



City of Auburn, Maine

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

October 31, 2024

Dear Bidder:

The City of Auburn is accepting written proposals for the **professional services for the completion of a Comprehensive Plan Update**. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves itself the exclusive right to accept any proposal when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. The bidders shall not have any existing land use violations within the City. Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark sealed envelopes plainly: **"BID #2025-013 Comprehensive Plan Update"**.

Questions regarding this project should be directed to Eric Cousens, Planning & Permitting Director via email ecousens@auburnmaine.gov **questions are due by 2:00pm November 20, 2024**. Questions will be answered in the form of an addendum.

Please submit your proposal to the City of Auburn by 2:00 p.m. **Tuesday December 3, 2024**. Proposals must be delivered to **Amanda Denning, Purchasing Analyst, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above. Proposals will be opened at 2:00 p.m. on that date in Room 204, Auburn City Hall.

Sincerely,

A handwritten signature in black ink that reads "Amanda Denning".

Amanda Denning
Purchasing Analyst

CONDITIONS AND INSTRUCTIONS TO BIDDER

1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.
2. Submit a separate sealed cost proposal.
3. Bid proposals must be completed in full, in ink and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
5. Awards will be made based on proposal scoring and price will be considered for the top two scoring proposals.
6. All proposal transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, an exemption certificate will be furnished with the Purchase Order when required.
8. No contract may be assigned without the written consent of the Purchasing Director or their designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
9. Please state "**BID #2025-013 Comprehensive Plan Update**", on submitted, sealed envelope.
10. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

GENERAL CONDITIONS

1. Equal Employment Opportunity

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry or natural origin, unless based upon a bona-fide occupation qualification. Vendors and Contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

2. Save Harmless

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

3. Subcontracting

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party. Exceptions: Subcontractors identified in the bid proposal.

4. Warranty

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

5. Payments

Payments shall be made by the City to the Contractor within 30 days after receipt of the request for payment throughout the project.

INTRODUCTION

The City of Auburn, 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 updated Plan to replace the 2021 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 Auburn's residents while safeguarding the City'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 City'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. A primary goal of the Plan is to receive a new Finding of Consistency, demonstrating the City'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 City further desires an update that extends beyond the minimum state regulatory requirements.

The Plan shall address contemporary issues such as climate change, sustainable development policies & best practices, how the City 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 City'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 City in balancing development pressure, especially for affordable housing, while preserving the City'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, especially transportation and land use.

PROJECT AREA

Auburn, Maine, located in Androscoggin County, is a vibrant city known for its rich history, beautiful landscapes, and strong sense of community. Nestled alongside the Androscoggin River, Auburn offers a unique blend of urban amenities and natural beauty.

The city was incorporated in 1842 and has since evolved into a thriving center of commerce and culture in the region. With its industrial history in shoe-making and textiles, Auburn's early economy centered around the Androscoggin River. Today, the commercial historic district in Auburn contains nine historic buildings and throughout the city, there are many other historic landmarks, homes and sites with historic significance. Preserving and protecting these historic landmarks help to tell the story of Auburn's past and contribute to the character of the city's present and future.

With a population of around 24,000 residents, Auburn is characterized by its friendly neighborhoods, diverse population, and a wide array of recreational activities. With the adoption of form-based zoning codes in 2016, a change initiated by the 2010 Comprehensive Plan, Auburn's downtown and growth areas were opened to new development standards that reduce urban sprawl and center development in areas where there is already development, thus allowing rural areas to remain rural. The City is pursuing transportation and infrastructure improvements for the future mixed-use infill between downtown and Exit 75 of the Maine Turnpike.

The city has abundant natural resources that provide opportunities for year-round enjoyment of the outdoors. The trail system at Mount Appetite is ideal for hiking, biking, snow shoeing and mining for gems. Taylor Pond and Lake Auburn allow for boating and fishing. Pettengill Park offers recreational fields and parks that bring together community members of all ages. The Riverwalk offers miles of paved trails for pedestrians and bicyclists and provides off-road connectivity through Auburn and across the river to Lewiston. This trail system will connect residential neighborhoods and the downtown. Lost Valley, home of the state's first snow-making system, offers downhill and cross-country skiing trails as well as tubing and hosts notable events like the Special Olympics and the Ice Cross World Championship Finals. Additionally, Auburn hosts various community events and festivals throughout the year, fostering a strong sense of belonging among its residents.

Auburn's abundant business community includes large retailers, local shops, and a range of dining options, reflecting the city's commitment to supporting global and local businesses alike. A robust transportation infrastructure including a municipal airport, network of railroads and roadways intersect near the industrial and business zones in town which make Auburn an attractive location for national manufacturers and distribution.

PROJECT BUDGET

All proposals shall provide a fixed price fee, as a "not to exceed" quotation for the total project. The price may include expanded alternate public engagement strategies as optional add-ons to the primary project.

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 City'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 City Council, Planning Board, staff, and the Committee.

The Planner will conduct the following minimum tasks. The City strongly encourages 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.

PROJECT STATUS MEETINGS:

The Planner is expected to meet regularly with staff and the Committee to discuss project progress and direction.

