



South Portland  
Conservation Commission



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**City of South Portland  
Request for Proposals  
South Portland Open Space Plan**

**Introduction**

The City of South Portland Maine is seeking proposals for qualified consultants to assist the City Council, the Conservation Commission, the Department of Planning & Development, the South Portland Land Trust, interested parties, and city staff in developing a new Open Space Strategic Plan.

**Proposal Submission Requirements**

Proposals must be received by 3:00 p.m. Monday October 30, 2017. Proposals must be submitted to Colleen Selberg, Purchasing Agent, City of South Portland, 25 Cottage Road South Portland, ME 04106 (207) 767-7608 [cselberg@southportland.org](mailto:cselberg@southportland.org)

**Questions Concerning the RFP**

All questions or clarifications needed regarding this RFP should be submitted in writing to Colleen Selberg Purchasing Agent, at [cselberg@southportland.org](mailto:cselberg@southportland.org) . Answers to all questions will be posted to the City website. Questions received after October 15, 2017 will not be addressed.

**Project Purpose**

The purpose of this project is to develop a new South Portland Open Space Strategic Plan, have this plan accepted by the South Portland City Council and ultimately attached to the South Portland Comprehensive Plan as updated in 2012.

**Background**

The Conservation Commission has reviewed the 2001 South Portland Open Space Strategic Plan (OSP) and gathered input from the Open Space Inventory Committee composed of Conservation Commission members, South Portland Land Trust representatives and community participants. The creation of this inventory committee was the direct result of community displeasure after developers approached the city to develop public property (Sawyer Park on Westbrook Street and Hamlin School).

It became clear during the inventory process that the lack of an up-to-date Open Space Plan prevents effective evaluation, protection, and preservation of open space. Although the 2001 plan created an evaluation process and provided a prioritized list of properties, it concentrated on private properties and, other than for funding, lacked recommendations for mechanisms for long-term preservation of both public and private properties. History shows that the 2001 Plan served as a blueprint for developers and, without conservation rights having been acquired, thus resulted in the loss of several valuable properties. It is important to note that the 2001 Open Space Plan was never formally ratified by the City Council nor was it incorporated into the Comprehensive Plan. The city has evolved into a more progressive, environmentally conscious place to live and work. A more modern and thorough Open Space Plan will provide guidance to community members, employers and developers in maintaining an engaging, welcoming and beautiful city.

## **Project Oversight**

The Ad-Hoc committee of the South Portland Conservation Commission, South Portland Land Trust, the City Council and other interested parties will have oversight over this project. Key project personnel and teams will also include the Department of Planning and Development, the City Manager and other related City of South Portland Staff.

## **Scope of Work**

- Convene and augment the Ad Hoc Committee overseeing this project with additional representatives from city boards and commissions, business owners, developers, community members, the South Portland Land Trust and other appropriate interested parties. This process will incorporate a diverse stakeholder group and an open public process with a long-term time horizon to develop a community vision for open space and to create a successful Open Space Plan to support that vision.
- The consultant will hold public meetings in conjunction with the Ad Hoc Committee to engage members of the public from neighborhoods beyond those formally involved in the development of the new Open Space Plan. The goal being to reach the broadest possible cross section of South Portland's population. Examples include holding meetings at different times of day and at various different locations around the city; Allowing sufficient periods of time for comments on drafts; and, using electronic means of engagement like social media for those that cannot attend meetings.
- Review the 2001 Open Space Strategic Plan to ascertain which elements can be preserved as the basis for a new plan. Several additional topics have been generated over the past 16 years that need to be incorporated into a new Open Space Plan. These topics include, for example, a greater emphasis on preserving habitats, creating more neighborhood trail access, improving conditions for pollinators, preserving wetlands, conserving rare species and eliminating invasive species, paying closer attention to geologic features, researching historical and cultural significance, and understanding recreational and educational significance.
- Review and update the list of prioritized private properties to protect as open space.
- Create a prioritized list of public properties that need to be preserved.
- Establish criteria for deciding whether or not a property is appropriate for acquisition using Land Bank funds.
- For future properties that may become available for preservation, create a strict and thorough property evaluation and rating process for the Planning Department, Planning Board, and City Council to use in determining viability for preservation. Most protected would be property that already has protection to remain in its current use. Least protected are properties that have no public value beyond sale or development according to its current city zone.
- Research strategies to acquire and preserve open space (e.g. city ordinance, conservation easement, open space zones and other means), the corresponding perpetual security of each, and recommend the best methods for the city to implement preservation of private and public open space.



