



Town of Raymond Comprehensive Plan Committee ePacket December 7, 2022 Table of Contents

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Agenda



Comprehensive Plan Committee Agenda

December 7, 2022

6:30pm – Meeting

At Broadcast Studio & via ZOOM

- 1) **Call to order**
- 2) **Minutes of Previous Meeting**
 - a) November 2, 2022
- 3) **Old Bus**
 - a) CPC Bus Tour Part 2 – Sue Look, Town Clerk
 - b) Update of St. Joseph's Intern
 - c) Results of Election Day Survey – Kaela Gonzalez, Co-Chair
 - d) Formalizing Communications (cont.)
 - Update on CPC Access to Town Email – Sue Look, Town Clerk
 - Responding to CPC Emails – Brad McCurtain
 - e) Comprehensive Plan Logo – Kaela Gonzalez, Co-Chair
- 4) **New Business**
 - a) CPC Budgeting Calendar – Don Willard, Town Manager
 - b) How does CPC access funds? – Don Willard, Town Manager
 - c) DRAFT RFP Taskforce Report – John Clark, Brad McCurtain, Shawn McKillop, John Rand
 - d) Discussion – Community Survey – Jackie Sawyer
- 5) **Next Meeting Date**
 - a) January 4, 2023
- 6) **Public Comment**
- 7) **Comp Plan Committee's Comment**

Comp Plan Committee Meeting Agenda (Page 1 of 2) December 7, 2022

8) Executive Session

- a) Discussion of Comprehensive Plan Committee Duties - pursuant to 1 MRSA §405 (6) (A)

9) Adjournment

Previous Meeting Minutes



Comprehensive Plan Committee Minutes

November 2, 2022

6:30pm – Meeting

At Broadcast Studio & via ZOOM

Committee Members Present: John Clark, Kaela Gonzalez, Peter Leavitt, Bradley McCurtain, Frank McDermott, Shawn McKillop, Danelle Milone, Jackie Sawyer, Greg Foster

Committee Members Absent: John Rand

Town Staff Present:

Chris Hanson, Assistant Code Enforcement Officer
Sue Look, Town Clerk

Town Staff Absent:

Don Willard, Town Manager

1) **Called to order** at 6:30pm by Co-Chair Gonzalez

2) **Minutes of Previous Meeting**

a) October 5, 2022

Motion to approve as presented by Mr McCurtain. Seconded by Co-Chair Leavitt.

Unanimously approved

3) **Old Business**

a) Update/Plan for CPC Tours of Raymond

There was a bus tour that the committee enjoyed last week of half of the Town with Chris Hanson and Don Willard as tour guides. The Windham Rec bus driver was wonderful. Town Clerk Look will see if we can get a few dates to do the 2nd half.

b) Update on St. Joseph's Student Intern

No update, add to next meeting's agenda.

c) * Sub-Committee Report on Election Community Survey

Co-Chair Gonzalez summarized the sub-committee work (comprised of Co-Chair Gonzalez, Mr McDermott, Mrs Milone, and Mr McCurtain). They created graphics and a simple survey named Raymond Tomorrow where people will get 3 pompoms

* Taken out of order

to put in mason jars under basic categories from the current Comp Plan. There will also be a sign-up sheet to collect names and emails for interested citizens.

By consensus the committee would like an email address:

RTomorrow@raymondmaine.org

Some discussion about including something about attracting and keeping younger families, and generational housing. Also, about having a short script too keep the message consistent and not hold up people. One way is to tell them there is more information on the Town website.

Town Clerk Look will make a link on the home page to the Comp Plan page to make it easier to find and will ask Kevin Woodbrey if we could use a QR Code.

d) Review of Draft RFP

Co-Chair Leavitt handed out the following as a comparison of the RFPs reviewed:

TOWN	POP	TIMEFRAME			
		BID/CONSULTANT	COMPLIANCE	BUDGET	VISION
So. Portland	26,500	60 days/28 mons.	Title 30-A Checklist	\$135,000	2040
York	13,000	40 days/30 mons.	Title 30-A Chapter 208	\$120,000	2030
Kennebunkport	3,500	30 days/22 mons.	Title 30-A Chapter 208	\$90,000	2030
Saco	20,000	30 days/18 mons.	Title 30-A Chapter 208 Checklist	X	2030
Gray	X	30 days/18 mons.	GMA	X	X
Raymond	4,500	???/30 mons.	GMA	X	2040

There was discussion about getting a Planner sooner than later without an RFP. The Town of Raymond does have a policy to go out to bid on larger projects.

The CPC has \$10,000 right now and will put forth a budget request for the FY2023-2024 year.

Motion to spend \$40,000 on a contract planner by Co-Chair Leavitt. Seconded by Mr Foster.

Discussion that this motion is to make the point that we want to get going and do not know the cost as yet. Some comments: I am new and feel like we are just beginning, what is the rush for such an important task, we want to be effective with using our time and a task force to work on the RFP would help, a planner would help to set tasks.

Co-Chair Leavitt withdrew the motion.

* Taken out of order

Motion to accept the draft RFP by Co-Chair Leavitt. Seconded by Mr Foster.

Discussion about setting up a taskforce to create an RFP for the committee to review and approve.

Co-Chair Leavitt withdrew the motion.

Motion to create a taskforce to review the RFP and be ready to present an updated RFP to the committee at the December 7th meeting by Co-Chair Gonzalez.

Seconded by Co-Chair Leavitt.

Unanimously approved.

The committee assigned John Clark, Shawn McKillop, John Rand & Brad McCurtain to an RFP Taskforce.

4) New Business

a) Formalize Process for Committee Internal Communications

For questions directed to Town Staff

1. The committee members should be sending their questions to the Co-Chairs
2. The Co-Chairs will forward to the Town Manager
3. The Town Manager will either answer or ask the appropriate staff member to answer him and then reply to the Co-Chairs
4. The Co-Chairs will send the answer(s) to all of the committee members

The committee does need to be careful not to hold conversations about committee business amongst multiple committee members via email as this would be an illegal meeting. Informational emails are fine.

Sub-committees are not making decisions, but recommendations to the full committee which would be approved or not in a full open meeting. Sub-committees can hold their discussions via email.

All committee communications are discoverable via a Freedom of Information Act request.

comp.plan@raymondmaine.org may be able to be used to send emails to all committee members.

Town Clerk Look will be asking to have each committee member set up with a raymondmaine.org email address.

b) Establish Task Timeline:

- Comprehensive Plan Self-Assessment Checklist
- Growth Management Plan

Discussion of once the planner has been engaged the tasks should be made clear.

c) Discussion Of Development Of Sub-Committees For Tasks

This committee is charged with the oversight of the plan. The planner will be updating the plan with the oversight/vision of the committee. The committee is representing the

* Taken out of order

community.

Town Clerk Look will send the committee a basic flow chart of budget process.

Discussion of the committee doing community outreach and a community survey while waiting for a planner to be engaged. Also, drafting a vision statement for the Comp Plan and gathering emails of citizens. Possibly have a video explaining what a Comp Plan is (like Gray's) and use technology to our advantage to get the word out – YouTube, social media, etc. Mr McKillop is licensed to fly drones and could help with a video.

5) Next Meeting Date

- a) December 7, 2022 – set up 1st Wed at 6:30pm ongoing by consensus

6) Public Comment – none

7) Comp Plan Committee's Comment

Co-Chair Leavitt – There has been legislation proposed (LD 446) to reestablish the State Planning Office to be more like the former Land & Water Resource Council.

Mr McCurtain – Tom M. at the State Planning Office is now a committee of 2, there is someone working with him.

Co-Chair Gonzalez will ask Town Manager Willard about how the funding of this project will work and also ask Kevin Woodbrey about technology for surveys, etc.

8) Adjournment

Motion to adjourn at 8:39pm by Co-Chair Leavitt. Seconded by Mr Clark.

