

Town of Durham
Request for Proposal
For Professional Planning Services

The Town of Durham seeks a Professional Planner for the following part-time contracted services:

Planning, implementation, and coordination associated with community planning initiatives in Durham through coordination and assistance to the Board of Selectmen, Planning Board, Comprehensive Plan Committee and/or Ordinance Committee

These efforts may include:

- Attendance at up to three meetings or workshops per month as coordinated by the Town Administrator or Code Enforcement Officer;
- Provision of administrative, procedural, and technical guidance;
- Provision of general planning guidance and input;
- Review, editing, and drafting portions of the Comprehensive Plan, land use ordinances and/or other planning documents;
- Facilitation of Board or Committee related workshops;
- Assistance to Board or Committee members as needed for routine activities, including project/application review assistance;
- Assistance and coordination efforts with town staff, committees or boards and appropriate agencies on the implementation of Durham planning documents;
- Assistance with community outreach efforts in support of planning initiatives or their implementation;
- Coordination with the Code Enforcement Officer and other town staff for support and administration; and
- Assistance with project funding and grants in support of planning initiatives or their implementation.

Proposers must comply with the following submission procedures:

1. Sealed proposals shall be submitted marked "Durham Town Office – Planning Services Bid" on the outside of the envelope, addressed to:

Ruth Glaeser
Town of Durham
630 Hallowell Road
Durham, ME 04222

2. Proposals will be opened at the Durham Town office at **12:00 PM on Thursday, February 1, 2018**. Proposals received after this time will be returned unopened. Emailed proposals can be accepted but must arrive prior to the deadline.

3. A proposer will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for the opening of the proposals.
4. The Town of Durham reserves the right to reject any and all proposals, to waive technical, or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.
5. Proposals should include a detailed description of the time allotted for functions outlined along with possible additional expenses (travel, materials, additional per hour rate etc.); with a low, middle and high cost range.
6. The Town of Durham will accept only full packages for all requested elements. Proposals submitted without all scope of work items included shall be disqualified.
7. All documents produced including but not limited to memoranda, research notes, correspondence, emails, plans, and reports in the course of work shall be the property of the Town of Durham.
8. A copy of applicable insurance certificate(s), proof of Worker's Compensation Coverage in compliance with State Law, and a W-9 form must be available upon award.