

## ADDENDUM 1



**Question:** The RFP notes that there are close to 50 languages spoken by residents in the City, and in Task 2, there is an indication that "translation services in at least three (3) languages" will be expected as part of the public engagement process.

- Does the Planning Department have a sense of what the three most useful languages to include will be?

**Answer:** Likely Spanish, French, and Portuguese, but these would need to be confirmed as part of the engagement planning process.

- Will those translation services be for written materials and advertising only (printed or online), or will real time translation services be necessary for public meetings and presentations as well?

**Answer:** Some real time translation services for in person events would be expected depending on the type and location of event. The City is looking for thoughtful engagement planning proposals that reach a wide variety of communities.

**Question:** Regarding the Planning Priorities on pages 15-17,

- The economics/engineering priorities related to transit and city infrastructure seem like they could be the subject of their own more detailed planning effort as a follow up to a comprehensive plan. Can you provide more information on the level of detail the City is expecting in regard to funding approaches, sustaining transit functions, and TIFs/fee structures? For example, is the City looking for recommendations on how TIF funds could be used or ideas for funding approaches not used by the City today, or is the City expecting to have some level of engineering design or new impact fees calculated?

**Answer:** South Portland is a dense community. The City also has a significant affordable housing gap and the One Climate Future Plan/areas subject to climatic risks. We want to ensure that proposed future growth areas are considered alongside the physical realities of achieving growth. If proposed growth is considered for an area, is the existing infrastructure sufficient or do investments need to be made? The City is looking for the consultant to identify opportunities and barriers to growth and determine viability.

- Are there other areas of the City that should be included in priority 6, such as the Maine Mall area or Western Avenue?

**Answer:** The City Council has specifically called out the Waterfront and Cash Corner neighborhoods for consideration, and those areas must be included, but certainly other areas such as the Maine Mall area would be ripe for consideration as well. There is a transit-oriented development concept plan for the Maine Mall area, so that should be referenced and built upon throughout the Comp Plan update process.

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**Question:** Are there any elements in particular that you feel don't warrant extra use of time and energy by the consultant for this project either because, in the specific case of South Portland it's just not as relevant, or because you've already put so much effort into planning those elements in recent years that you think it's not the best use of time for the master planning exercise?

**Answer:** Much of the analysis for the Housing element has been conducted and is included in the recently released [Housing Needs Assessment and Strategy](#). The City has also done a number of recent studies on the Broadway corridor, so we do not need an engineering analysis to be conducted – we know where the capacity constraints are. What we will need is to understand how new development relates to constrained corridor environment and coming up with related policies. The City has funding to complete a Complete Street Technical Manual and a Bike/Ped Master Plan, both of which the Comp Plan should lean on.

**Question:** How should respondents treat or incorporate the ancillary and related projects that have separate budgets in the RFP? Should they be incorporated into proposals if a team has the capacity to execute the other projects and ironed out during negotiations or will they be part of separate RFPs?

**Answer:** The City wants potential applicants to have as much leeway for creativity as possible. The City has \$12,000 for the Bike/Ped Master Plan, \$50,000 for the Complete Streets Technical Manual, and \$500,000 for the Brownfields Program. The Bike/Ped Master Plan could be fully incorporated as an optional task for the RFP and be bundled under one agreement. The Complete Streets effort will need to go forward as a separate competitive bid, but it is important for consultants to know it is happening. The \$500,000 for the Brownfields Program has been granted to the City and the City is in the process of allocating the funds over the next three years. If a consultant bidding on the RFP has a compelling case to utilize the Brownfields funds to support elements of the Comp Plan update scope, that could be supported. The proposed budget would need to reference the Brownfields funded work as separate, contained scope/budget due to the grant funding source.

**Question:** Is the City primarily interested in seeing work experience performing comprehensive planning exercises for Maine municipalities, or would you be interested in seeing out of state examples?

**Answer:** Out of state experience can provide great examples of policy outcomes and broaden perspectives. The City is interested in seeing relevant experience from anywhere in the US. Applicants must demonstrate an understanding of the procedural requirements of the growth management process and for a Comp Plan to be certified in the State of Maine.