- o Facilitate adoption of the Open Space Plan by the community and the South Portland City Council.
- o Recommend that the City Council add the new Open Space Plan to the Comprehensive Plan.
- o Establish an Open Space Plan Implementation Committee to work with City officials to ensure the complete adoption of the new plan and to facilitate any new or revised ordinances required for implementation.

**Geographic Information System**

Mapping associated with the Open Space Plan shall be done in GIS in a manner compatible with the City’s GIS system without conversion. (the same projection and coordinate system as the City). All property inventories, or other geographically relatable inventories, shall include City property identification fields so that they can be mapped in GIS as desired. The City will make available to the consultant all of its existing GIS layers and will provide other GIS assistance as needed.

**Schedule**

The consultant will provide an implementation schedule based on a timeline that you will be able to deliver a final product within a period no longer than 24 months.

**Mandatory Qualifications**

To be eligible for consideration the proposer must have previously completed at least two Open Space or Conservation Protection Plans and identify for whom they have provided such plans. Provide electronic copies or web links to comparable work products. Proposers must have familiarity with town-based Comprehensive Plans.

**Notification of Award**

The City of South Portland will notify the successful proposer(s) verbally, followed by a written confirmation. Each proposer whose proposal is not selected will be notified in writing (either by email or by postal mail) by the Conservation Commission. A contract defining all project terms and conditions and responsibilities of the successful proposer(s) is subject to development, review and approval by the South Portland City Council.

**Payment**

Final payment is dependent on acceptance and approval of the finished product.

**Proposal Content**

Proposals must include the following information:

1. Resumes (or other written statement of qualifications) that clearly and concisely identify the experience of all individuals that will be working on the Plan and also state the specific individual that will be responsible for the deliverables. Identify past similar projects completed by the key team members.
2. A written description of the Consultant’s understanding of the project and how the Consultant will meet the deliverables. Consultants may propose options such as web casting or other uses of technology to facilitate completion of the Plan and minimize travel costs.
3. A time line for the duration of each of the plans.
4. A budget which clearly states the service costs to complete the project as well as the other anticipated costs such as office supplies, printing and travel.



5. References.

**Selection Process**

The selection process may include an interview and will be based on the following criteria:

1. Project understanding and project approach 35%
2. Experience and demonstrated effectiveness with similar projects 30%
3. Work plan and timetable for completion 10%
4. Qualifications of personnel assigned to the project 15%
5. Price 10%

**Required Reporting**

The Consultant shall file monthly written progress reports. Progress reports shall provide a detailed narrative description of the work that has been completed and shall include an identification of specific objectives that have been accomplished to date.

**Deliverables**

Deliverables will be presented for each of the following categories:

- o Monthly Progress Reports submitted to the Conservation Commission, the City Council and South Portland Land Trust (due last Friday of each month)
- o Summary Report of Public Meetings (one week after each meeting)
- o Summary of Stakeholder Interviews (one week after each interview)
- o Draft Plan (Three months prior to Final Plan submission)
- o Final Plan (due in a period not to exceed 24 months)

**Proposal Submittal and Evaluation**

Three copies of the Proposal along with an electronic file in PDF format must be received by Colleen Selberg, Purchasing Agent, on or before 3:00 p.m., on Monday October 30, 2017.

Responding firms are responsible for submitting their Proposal as described herein. Failure to submit a complete proposal by the submission deadline will disqualify a firm from consideration.

The City will review the remaining proposals and rate them considering each section’s relative weight. After this review the top rated proposals may be asked for an interview. It is understood that the City shall incur no costs as a result of an interview, nor bear any obligation in further consideration of the proposal.

The City reserves the right to negotiate with the selected firm(s) as to the terms of a contract including, but not limited to, the scope of services. The City of South Portland reserves the right to accept or reject any and all proposals or parts thereof and to make further modifications as it deems in the best interest of the City. It also reserves the right to retain all proposals submitted and to use any ideas from a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance of the conditions contained within this Request for Proposals.