Unanimously approved

Respectfully submitted,

Susan L Look, Town Clerk

* Taken out of order



CPC Logo Ideas



Proposed Budget Schedule (Select Board to consider 12/13/22)

**PROPOSED SCHEDULE FOR FY2024 BUDGET DEVELOPMENT
JULY 1, 2023 – JUNE 30, 2024**

Tues., December 13, 2022; Board of Selectmen; Set budget goals and approve tentative meeting calendar

Fri., January 13, 2023; Deadline for Outside Agency Requests

Mon., January 30, 2023; Department Heads to submit proposed budget(s) to Don Willard, Town Manager **and** Charisse Keach, Finance Director

Wed. February 22, 2023; Town Manager submits proposed budget to Board of Selectmen and Budget-Finance Committee

Tues., Feb. 28, 2023; Joint Meeting – Department Head Review #1 (CIP Requests will be reviewed & discussed at the time of the coinciding department review.)

Administration	<u>Public Safety</u>
Assessing	Animal Control
Code Enforcement	Fire Department
General Assistance	
Town Insurances	Technology
Employee Benefits	TIF
Debt Service	

Tues., March 7, 2023; Joint Meeting – Department Head Review #2 (CIP Requests will be reviewed & discussed at the time of the coinciding department review.)

Public Works	<u>Public Services</u>
Solid Waste	Cemeteries
Town Buildings	Parks & Recreation / Tassel Top
Revenues	Provider Agencies
	Raymond Village Library

Tues., March 14, 2023; Joint Meeting – Budget Workshop (Board of Selectmen & Budget-Finance Committee) @ 7:30 PM following BOS Regular Meeting

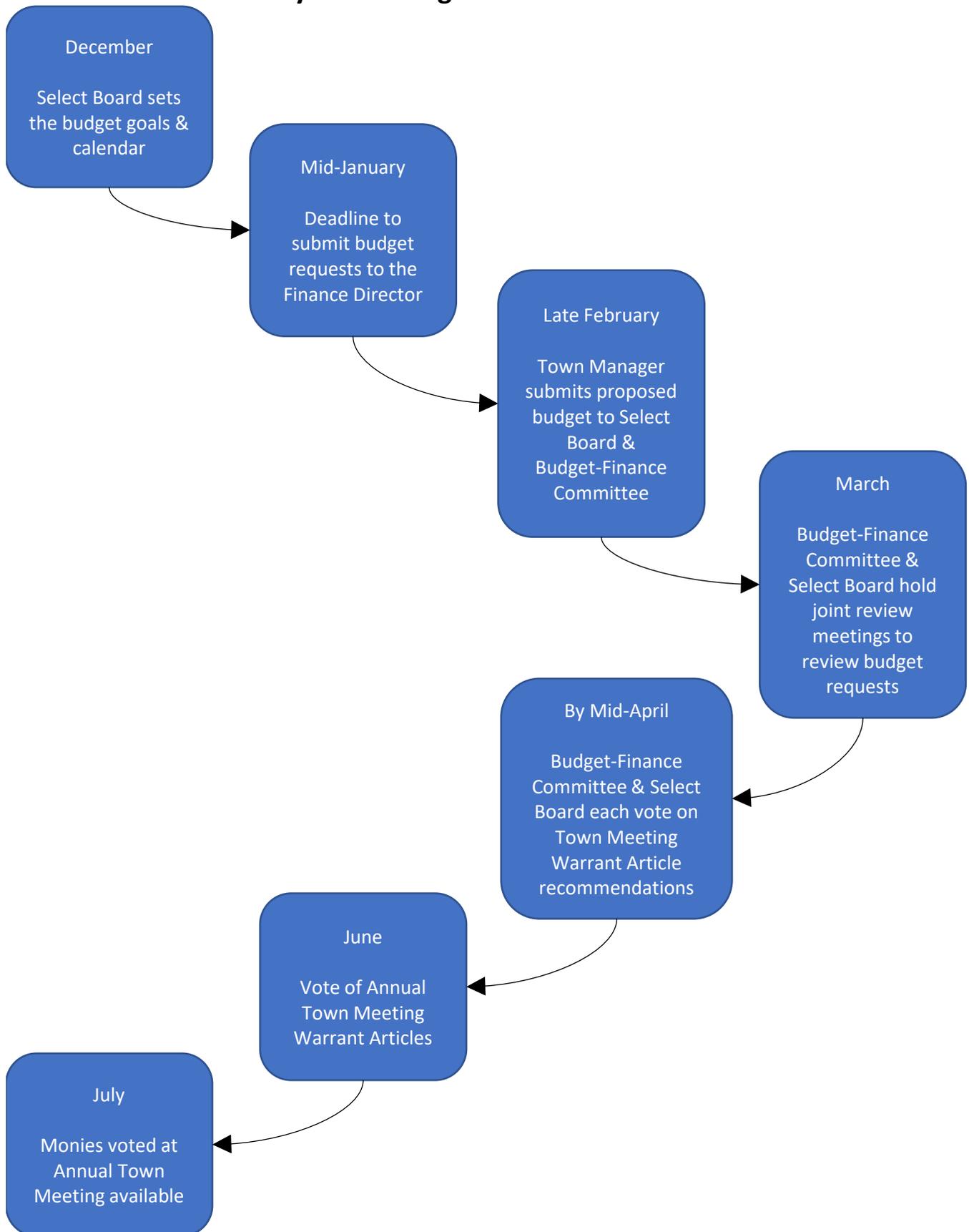
Tues., March 28, 2023; Board of Selectmen – Warrant article review and recommendations

Tues., April 4, 2023; Budget-Finance Committee – Vote on recommendations for each budget warrant article

Tues., April 11, 2023; Board of Selectmen – Final Warrant Approval

Tues., June 13, 2023; Annual Town Meeting Voting – Secret Ballot Referendum (7:00 AM – 8:00 PM at JSMS Gym)

Raymond Budget Process Flow Chart



REQUEST FOR PROPOSALS

TOWN OF RAYMOND COMPREHENSIVE PLAN UPDATE





NOTICE OF
REQUEST FOR PROPOSAL
COMPREHENSIVE PLAN UPDATE



NOTICE OF
REQUEST FOR PROPOSAL
COMPREHENSIVE PLAN UPDATE

The Town of Raymond, Maine (hereinafter, the “Town”) is seeking proposals (hereinafter, the “Proposals”) for professional services for the completion of a Comprehensive Plan Update (hereinafter, the “Plan”) that utilizes a robust public process and modernizes the current document. The Comprehensive Plan Update needs to is expected to comply with state requirements for amending comprehensive Plans.

Sealed and/or emailed Proposals bids, which should be submitted in the meet the delivery format specified delivery format and by the appropriate deadline detailed in Section 4 of this in the Town's Request For Proposal (hereinafter, the “RFP”). Questions and requests for additional information regarding the RFP should be directed to the Town's attention using the contact information below. A copy of the previous plan, the 2004 Comprehensive Plan (hereinafter, the “2004 Plan”) can also be found on the Town's website, linked below, shall be received until 4:00pm on ???day, ??? ??, 2022, at the Town Office in the Raymond Town Hall, 401 Webbs Mills Road, Raymond ME 04071.

The Comprehensive Plan RFP may be obtained at www.raymondmaine.org.

Questions regarding the RFP should be directed to Sue Look, Town Clerk, Raymond Town Hall, 401 Webbs Mills Rd, Raymond ME 04071, 207-655-4742 x121, or email at sue.look@raymondmaine.org.

