

Towns of Greene, Leeds and Turner Request for Proposals – Planner Services

The Towns of Greene, Leeds and Turner are jointly seeking proposals for the shared services of an independent contractor to provide professional planning services.

General Specifications

The specific level of service to each town will vary based upon application and ordinance activity, but the essential needs are defined as follows:

- Attend Planning Board meetings to provide general technical support, as needed;
- Consult with project applicants to prepare applications for consideration by the town Planning Boards (Site Plan, Subdivision, etc.) consistent with application requirements;
- Review Planning Board applications for completeness and compliance with town ordinances and applicable state requirements;
- Prepare project summaries and findings;
- Assist with the development of ordinance amendments;
- Maintain correspondence and records relative to applications and services provided;
- Other specialized services as may be separately agreed by the Planner and each town.

Services shall be provided by the contractor at a fixed, hourly rate, and shall be billed monthly (by the 10th) to each town for the services provided to each. Billings will separate work performed on behalf of specific applications from general planning board technical support, and provide sufficient detail to ascertain time charged for each project or service.

Each town will provide space for the contractor to meet with applicants, and will provide instruction as to how and where official records are filed.

Submission Requirements

- Each proposer shall provide a resume or general description of their education, experience, certifications and capabilities, including work performed for other municipalities. If the proposer has employees that may also provide services, a similar description for each also is required.
- Each proposer shall provide names and phone numbers for at least three municipal contacts within the state of Maine.
- Each proposal shall contain the hourly rate and a listing of any other charges contemplated for services.
- Proposals shall be submitted by hard copy and electronically (email) no later than 2:00 p.m. on Friday, January 18, 2019. Electronic submissions shall be in a standard, PDF format, emailed to manager@megalink.net. Hard copies may be mailed or delivered to Planner Proposal, Town of Turner, 11 Turner Center Road, Turner, ME 04253.

Other Details

- Travel and mileage expenses for general planning services to the towns and for regular meeting attendance are the responsibility of the contractor and shall not be billed separately to the towns. Mileage associated with specific applications may be billed.
- The contractor will not be an employee of any of the participating towns and will be required to show evidence of applicable insurance certificates upon award.
- All documents produced in the course of work including but not limited to memoranda, research notes, correspondence, emails, plans and reports shall be the property of the town on whose behalf they were produced.
- It is anticipated the initial award will be for a one-year, renewable contract which may be terminated on 60 days' notice. Termination by one participating town will not terminate the contract with the other participating towns. The terms of the contract shall consist of the terms contained within this Request for Proposals and the terms contained within the selected proposal, or as otherwise agreed prior to the commencement of work.
- The towns of Greene, Leeds and Turner reserve the right to accept or reject any and all proposals, to waive technical or legal deficiencies, and to accept any proposal that they believe to be in the best interest of the towns.
- Incomplete and/or late submissions will be rejected.