MEETINGS WITH CITY BOARDS/STAFF/COMMITTEES:

The Planner will meet with the Committee to provide progress updates and obtain further direction. In addition, the Planner will solicit input and feedback from the Planning Board, City Council, City Staff, other Boards and Committees, and representatives from the State of Maine as appropriate. The Planner will provide interim reports, presentations, and updates to each as required and appropriate; attend the Committee's formal Planning Board Hearings; and support adoption by the City Council.

STATE APPROVAL:

The planner will work with the State to obtain Approval and a Consistency finding for the plan after the City Council has reviewed the plan and supported its content. Final edits to satisfy State comments will be presented to Council for final Adoption.

PUBLIC 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 City. Significant public input will be required throughout the process. It is anticipated that several public meetings and visioning sessions will be held, both at city facilities and potentially at other association meetings (neighborhood 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 and a website managed by the Planner to share information.

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.

COMPREHENSIVE PLAN DEVELOPMENT:

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 2021 Plan and all its chapters and volumes, State Data Packages(Already requested from State for Fall 2024), 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 Auburn’s population and housing trends to 2040. Auburn to provide existing studies and plans for consideration.
- An inventory and assessment of issues and opportunities based on work with staff, existing plans, the Committee, and the public participation process.
- A vision statement for Auburn that will serve as a focal point for goals, policy, and strategy decisions.
- Goals, policies, and strategies to guide the City for the next decade and beyond, including A strategic plan for the future of Auburn, 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
Capital Improvements
Programing & Services
Sustainability
Business Development
Affordable & Workforce Housing
Natural Resource Protection

Outdoor Recreation & Trail Access
Village Revitalization
Walkability & Transportation
Aging in Place
Attracting/Retaining Young Families
Climate Change & Vulnerability
Food Access and Agricultural Economy

PROJECT MANAGEMENT & RESPONSIBILITIES

The Planner will be responsible for working closely with the Committee and city staff. The Director of Planning, Permitting and Code will serve as primary contact and coordinator between the City, 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 City Council to place on the Ballot. City 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.

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 1.5 years. A tentative schedule regarding this RFP’s timeline is below.

RELEASE RFP	10/31/2024
RECEIVE PROPOSALS FROM PLANNERS	10/31/2024 - 12/3/2024
SHORT-LIST OF PLANNERS DETERMINED	12/10/2024
SHORT-LIST OF PLANNERS INTERVIEWS	12/11/2024 - 12/20/2024
PLANNER SELECTION	12/23/2024
RECOMMENDATION TO CITY COUNCIL	12/30/2024
ISSUE NOTICE OF AWARD	01/2/2025
CONTRACT EXECUTION	01/15/2025
PROJECT WORK START DATE	02/15/2025

PROPOSAL SUBMISSION EXPECTATIONS & REQUIREMENTS

Please submit your proposal to the City of Auburn by 2:00 p.m. **Tuesday December 3, 2024.** Proposals must be delivered to **Amanda Denning, Purchasing Analyst, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above. Proposals must be in a sealed envelope clearly marked “**BID #2025-013 Comprehensive Plan Update**”. Cost proposals shall be in a **separate** sealed envelope. Questions regarding this project should be directed to Eric Cousens, Planning & Permitting Director via email to ecousens@auburnmaine.gov. Questions are due by November 20, 2024.

Before commencing work under the Plan Agreement, the successful Planner shall produce evidence satisfactory to the City 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 City 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.

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 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):
 - 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 Auburn assignment.
- PROJECT TASK & SCHEDULE MATRIX:
 - Provide a 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.
- COST PROPOSAL:
 - The Cost Proposal must be in a **SEALED, SEPARATE envelope**. The cost proposal 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 cost proposal 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.

- The City 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.).

SELECTION CRITERIA

The Committee is interested in dialoging with qualified Planners during the interview process to learn about their knowledge of local issues, 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 Auburn'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 City's objectives, shall be invited to interview with the Committee:

- **Qualifications (40 Points)**
 - The Planner's success with Comprehensive Plan Updates for other Maine communities.
 - Resumes of key project staff
- **Technical approach (40 Points)**
 - Capacity to undertake and complete the project in a timely manner
 - Demonstrated understanding of Land Use and Transportation interconnection
 - Clarity, creativity, and thoroughness in addressing the scope of services requested/to be provided.
- **Cost Proposal (20 points)**
 - Effectiveness of and affordability/reasonable and competitive 'not to exceed' proposed fee(s)

ACCEPTANCE/REJECTION

All timely submissions will be fairly and thoroughly evaluated by the Committee in consultation with the City 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 City Council for final approval.

The City Manager or their designee will then negotiate a final contract with the selected Planner.

PROPOSAL FORM:

Due: Tuesday December 2, 2024

To: City of Auburn
Amanda Denning
Purchasing Analyst
60 Court Street
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for thirty days (30) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Company _____

Name (print) _____ Title _____

Phone Number _____

Address _____

Email Address _____

STATE OF MAINE

_____, SS.

Date: _____

Personally, appeared _____ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public

Print Name

Commission Expires _____

Addendum Acknowledged:

_____ Date: _____ Initials: _____

_____ Date: _____ Initials: _____