ATTENTION: SUE LOOK, TOWN CLERK



COMPREHENSIVE PLAN RFP

ADDRESS: RAYMOND TOWN HALL
401 WEBBS MILLS RD
RAYMOND, ME 04071

PHONE: 207-655-4742 x 121

EMAIL: SUE.LOOK@RAYMONDMAINE.ORG

WEBSITE: TOWN OF RAYMOND - COMPREHENSIVE PLAN COMMITTEE

DRAFT



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All timely submissions will be fairly and thoroughly evaluated by the Committee in consultation with the Town Manager. The Committee anticipates inviting its top selections to interview and to engage in dialog with us during those interviews. Following those interviews, the Committee will discuss and rank the proposals based upon the Selection Criteria referenced above. From there, a proposed Consultant will be recommended by the Committee to the Town Selectmen for final approval. The Town Manager will then negotiate a final contract with the selected Consultant.	9
10. FEE STATEMENT	9



DRAFT

Town of Raymond, Maine

Sue Look, Town Clerk

~~???, ??, 2022~~



~~REQUEST FOR
PROPOSAL~~

~~COMPREHENSIVE
PLAN UPDATE~~

~~Comprehensive~~

Page 1 of ~~1170~~

~~October-DECEMBER 22,
2022~~



1. INTRODUCTION

The Town of Raymond, Maine ~~(hereinafter, the "Town")~~ seeks the services of a qualified planning consultant (hereinafter, the "~~Consultant~~Planner") to work with and assist the Comprehensive Plan Committee (hereinafter, the "Committee") in preparing an update to the ~~existing Comprehensive Plan~~2004 Plan (hereinafter, the "Plan"). ~~The current Plan was adopted as a whole in 2004. This update of the~~The Plan would address new and future planning issues and result in a pPlan consistent with the Growth Management Act of the State of Maine. ~~The Plan will guide future growth, redevelopment, zoning changes, capital investments as well as many other land use and regional goals.~~

The Plan is the foundation for determining effective public policy, master planning, and land use decisions, now and in the future. ~~It will guide future growth, redevelopment, zoning changes, and capital investments as well as~~ ~~it~~providinges an ongoing framework for informed and directed development ~~&and~~ decision making. The Plan shall include goals, objectives, and strategies utilizing maps, graphs, and other imagery tools to analyze, assess, and recommend best practices for values-based planning, economic development, environmental protection, housing, infrastructure, and other improvements. The overall objective of the Plan is to reflect and respond to priorities, values, and requirements of Raymond's residents while safeguarding the Town's history and sense of place.

~~The purpose of Raymond's Comprehensive~~the Plan Update~~is to have a clear and consistent document to serve as a statement of the Town's vision, a base for capital improvement plans, and a legally defensible foundation for its actions, policies, and regulations for the next decade —and quite possibly, beyond. Although the primary goal of the Comprehensive Plan Update~~Plan is to receive a new Finding of Consistency, demonstrating the Town's compliance with Title 30-A M.R.S, Chapter 187, Subchapter 2 – Growth Management Program and meet all of the criteria established in the Maine Department of Agriculture, Conservation, and Forestry's Optional Self-Assessment Checklist, the Comprehensive Plan~~Committee further desires an update that extends beyond the dated minimum~~ Sstate regulatory requirements.

~~The Comprehensive Plan Update~~shall address contemporary issues such as climate change, sustainable development policies &and best practices, where~~how~~ the Town fits into the post-Pandemic, paradigm shift to work from home/anywhere, technological advancements such as competitive access to broadband throughout the community, stewardship of natural resources within the Town's boundaries, access to health care, renewable energy as it might apply to land use, attracting and retaining younger families, and addressing as well as the essential and quality of life services along with other needs~~needed~~ to help older residents to 'age in place'. The ~~Comprehensive Plan Update~~ shall also guide the Town in balancing intense development pressure, especially for affordable housing, while preserving the Town's character and assuring protection of and public access to its abundant natural resources. Finally, the Committee favors an integrated approach to comprehensive planning that identifies and builds upon the interrelated nature of the individually required inventories and elements.



2. PROJECT AREA

Raymond residents live on traditional land of the Wabanaki Confederacy. The Algonquian word “waban-aki” is most often translated into Dawnland or People of the Dawn. The first arrival of European settlers was in 1770 when Joseph Dingley and Dominicus Jordan of Cape Elizabeth came up the Presumpscot River to Sebago Pond, attracted by the proprietors’ offer of a free 100-acre lot to the first claimants on the spot. Raymond became the 146th incorporated town in the District of Maine, Commonwealth of Massachusetts, on 21 June 1803. Town offices were established to afford self-government.

Today, Raymond, Maine is a community of about roughly 4,500 residents who reside in the heart of Maine’s Sebago Lakes Region, which is situated at the foothills of the White Mountains in western Cumberland County. The a wonderful community with friendly people, caring neighbors, and an exceptional quality of life. In addition to its people, our community encompasses miles of open space, rolling hills, five lakes and ponds, a river, a community forest, public beaches, and an abundance of plants, trees, and wildlife, and year-round recreation. The Town of Raymond is a community with a population of 4,536 residents (as of the 2020 Census) which encompasses 33.18 square miles of land area and nearly plus 12.11.58 square miles consisting of of water. Raymond’s small town character and historic charm is enhanced by many natural resources including miles of shorefront on Sebago Lake, five ponds, 3 beaches, conservation land, and historic sites.

There are several lakes and ponds within Raymond’s borders. A portion of Raymond is located along Sebago Lake, which Sebago is New England’s 4th largest lake. In Maine, Sebago is the our It is the second largest and most recreated lake. (29,992 acres), and the deepest (with a maximum depth of 316 feet) in Maine. Its large surface area and its greater extraordinary depth of more than 300-foeet maximum depth help to maintain outstanding water quality. Theat clarity of this glacial lake helps explain why it is one of only 50 water sources nationwide that is exempt from the Safe Water Drinking Act, thatwhich requires water pror to be filtered prior to treatment. More than one million people, who either live in or visit Greater Portland each year depend upon Sebago Lake for their water. Raymond is one of seven contiguous communities that, along with The Portland Water District and the State of Maine, share an important responsibility for stewarding one of Maine’s most vital natural resources. Several million people live within a 2-3 -hour drive of the Sebago Lakes Region. ThatIt helps explains why hundreds-of-thousands of vistiorspeople come to visit ‘the Lakes Region’ annually.

Maine’s most popular inland state park is Sebago Lake State Park, which is located just over the town border in the neighboring towns of Casco and Naples. It is just a few miles down US Route 302 from; the Town maintained and the State also owned a beach and popular boat launch in Raymond, which the Town maintains. In addition, the Town owns and maintains its own 358-acre park on Sebago Lake, Tassel Top Park, highlighted by nine hundred feet of tropical, sandy beach. on Sebago Lake.



~~-The Town's other bodies of water bodies each have their own specialness. -By name, they are Crescent Lake (which extends into Casco), Raymond Pond, Thomas Pond (which also extends into Casco), Notched Pond (which extends into Gray and borders New Gloucester), Nubble Pond, and Panther Pond. -Panther Pond connects to Sebago Lake by a small river that runs through the Town. -Unlike many of Maine's other tourist and vacation destinations, Raymond's share of the area's visitors tend to be either 'day visitors' or those who own non-primary property residences in Raymond. -Reflecting that, at various times over recent years, a number of several of Maine's most expensive, single-family home listings have been properties located on Sebago Lake in Raymond. -It is important to note that non-residents own a meaningful percentage of Raymond's highest value property. These non-residents pay real estate taxes to the Town, while requiring little in the way of Town services, which. -This helps to keep Raymond's tax rate reasonable for its residents.~~

~~-Raymond residents and visitors alike seem drawn to the pristine waters, scenic views, wildlife, and the rural, small-town feeling that is all, seemingly, just a perfect distance from Portland. That is why maintaining the 'feel' of this rural, small town small-town community and protecting these natural resources is unique and important for all of Raymond. -Not surprisingly, over the past four decades, both Portland's population and its development have meaningfully migrated westerly along the Rt 302 corridor. One of the Town's immediate neighbors, Windham, has consistently been among Maine's fastest growing communities. -Thus, local growth trends need to be extensively analyzed in order to plan for and protect these natural resources that are enjoyed by so much of Maine's population. -Other municipalities with shorefront along Sebago Lake include Casco, Frye Island, Naples, Sebago, Standish and Windham. This lake is intensively used for recreational purposes throughout the year, with the highest level of use during the summer months. In addition to its use by these towns' year-round residents, Sebago Lake is greatly used by seasonal visitors to the Lake Region.~~

