. The proposal should reflect the hourly cost to provide services outlined in the Scope of Services.

***Failure to fully disclose requested information may be grounds for disqualification. This section shall not be interpreted to require information shielded from disclosure by State and Federal Statutes and/or court order.***

## **SECTION III: EVALUATION CRITERIA**

### **A) Evaluation Criteria that will be used by the team**

- 1) General experience and technical competence
  - a) Extent of business; size of operation; number of employees
  - b) Management experience of the company
  - c) Financial capacity and security of the company
- 2) Overall impression of proposal
  - a) Organization, clarity, completeness, thoroughness
  - b) Approach to scope of services
- 3) Value of proposed services that would maximize benefit for the Town.
  - a) Considered for any potential conflict of interest issues with applications or projects
- 4) Review of references
- 5) Completion of a successful reference check

### **B) Comparative Criteria**

- 1) Knowledge and experience working with local and state planning departments
- 2) Experience reviewing, drafting, and presenting ordinance revisions, especially Site Plan Review, subdivisions, comprehensive planning, and experience aiding communities as it pertains to smart or sustainable growth.

- 3) Experience working with local planning boards and committees
- 4) Experience facilitating community listening sessions
- 5) Completed Cost of Services form which includes proposed office hours.

C) Equal Opportunity

Any contract awarded as a result of this RFP will be awarded without discrimination on the basis of race, color, religion, age, sex, sexual orientation, political affiliation or national origin.

## **Attachment A**

### **SCOPE OF SERVICES**

#### ***Nature of Work:***

This is specialized professional, administrative and technical work in the planning and development of Lisbon's residential, commercial and resource protection districts while adhering to state and local laws and ordinances.

The Contractor is responsible for reviewing Planning Board applications, attending meetings and assisting staff to ensure that development is consistent with state law and local ordinances and the Comprehensive Plan. If necessary, will provide assistance to the Lisbon Planning Board in drafting or reviewing ordinance changes as deemed necessary by the board.

The Contractor is required to exercise considerable independent judgment in administering planning programs within specific state laws and regulations (Title 30-A, M.R.S.A.), with general (nonplanning) guidance from the Town Manager and Code Officer and the oversight of the Planning Board.

#### ***Essential Duties and Responsibilities:***

- Reviews site plan and subdivision applications that come to the Planning Board, if needed.
- Reviews applications to determine compliance with applicable local, state and federal regulations when requested by the board.
- Prepares written reviews for the Planning Board, if needed
- Attends Planning Board meetings and site walks (in person or via Zoom) to aid in the Board's review process as necessary.
- Provides assistance in drafting updates and revisions of ordinances, regulations, planning studies, and the Town's Comprehensive Plan, if needed.
- Assists other Town departments and committees with planning related questions and provides any necessary related information, if needed
- Performs related work as requested.
- Assists the town in achieving its goals as it relates to establishing standards for smart growth and sustainable land use policies.
- Assist the planning board as directed in development of zoning changes as it relates to rural zoning and assessing housing needs within RO1 and RO2 rural open space zones.
- Facilitates community listening sessions, if needed.

#### ***Requirements of Work:***

- Ability to work independently and to carry out assignments from general oral or written instructions
- Ability to establish and maintain effective working relationships with developers, the general public, employees, committees and Town department heads.
- Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such data
- Thorough knowledge of the principles, methods, and techniques of planning practices
- Considerable knowledge of the provisions, ordinances, and general laws governing planning

#### ***Training, Education and Experience Required:***

All personnel should have a combination of education and experience that demonstrates skills, knowledge and abilities to fulfill the tasks required of work. The Town expects key personnel to have direct experience with planning activities, land use policies, community development and related fields.

American Institute of Certified Planners (AICP) credentials are preferred. After successful award, assigned consultant will be expected to complete or show evidence of taking Maine Municipal Association's (MMA) class for Planning Boards to cover Freedom of Access compliance and training.

***Attachment B***

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid, or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the word "person" shall mean any natural business, partnership, corporation, union, committee, club, or other organization, entity, individual or group of individuals.

\_\_\_\_\_  
Authorized Official:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name



## Attachment C

### ***BIDDER CHECKLIST***

- ( ) Submitted all information as requested
- ( ) Completed and enclosed Non-Collusion Statement
- ( ) Completed Cost form
- ( ) Submitted signed proposal in one sealed envelope duly marked
- ( ) No conditions or restrictions have been placed by the company on this proposal that would declare it non-responsive.
  
- ( ) Prepared to provide required insurance

\_\_\_\_\_  
Authorized Official:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

### **Cost Form**

<b>Service Provided</b>	<b>Hourly Rate</b>
Planning Services	
Additional Services for consideration	(Include separate list with pricing)