~~-Raymond's two largest employers are both world-class manufacturers. Sabre Corporation builds high-end power yachts and Di-Electric Communications is an 80-year old manufacturer of 'over air' broadcast antennas. Both companies' products are built within Raymond and can be found all over the globe. Collectively, the two companies employ fewer than 200 employees, many of whom commute to Raymond. Most Raymond residents work in either the Greater Portland or the Greater Lewiston/Auburn communities. Summer camps are another vital part of Raymond's industry. Summer camps are seasonal, contribute meaningfully to the Town tax base, require little in terms of town services, and attract visitors who come to enjoy and respect the Town's natural resources. -Campers, typically, spend more while leaving behind a far smaller carbon footprint than the typical Maine tourist. A surprising number of campers return to the community to continue to enjoy the area as adults. It is not uncommonly for them to be finding themselves as eventual future property owners. Most Raymond residents work in other Greater Portland or Greater Lewiston/Auburn communities. Sebago Lake has significant fisheries, scenic shore character, geological (including Frye' Leap), botanical, and cultural features, according to the "Maine's Finest Lakes" study. The Lake also serves as the major public water supply source for several communities in the Greater Portland area and is managed as such by the Portland Water District. The other water bodies in Raymond include Panther~~



~~Pond, Crescent Lake (which extends into Casco), Raymond Pond, Thomas Pond (which extends into Casco), Notched Pond (which extends into Gray and borders New Gloucester), and Nubble Pond.~~

~~There are many attributes that make Raymond a desirable place to live, work and play.~~

~~Today Raymond residents live on traditional land of the Wabanaki Confederacy. The Algonquian word "waban-aki" is most often translated into Dawnland or People of the Dawn. The first arrival of European settlers was in 1770 when Joseph Dingley and Dominicus Jordan of Cape Elizabeth came up the Presumpscot River to Sebago Pond, attracted by the proprietors' offer of a free 100-acre lot to the first claimants on the spot. Raymond became the 146th incorporated town in the District of Maine, Commonwealth of Massachusetts, on 21 June 1803. Town offices were established to afford self-government.~~

The Town consists of a relatively small, but and efficient staff of Town employees along with an elected five-member Select Board, an elected seven-member Budget-Finance Committee, an appointed five-member (one alternate) Board of Appeals, and an appointed seven-member Planning Board that recommends ordinance and code amendments to that five-member elected Board of Selectmen for placement on the Town Meeting warrant.

~~-Town employees include a Town Manager and Clerk, a Code Enforcement Officer, Fire Chief, Public Works Chief, Recreation Director, along with a number of numerous very active committees that are "staffed" by highly knowledgeable and impassioned volunteers. -Public safety is provided by the Cumberland County Sherriff's Department. -The Town Library is now municipally owned. -Raymond is governed by thise Select Board/Town Manager/Town Meeting form of government whereby the legislative body is a Town Meeting consisting of registered voters who are qualified to vote in state and local elections. -Officers are elected by secret ballot vote form and the Select Board decides how to vote the annual Town Meeting warrant, - either by open Town Meeting or by a secret ballot vote. -The Town consists of an elected five-member Select Board, an elected seven-member Budget-Finance Committee, an appointed five-member (one alternate) Board of Appeals, and an appointed seven-member Planning Board that recommends ordinance and code amendments to the five-member elected Board of Selectmen for placement on the Town Meeting warrant.~~

This Select Board appointed a 10-member Comprehensive Plan Committee consisting of a wonderfully diverse group of Raymond's year-round residents. -The Town Manager, Clerk, and Code Enforcement Officer attend and actively participate in the monthly Committee meetings. About thirty percent of the current Committee and town staff also served on the 2004 Plan's committee. Town staff and community members on this Committee served on the Town's most recent Comprehensive Plan Committee and subsequent update, which took place twenty years ago- This Committee began meeting in August 2022, and is now anxious to engage a professional cConsultant to guide us through the planning process with the ultimate goal of producing an encompassing written plan that reflects the vision of its many stakeholders, is accepted by both the Town and sState, and will be implemented by and for the community.-

3. PROJECT BUDGET

All ~~Proposers-proposals~~ shall provide a fixed price fee, as a "not to exceed" quotation for the total project.



4. PROPOSAL SUBMISSION EXPECTATIONS & REQUIREMENTS

~~Proposals for the Plan Complete Comprehensive Plan Update proposals, including those emailed to Sue Look at sue.look@raymondmaine.org must be received submitted to and received by the Town at the per the submission deadline specified below. The Town reserves the right to refuse any proposal received after the deadline. Questions and requests for additional information regarding the RFP should be directed to the Town's attention using the contact information below. Raymond Town Hall, Attn: Comp Plan RFP, 401 Webbs Mills Rd, Raymond ME 04071, by 4:00pm on ~~???~~day, ~~???~~??, 2022.~~

~~Before commencing work under the Town Services Agreement, the successful Planner shall produce evidence satisfactory to the Town that it and its subcontractor consultants, if any, have secured public liability, automobile, and workers' compensation insurance coverage.~~

~~All services to be furnished to the Town shall be performed with equipment, methods, and use of personnel in accordance with pertinent professional standards and with the Occupational and Safety and Health Act requirements of the State of Maine and the United States.~~

<u>ATTENTION:</u>	<u>SUE LOOK, TOWN CLERK</u> <u>COMPREHENSIVE PLAN RFP</u>
<u>ADDRESS:</u>	<u>RAYMOND TOWN HALL</u> <u>401 WEBBS MILLS RD</u> <u>RAYMOND, ME 04071</u>
<u>EMAIL:</u>	<u>SUE.LOOK@RAYMONDMAINE.ORG</u>
<u>PHONE:</u>	<u>207-655-4742 x 121</u>
<u>SUBMISSION DEADLINE:</u>	<u>WEDNESDAY, JANUARY 31, 2023 BY 4:00 PM</u>
<u>SUBMISSION REQUIREMENTS:</u>	<u>PDF SUBMISSION (EMAIL OR FLASH DRIVE)</u> <u>13 HARD COPIES</u>
<u>SUBMISSION COMPONENTS:</u>	<u>COVER LETTER</u> <u>PROJECT DESCRIPTION & SCOPE OF SERVICES</u> <u>STATEMENT OF QUALIFICATIONS (SOQ)</u> <u>PROJECT TASK AND SCHEDULE MATRIX</u>
<u>ADDITIONAL REQUIREMENTS:</u>	<u>INSURANCE COVERAGE</u>

~~The Proposal must be signed by the Proposer with their full name and address and include a pdf submission and thirteen hard copies in a sealed envelope. Any Proposal received after the deadline stated above may not be considered.~~



~~Consultants' response to this RFP Proposals~~ must include a detailed, step-by-step description of the methodology intended for use in performing the scope of work as defined. This description shall include the following components:

~~1. Cover Letter~~ **COVER LETTER:** Briefly describe the firm, its history, size, and its areas of expertise. Be sure to include the Planner's signature, full name, and address.

~~2. Project Description and Scope of Services~~ **PROJECT DESCRIPTION & SCOPE OF SERVICES:** Describe in detail your understanding of the project, the services your firm will provide and the methodology that you will use, specifically addressing how the points outlined in the scope of work will be met.

~~3. Statement of Qualifications~~ **STATEMENT OF QUALIFICATIONS (SOQ):** Include the following information:

- Resumes of key personnel including who will be the project lead/manager, who will participate in the project including educational background and employment history, not to exceed two pages per person.

•

- Past Experience with similar projects for other clients, particularly in Maine, for the past ten (10) years with references, contact names, and telephone numbers.

•

- Example of Work: One (1) complete copy of the final report from the project your firm has completed within the past ten (10) years that is most similar to this project; ideally a plan that has been found consistent with MSRA Title 30-A and Chapter 208 of the State of Maine's Comprehensive Plan Revision Criteria Rule.

•

- Statement of Availability and location of key personnel to work on the Raymond assignment.

•

~~A. Project Task and Schedule Matrix~~ **PROJECT TASK & SCHEDULE MATRIX:** Provide a high-level matrix/spreadsheet that ~~identifies~~ identifies major project tasks and milestones, estimated date for completing each task, personnel and their hours planned for each task, and total number of hours for each task. Please also include the estimated number of meetings and duration of such meetings with the Committee, including a separate line for attendance at selected monthly Committee meetings.

~~Before commencing work under the Town Services Agreement, the successful Consultant shall produce evidence satisfactory to the Town that it and its subcontractor consultants, if any, have~~



~~secured public liability, automobile, and workers' compensation insurance coverage.~~

~~B. Questions regarding this Request for Proposal should be directed to Sue Look, Town Clerk, by phone 207-655-4742 x121, email sue.look@raymondmaine.org, or mail to Raymond Town Hall, Attn: Comp Plan RFP, 401 Webbs Mills Rd, Raymond ME 04071.~~

~~C. All services to be furnished to the Town shall be performed with equipment, methods, and use of personnel in accordance with pertinent professional standards and with the Occupational and Safety and Health Act requirements of the State of Maine and the United States.~~

5. SCOPE OF SERVICES

~~The Planner will provide digital, editable, and printable copies of all final documents including reports, maps, and the finalized version of the Plan. Mapping should be provided in a form compatible with the Town's GIS. An adequate number of hard copies of maps (scale to be agreed upon) and drafts of final documents should be provided to facilitate review and support by the Select Board, Planning Board, staff, and the Committee.~~

The ~~Consultant-Planner~~ will conduct the following minimum tasks. The Town strongly encourages ~~proposers~~ ~~Planners~~ to expand on these tasks, to provide detail on how they are to be accomplished, to recommend which tasks require greater emphasis, and to suggest additional tasks not identified in this RFP that may be necessary or beneficial.

~~1. Project Status Meetings~~PROJECT STATUS MEETINGS.

~~The Consultant-Planner is expected to meet regularly with staff and the Comprehensive Plan Committee (CPC) appointed by the Select Board to discuss project progress and direction.~~

~~Meetings with the CPC, Staff, Planning Board and Board of Selectmen~~MEETINGS WITH TOWN
~~Comprehensive-~~ Page 8 of 1170 ~~October-DECEMBER 22,~~
2022



BOARDS/STAFF/COMMITTEES:-

The ~~Consultant-Planner~~ will meet with the ~~CPC-Committee~~ to provide progress updates and obtain further direction. In addition, the ~~Consultant-Planner~~ will solicit input and feedback from the Planning Board, Select Board, Town Staff, other Boards and Committees, and representatives from the State of Maine as appropriate. ~~—The Consultant-Planner will provide interim reports, presentations, and updates to each as required and appropriate; attend the Plan’s-Committee’s formal Planning Board Hearings; and support placement on the annual Town Warrant by the Select Board.~~

Public Engagement and CommunicationsPUBLIC ENGAGEMENT & COMMUNICATION:-

Public participation is essential to this planning effort and ~~the Planner~~ must include an outreach and public participation process designed to engage the public and specific stakeholders in visioning the future of the Town. Significant public input will be required throughout the process. It is anticipated that ~~a number of several~~ public meetings and visioning sessions will be held, both at ~~t~~Town facilities and potentially at other association meetings (road associations, lake associations, etc.) in order to seek opinions and views of the public at large, report on progress as the Plan develops, solicit comments on specific ideas or concepts, and identify problems or barriers that must be acknowledged and overcome. It is also anticipated that there will be a public survey(s) to gather information.

Public involvement in the planning process and acceptance of the ~~final~~ Plan is critical to the success of this effort, and respondents shall explain, highlight, and detail their approach and plan for public participation in their responses.

Comprehensive Plan DevelopmentCOMPREHENSIVE PLAN DEVELOPMENT:-

The ~~Consultant-Planner~~ will serve as the primary drafter of the Plan and shall update research and develop materials for the ~~Comprehensive~~ Plan, including but not limited to:

- ~~—A baseline review of existing information and relevant background, including but not limited to the existing-Comprehensive2004 Plan and all its chapters and volumes, existing codes and policies, demographic and census data, and other information relevant to the required Plan elements.~~

~~•~~

- ~~— An existing condition inventory and projected needs analysis, including a population analysis, existing land use and capital facilities (water, sewer, transportation, recreation, & open space) assessment, and residential/commercial growth patterns; and a projection of Raymond’s population and housing trends to 2040.~~

~~•~~

- ~~— An inventory and assessment of issues and opportunities based on work with staff, ~~CPC-the Comprehensive~~~~



Committee, and the public participation process.

- ~~A vision and vision~~ statement for Raymond that will serve as a focal point for goals, ~~policy~~policy, and strategy decisions.
- ~~Goals, policies, and strategies to guide the Town of Raymond for the next decade and beyond, including A strategic plan for the future of Raymond, complete with goals, objectives, public input mechanisms and results, and implementation strategies for the Plan.~~
- ~~Incorporation and reference to plans and studies recently completed or currently underway, or as identified in the current Plan.-~~
- ~~Areas that will need specific attention are:~~

<u>BUDGET</u>	<u>NATURAL RESOURCE PROTECTION</u>
<u>CAPITAL IMPROVEMENTS</u>	<u>OUTDOOR RECREATION & TRAIL ACCESS</u>
<u>PROGRAMMING & SERVICES</u>	<u>VILLAGE REVITALIZATION</u>
<u>CLIMATE CHANGE & VULNERABILITY</u>	<u>TRANSPORTATION</u>
<u>SUSTAINABILITY</u>	<u>AGING IN PLACE</u>
<u>BUSINESS DEVELOPMENT</u>	<u>ATTRACTING/RETAINING YOUNG FAMILIES</u>
<u>AFFORDABLE & WORKFORCE HOUSING</u>	

- ~~Budget~~
- ~~Capital Improvements~~
- ~~Programming (like Recreation)~~
- ~~Climate Change and Vulnerability~~
- ~~Sustainability~~
- ~~Business Development~~
- ~~Affordable and Workforce Affordable Housing~~
- ~~Natural Resource Protection~~
- ~~Village(s) Revitalization~~
- ~~Transportation Congestion Management including multi-modal opportunities~~

~~A new Comprehensive Plan for Planning Board approval and Town adoption. The Plan shall include updated existing chapters, new chapters, and GIS maps compliant. This process may include revisions prior to final adoption. The Consultant will assess how consistency with state statute might support or hinder the proposed goals and policies for the Town.~~

In addition to general elements described above, the draft Plan will include specific areas of concern, including:

- ~~A strategic plan for the future of Raymond, complete with goals, objectives, public input mechanisms and results, and implementation strategies for the 2024 Comprehensive Plan.~~



- ~~• Incorporation and reference to plans and studies recently completed or currently underway, or as identified in the current Comprehensive Plan.~~
- ~~• Other specific areas of concern such as, but not limited to, economic development, climate change vulnerability and resiliency etc.~~

~~The Consultant will provide digital, editable, and printable copies of all final documents including reports, maps, and the final Plan. Mapping should be provided in a form compatible with the Town's GIS. An adequate number of hard copies of maps (scale to be agreed upon) and drafts of final documents should be provided to facilitate review and support by the Select Board, Planning Board, staff, and CPC.~~

6. PROJECT MANAGEMENT AND RESPONSIBILITIES

The ~~Consultant-Planner~~ will be responsible for working closely with the ~~CPC-Committee~~ and town staff. The Town Clerk will serve as primary contact and coordinator between the Town, the ~~CPC-Committee~~, and the ~~Consultant-Planner~~. ~~Other-Additional~~ town staff will be available as needed.

The ~~CPC-Committee~~ will serve as an oversight committee for this project. It will guide, evaluate, and approve the direction and completion of the Plan. This committee will recommend the final version of the Plan to the Planning Board for approval and for the Board of Selectmen to place on the Ballot.

Town staff will:

- Be available for interviews or to assist in research activity.
- Provide any and all existing documentation to the ~~Consultant-Planner~~ as requested, within reasonable expectations and costs.
- Assist with human and technical resources as needed to facilitate timely progress.
- Provide and distribute minutes for all ~~CPC-Comprehensive Plan Committee~~ meetings.



- Schedule, coordinate, and make necessary arrangements for other Plan-related meetings.

7. SCHEDULE

Respondents shall provide a proposed project schedule that may be subject to modifications during negotiation of the contract. It is expected that completion of the project and delivery of the Comprehensive Plan should take no longer than 2.5 years. A schedule regarding this RFP's timeline is below.

Release RFP.....October ??, 2022

<u>RELEASE RFP</u>	<u>12/08/2022</u>
<u>RECEIVE PROPOSALS FROM PLANNERS</u>	<u>12/15/2022 - 01/31/2023</u>
<u>SHORT-LIST OF PLANNERS DETERMINED</u>	<u>02/01/2023</u>
<u>SHORT-LIST OF PLANNERS INTERVIEWS</u>	<u>02/02/2023 - 02/28/2023</u>
<u>PLANNER SELECTION</u>	<u>03/01/2023</u>
<u>RECOMMENDATION TO TOWN SELECTMEN</u>	<u>03/14/2023</u>
<u>ISSUE NOTICE OF AWARD</u>	<u>03/15/2023</u>
<u>CONTRACT EXECUTION</u>	<u>03/31/2023</u>
<u>PROJECT WORK START DATE</u>	<u>04/05/2023</u>

Receive Proposals from ConsultantsNovember 30, 2022

Determine Short List of ConsultantsDecember, 2022

Interview Short-listed of ConsultantsEarly January, 2023

Select candidate and recommendFebruary, 2023

to Board of Selectmen for Approval

Issue Notice of AwardMarch, 2023

Execute Contract byMarch, 2023

Start Project WorkMarch/April 2023

Respondents shall provide a proposed project schedule that may be subject to modifications during negotiation of the contract. It is expected that completion of the project and delivery of the Comprehensive Plan should take no longer than 2.5 years



8. SELECTION CRITERIA BRAD

The Committee is interested in dialoging with qualified Planners during January's interview process to learn about similar work they have recently completed and/or are presently working on for other Maine communities and how that might relate to your work with Raymond's Comprehensive Plan Update. Proposals will be reviewed and evaluated based on the following criteria, from which a Committee-vetted selection of finalists, determined to best meet the Town's objectives, shall be invited to interview with the Committee:

- Qualifications and references of the firm and the personnel assigned to the project.
 - The Planner's success with Comprehensive Plan Updates for other Maine communities.
 - Clarity, creativity, and thoroughness in addressing the scope of services requested/to be provided.
 - Cost effectiveness of and affordability/reasonable and competitive 'not to exceed' proposed fee(s).
 - Capacity to undertake and complete the project in a timely manner.
- ~~— For Planners invited to interview; takeaways from those interviews. The Consultant shall address the proposed scope of services, including their approach, personnel who will do the work, in-house technical review capabilities, and ability to meet the project schedule.~~
- ~~— The Proposal shall discuss in sufficient detail the steps that the Consultant will take to arrive at the desired results. The discussion shall be important for the selection process. The Town reserves the right to solicit additional information from the Consultant or their references. Each responding Consultant will be ranked according to their proposal, qualifications based on experience, results, and other information furnished.~~
- ~~— The Planning Board will use the following criteria to make a recommendation to the Board of Selectmen for award of the contract:—~~
- ~~A successful record in completing similar projects.~~
 - ~~The quality and depth of the consultant team's applicable experience and expertise, especially with similar projects.~~
 - ~~Resumes of the personnel who will be assigned to this project, including relevant experience.~~
 - ~~The proposed approach to soliciting meaningful public input as documented in the submitted public participation plan.~~
 - ~~The timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.~~
 - ~~A reasonable and competitive fee.~~
 - ~~The quality of oral presentation, and of submitted example products.~~
 - ~~The quality of references.~~
 - ~~Other applicable factors as the Town determines necessary or appropriate.~~

Selection criteria

~~The Committee is interested in dialoging with qualified Consultants during January's interview process in order to learn about similar work that you have recently completed and are presently working on for other Maine communities, some of what you have learned in working through those plans, and how that might relate to your work with Raymond's Comprehensive Plan Update. Proposals will be reviewed and evaluated based on the following criteria:~~

- ~~Qualifications and references of the firm and the personnel assigned to the project.~~
- ~~Your success with Comprehensive Plan Updates for other Maine communities.~~
- ~~Clarity of your proposal, creativity, and thoroughness in addressing the scope of services requested to be provided.~~
- ~~Cost effectiveness of and affordability/reasonable and competitive 'not to exceed' proposed fee(s).~~



~~Committee to understand and complete the project in a timely manner.~~
~~For those Consultants invited to submit proposals, from those interviews~~

- ~~_____~~
- ~~_____~~

9. ACCEPTANCE/REJECTION **BRAD**

All timely submissions will be fairly and thoroughly evaluated by the Committee in consultation with the Town Manager. ~~The Committee anticipates inviting its top selections to interview and to engage in dialog with us during those interviews. Following those interviews, the Committee will discuss and rank the proposals based upon the Selection Criteria referenced above. From there, a proposed ConsultantPlanner will be recommended by the Committee to the Town Selectmen for final approval. The Town Manager will then negotiate a final contract with the selected ConsultantPlanner.~~

~~The Town reserves the right to waive any informalities in Proposals, to accept any Proposal, and to reject any or all Proposals, should it be deemed in the best interest of the Town to do so.~~

~~A Proposal may be held by the Town for a period not to exceed thirty (30) days from the date of the opening of Proposals for the purpose of reviewing the Proposal and investigating the qualifications of the Proposer prior to the award of a contract.~~

9.10. FEE STATEMENT

~~Fee Statement:~~ The ~~Pp~~proposal shall include a **SEALED, SEPARATE** fee statement for the work to be performed. The fee statement shall include a cost for each of the tasks to complete the work outlined in the Scope of Services and any additional tasks the ~~Consultant-Planner~~ feels are necessary to complete the work. This cost information shall be related to and presented ~~in accordance with the Project Task & Schedule as a version of the matrix described in sSection 4.D above. The Consultant team may modify, combine, or otherwise change the tasks in the Scope of Services as they see fit as long as it meets the needs of the Town.~~

The Town reserves the right to negotiate with the ~~Consultant-Planner~~ to determine the amount of work and fees to be included in the contract and how the payments will be made (quarterly/upon Plan achievements, etc.).

The fee statement shall include a schedule of fees on an hourly basis for each of the key personnel and subcontractors, as well as a schedule of other basic costs, should additional services be necessary. The ~~Consultant-Planner~~ should estimate the nature and cost of additional services deemed necessary to complete the project.

REQUEST FOR PROPOSALS

TOWN OF RAYMOND COMPREHENSIVE PLAN UPDATE





**NOTICE OF
REQUEST FOR PROPOSAL
COMPREHENSIVE PLAN UPDATE**

The Town of Raymond, Maine (hereinafter, the “Town”) is seeking proposals (hereinafter, the “Proposals”) for professional services for the completion of a Comprehensive Plan Update (hereinafter, the “Plan”) that utilizes a robust public process and modernizes the current document. The Plan needs to comply with state requirements for amending comprehensive plans.

Proposals should be submitted in the specified delivery format and by the appropriate deadline detailed in Section 4 of this Request For Proposal (hereinafter, the “RFP”). Questions and requests for additional information regarding the RFP should be directed to the Town’s attention using the contact information below. A copy of the previous plan, the 2004 Comprehensive Plan (hereinafter, the “2004 Plan”) can also be found on the Town’s website, linked below.

ATTENTION:	SUE LOOK, TOWN CLERK COMPREHENSIVE PLAN RFP
ADDRESS:	RAYMOND TOWN HALL 401 WEBBS MILLS RD RAYMOND, ME 04071
PHONE:	207-655-4742 x 121
EMAIL:	SUE.LOOK@RAYMONDMAINE.ORG
WEBSITE:	TOWN OF RAYMOND - COMPREHENSIVE PLAN COMMITTEE



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1. INTRODUCTION

The Town of Raymond, Maine seeks the services of a qualified planning consultant (hereinafter, the "Planner") to work with and assist the Comprehensive Plan Committee (hereinafter, the "Committee") in preparing an update to the 2004 Plan. The Plan would address new and future planning issues and result in a plan consistent with the Growth Management Act of the State of Maine.

The Plan is the foundation for determining effective public policy, master planning, and land use decisions, now and in the future. It will guide future growth, redevelopment, zoning changes, and capital investments as well as providing an ongoing framework for informed and directed development & decision making. The Plan shall include goals, objectives, and strategies utilizing maps, graphs, and other imagery tools to analyze, assess, and recommend best practices for values-based planning, economic development, environmental protection, housing, infrastructure, and other improvements. The overall objective of the Plan is to reflect and respond to priorities, values, and requirements of Raymond's residents while safeguarding the Town's history and sense of place.

The purpose of the Plan is to have a clear and consistent document to serve as a statement of the Town's vision, a base for capital improvement plans, and a legally defensible foundation for its actions, policies, and regulations for the next decade and quite possibly, beyond. Although the primary goal of the Plan is to receive a new Finding of Consistency, demonstrating the Town's compliance with Title 30-A M.R.S, Chapter 187, Subchapter 2 – Growth Management Program and meet all of the criteria established in the Maine Department of Agriculture, Conservation, and Forestry's Optional Self-Assessment Checklist, the Committee further desires an update that extends beyond the dated minimum state regulatory requirements.

The Plan shall address contemporary issues such as climate change, sustainable development policies & best practices, how the Town fits into the post-Pandemic paradigm shift to work from home/anywhere, technological advancements such as competitive access to broadband throughout the community, stewardship of natural resources within the Town's boundaries, access to health care, renewable energy as it might apply to land use, attracting and retaining younger families, and addressing the essential and quality of life services needed to help older residents 'age in place'. The Plan shall also guide the Town in balancing intense development pressure, especially for affordable housing, while preserving the Town's character and assuring protection of and public access to its abundant natural resources. Finally, the Committee favors an integrated approach to comprehensive planning that identifies and builds upon the interrelated nature of the individually required inventories and elements.



2. PROJECT AREA

Raymond residents live on traditional land of the Wabanaki Confederacy. The Algonquian word “waban-aki” is most often translated into Dawnland or People of the Dawn. The first arrival of European settlers was in 1770 when Joseph Dingley and Dominicus Jordan of Cape Elizabeth came up the Presumpscot River to Sebago Pond, attracted by the proprietors’ offer of a free 100-acre lot to the first claimants on the spot. Raymond became the 146th incorporated town in the District of Maine, Commonwealth of Massachusetts, on 21 June 1803. Town offices were established to afford self-government.

Today, Raymond, Maine is a community of roughly 4,500 residents who reside in the heart of Maine’s Sebago Lakes Region, which is situated at the foothills of the White Mountains in western Cumberland County. The community encompasses miles of open space, rolling hills, five lakes and ponds, a river, a community forest, public beaches, and an abundance of trees, wildlife, and year-round recreation. The Town of Raymond encompasses 33 square miles of land area and nearly 12 square miles of water.

A portion of Raymond is located along Sebago Lake, which is New England’s 4th largest lake. In Maine, Sebago is the second largest and most recreated lake. Its large surface area and extraordinary depth of more than 300-feet help to maintain outstanding water quality. The clarity of this glacial lake helps explain why it is one of only 50 water sources nationwide that is exempt from the Safe Water Drinking Act, which requires water to be filtered prior to treatment. More than one million people, who either live in or visit Greater Portland each year depend upon Sebago Lake for their water. Raymond is one of seven contiguous communities that, along with The Portland Water District and the State of Maine, share an important responsibility for stewarding one of Maine’s most vital natural resources. Several million people live within a 3 hour drive of the Sebago Lakes Region. It helps explain why hundreds-of-thousands of people come to visit ‘the Lakes Region’ annually.

Maine’s most popular inland state park is Sebago Lake State Park, located just over the town border in the neighboring towns of Casco and Naples. It is just a few miles down US Route 302 from the Town maintained and the State owned a beach and popular boat launch in Raymond. In addition, the Town owns and maintains its own 35-acre park on Sebago Lake, Tassel Top Park, highlighted by nine hundred feet of sandy beach.

The Town’s other bodies of water each have their own specialness. By name, they are Crescent Lake (which extends into Casco), Raymond Pond, Thomas Pond (which also extends into Casco), Notched Pond (which extends into Gray and borders New Gloucester), Nubble Pond, and Panther Pond. Panther Pond connects to Sebago Lake by a small river that runs through the Town. Unlike many of Maine’s other tourist and vacation destinations, Raymond’s share of the area’s visitors tends to be either ‘day visitors’ or those who own non-primary residences in Raymond. Over recent years, several of Maine’s most expensive, single-family home listings have been properties located on Sebago Lake in Raymond. It is important to note that non-residents own a meaningful percentage of Raymond’s highest value property. These non-residents pay real estate taxes to the Town, while requiring little in the way of Town services, which helps to keep Raymond’s tax rate reasonable for its residents.



Raymond residents and visitors alike seem drawn to the pristine waters, scenic views, wildlife, and the rural, small-town feeling that is all just a perfect distance from Portland. Maintaining the feel of this rural, small-town community and protecting these natural resources is unique and important for all of Raymond. Not surprisingly, over the past four decades, both Portland's population and its development have meaningfully migrated westerly along the Rt 302 corridor. One of the Town's immediate neighbors, Windham, has consistently been among Maine's fastest growing communities. Local growth trends need to be extensively analyzed in order to plan for and protect these natural resources that are enjoyed by so much of Maine's population.

Raymond's two largest employers are both world-class manufacturers. Sabre Corporation builds high-end power yachts and Di-Electric Communications is an 80-year old manufacturer of 'over air' broadcast antennas. Both companies' products are built within Raymond and can be found all over the globe. Collectively, the two companies employ fewer than 200 employees, many of whom commute to Raymond. Most Raymond residents work in either the Greater Portland or the Greater Lewiston/Auburn communities. Summer camps are another vital part of Raymond's industry. Summer camps are seasonal, contribute meaningfully to the Town tax base, require little in terms of town services, and attract visitors who come to enjoy and respect the Town's natural resources. Campers typically spend more while leaving behind a far smaller carbon footprint than the typical Maine tourist. A surprising number of campers return to the community to continue to enjoy the area as adults. It is not uncommon for them to be future property owners.

The Town consists of a relatively small, but efficient staff of employees along with an elected five-member Select Board, an elected seven-member Budget-Finance Committee, an appointed five-member (one alternate) Board of Appeals, and an appointed seven-member Planning Board that recommends ordinance and code amendments to that five-member elected Board of Selectmen for placement on the Town Meeting warrant.

Town employees include a Town Manager and Clerk, a Code Enforcement Officer, Fire Chief, Public Works Chief, Recreation Director, along with numerous very active committees that are "staffed" by highly knowledgeable and impassioned volunteers. Public safety is provided by the Cumberland County Sheriff's Department. The Town Library is now municipally owned. Raymond is governed by this Select Board/Town Manager/Town Meeting form of government whereby the legislative body is a Town Meeting consisting of registered voters who are qualified to vote in state and local elections. Officers are elected by secret ballot vote form and the Select Board decides how to vote the annual Town Meeting warrant, either by open Town Meeting or by a secret ballot vote.

The Select Board appointed a 10-member Comprehensive Plan Committee consisting of a wonderfully diverse group of Raymond's year-round residents. The Town Manager, Clerk, and Code Enforcement Officer attend and actively participate in the monthly Committee meetings. About thirty percent of the current Committee and town staff also served on the 2004 Plan's committee. This Committee began meeting in August 2022, and is now anxious to engage a professional consultant to guide us through the planning process with the ultimate goal of producing an encompassing written plan that reflects the vision of its many stakeholders, is accepted by both the Town and state, and will be implemented by and for the community.



3. PROJECT BUDGET

All proposals shall provide a fixed price fee, as a "not to exceed" quotation for the total project.

4. PROPOSAL SUBMISSION EXPECTATIONS & REQUIREMENTS

Proposals for the Plan must be submitted to and received by the Town per the submission deadline specified below. The Town reserves the right to refuse any proposal received after the deadline. Questions and requests for additional information regarding the RFP should be directed to the Town's attention using the contact information below.

Before commencing work under the Town Services Agreement, the successful Planner shall produce evidence satisfactory to the Town that it and its subcontractor consultants, if any, have secured public liability, automobile, and workers' compensation insurance coverage.

All services to be furnished to the Town shall be performed with equipment, methods, and use of personnel in accordance with pertinent professional standards and with the Occupational and Safety and Health Act requirements of the State of Maine and the United States.

ATTENTION:	SUE LOOK, TOWN CLERK COMPREHENSIVE PLAN RFP
ADDRESS:	RAYMOND TOWN HALL 401 WEBBS MILLS RD RAYMOND, ME 04071
EMAIL:	SUE.LOOK@RAYMONDMAINE.ORG
PHONE:	207-655-4742 x 121
SUBMISSION DEADLINE:	WEDNESDAY, JANUARY 31, 2023 BY 4:00 PM
SUBMISSION REQUIREMENTS:	PDF SUBMISSION (EMAIL OR FLASH DRIVE) 13 HARD COPIES
SUBMISSION COMPONENTS:	COVER LETTER PROJECT DESCRIPTION & SCOPE OF SERVICES STATEMENT OF QUALIFICATIONS (SOQ) PROJECT TASK AND SCHEDULE MATRIX
ADDITIONAL REQUIREMENTS:	INSURANCE COVERAGE



Proposals must include a detailed, step-by-step description of the methodology intended for use in performing the scope of work as defined. This description shall include the following components:

COVER LETTER: Briefly describe the firm, its history, size, and its areas of expertise. Be sure to include the Planner's signature, full name, and address.

PROJECT DESCRIPTION & SCOPE OF SERVICES: Describe in detail your understanding of the project, the services your firm will provide and the methodology that you will use, specifically addressing how the points outlined in the scope of work will be met.

STATEMENT OF QUALIFICATIONS (SOQ): Include the following information:

- Resumes of key personnel including who will be the project lead/manager, who will participate in the project including educational background and employment history, not to exceed two pages per person.
- Past experience with similar projects for other clients, particularly in Maine, for the past ten (10) years with references, contact names, and telephone numbers.
- Example of Work: One (1) complete copy of the final report from the project your firm has completed within the past ten (10) years that is similar to this project; ideally a plan that has been found consistent with MSRA Title 30-A and Chapter 208 of the State of Maine's Comprehensive Plan Revision Criteria Rule.
- Statement of Availability and location of key personnel to work on the Raymond assignment.

PROJECT TASK & SCHEDULE MATRIX: Provide a high-level matrix/spreadsheet that identifies major project tasks and milestones, estimated date for completing each task, personnel and their hours planned for each task, and total number of hours for each task. Please also include the estimated number of meetings and duration of such meetings with the Committee, including a separate line for attendance at selected monthly Committee meetings.



5. SCOPE OF SERVICES

The Planner will provide digital, editable, and printable copies of all final documents including reports, maps, and the finalized version of the Plan. Mapping should be provided in a form compatible with the Town's GIS. An adequate number of hard copies of maps (scale to be agreed upon) and drafts of final documents should be provided to facilitate review and support by the Select Board, Planning Board, staff, and the Committee.

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Public involvement in the planning process and acceptance of the Plan is critical to the success of this effort, and respondents shall explain, highlight, and detail their approach and plan for public participation in their responses.

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The Planner will serve as the primary drafter of the Plan and shall update research and develop materials for the Plan, including but not limited to:

- A baseline review of existing information and relevant background, including but not limited to the 2004 Plan and all its chapters and volumes, existing codes and policies, demographic and census data, and other information relevant to the required Plan elements.



- An existing condition inventory and projected needs analysis, including a population analysis, existing land use and capital facilities (water, sewer, transportation, recreation, & open space) assessment, and residential/commercial growth patterns; and a projection of Raymond’s population and housing trends to 2040.
- An inventory and assessment of issues and opportunities based on work with staff, the Committee, and the public participation process.
- A vision statement for Raymond that will serve as a focal point for goals, policy, and strategy decisions.
- Goals, policies, and strategies to guide the Town for the next decade and beyond, including A strategic plan for the future of Raymond, complete with goals, objectives, public input mechanisms and results, and implementation strategies for the Plan.
- Incorporation and reference to plans and studies recently completed or currently underway, or as identified in the current Plan.
- Areas that will need specific attention are:

BUDGET	NATURAL RESOURCE PROTECTION
CAPITAL IMPROVEMENTS	OUTDOOR RECREATION & TRAIL ACCESS
PROGRAMMING & SERVICES	VILLAGE REVITALIZATION
CLIMATE CHANGE & VULNERABILITY	TRANSPORTATION
SUSTAINABILITY	AGING IN PLACE
BUSINESS DEVELOPMENT	ATTRACTING/RETAINING YOUNG FAMILIES
AFFORDABLE & WORKFORCE HOUSING	



6. PROJECT MANAGEMENT AND RESPONSIBILITIES

The Planner will be responsible for working closely with the Committee and town staff. The Town Clerk will serve as primary contact and coordinator between the Town, the Committee, and the Planner. Additional town staff will be available as needed.

The Committee will serve as an oversight committee for this project. It will guide, evaluate, and approve the direction and completion of the Plan. This committee will recommend the final version of the Plan to the Planning Board for approval and for the Board of Selectmen to place on the Ballot. Town staff will:

- Be available for interviews or to assist in research activity.
- Provide any and all existing documentation to the Planner as requested, within reasonable expectations and costs.
- Assist with human and technical resources as needed to facilitate timely progress.
- Provide and distribute minutes for all Comprehensive Plan Committee meetings.
- Schedule, coordinate, and make necessary arrangements for other Plan-related meetings.

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RECEIVE PROPOSALS FROM PLANNERS	12/15/2022 - 01/31/2023
SHORT-LIST OF PLANNERS DETERMINED	02/01/2023
SHORT-LIST OF PLANNERS INTERVIEWS	02/02/2023 - 02/28/2023
PLANNER SELECTION	03/01/2023
RECOMMENDATION TO TOWN SELECTMEN	03/14/2023
ISSUE NOTICE OF AWARD	03/15/2023
CONTRACT EXECUTION	03/31/2023
PROJECT WORK START DATE	04/05/2023



8. SELECTION CRITERIA

The Committee is interested in dialoging with qualified Planners during January's interview process to learn about similar work they have recently completed and/or are presently working on for other Maine communities and how that might relate to your work with Raymond's Comprehensive Plan Update. Proposals will be reviewed and evaluated based on the following criteria, from which a Committee-vetted selection of finalists, determined to best meet the Town's objectives, shall be invited to interview with the Committee:

- Qualifications and references of the firm and the personnel assigned to the project.
- The Planner's success with Comprehensive Plan Updates for other Maine communities.
- Clarity, creativity, and thoroughness in addressing the scope of services requested/to be provided.
- Cost effectiveness of and affordability/reasonable and competitive 'not to exceed' proposed fee(s).
- Capacity to undertake and complete the project in a timely manner.
- For Planners invited to interview; takeaways from those interviews.

9. ACCEPTANCE/REJECTION

All timely submissions will be fairly and thoroughly evaluated by the Committee in consultation with the Town Manager. The Committee anticipates inviting its top selections to interview and to engage in dialog during those interviews. Following those interviews, the Committee will discuss and rank the proposals based upon the Selection Criteria referenced above. From there, a proposed Planner will be recommended by the Committee to the Town Selectmen for final approval. The Town Manager will then negotiate a final contract with the selected Planner.

10. FEE STATEMENT

The Proposal shall include a **SEALED, SEPARATE** fee statement for the work to be performed. The fee statement shall include a cost for each of the tasks to complete the work outlined in the Scope of Services and any additional tasks the Planner feels are necessary to complete the work. This cost information shall be related to and presented in accordance with the Project Task & Schedule in Section 4 above.

The Town reserves the right to negotiate with the Planner to determine the amount of work and fees to be included in the contract and how the payments will be made (quarterly/upon Plan achievements, etc.).

The fee statement shall include a schedule of fees on an hourly basis for each of the key personnel and subcontractors, as well as a schedule of other basic costs, should additional services be necessary. The Planner should estimate the nature and cost of additional services deemed necessary to complete the project.