



CITY OF BANGOR

**Request for Proposals  
Land Development Code  
Proposal No. P24-48**

**Purchasing Department  
262 Harlow Street  
Bangor, ME 04401  
207-992-4282**

**Issue Date: April 11, 2024**

### **I. Introduction**

The City of Bangor (City) is seeking planning and zoning services from a certified American Institute of Certified Planner (AICP), as well as resources from the legal, design, and engineering professions. The product is the drafting of a Land Development Code that implements the City's Land Use Plan created through the 2022 Comprehensive Plan.

### **II. General Information**

Available at the following web address: [www.bangormaine.gov/proposals](http://www.bangormaine.gov/proposals) on the City's website. By submitting a response to this solicitation, the Proposer accepts the responsibility for downloading, reading, and bidding by the terms and conditions set forth in the City's "General Information for Vendors".

In your proposal, please specify whether you currently have or are in the process of developing a domestic violence policy. If you do not have such a policy, let us know if you would like to receive a copy of the City of Bangor's policy as a reference.

### **III. Submission**

For consideration, submit the proposal Bid Form in an envelope marked "Proposal No. **P24-48: Land Development Code**" by 2:00 P.M. on Wednesday, May 8, 2024.

Submission of documents can be completed by:

- A. **Emailing** to [bids@bangormaine.gov](mailto:bids@bangormaine.gov) ; or
- B. **Hand Deliver** to Purchasing Department, 262 Harlow Street, Bangor, ME (back entrance of building at City of Bangor entrance); or
- C. **US Post Office** addressed to 73 Harlow Street, Purchasing Department, Bangor, ME 04401; or
- D. **All Other Delivery Services** addressed to 262 Harlow Street, City of Bangor, Bangor, ME 04401.

All submissions should reference “**Proposal No. P24-48: Land Development Code**”. Proposals will be publicly opened at the time stated above in the temporary Council Chambers, 262 Harlow Street, Bangor, Maine (**see Appendix A - Meeting Location Map**).

A tabulation of all received proposals will be posted on the City's website by 4:30 P.M. on the opening date. Visit [www.bangormaine.gov/bidtabs](http://www.bangormaine.gov/bidtabs) for results.

#### **IV. Questions**

Any questions must be directed in writing to [bids@bangormaine.gov](mailto:bids@bangormaine.gov) no later than 4:30 P.M., Friday, April 19, 2024.

The City will provide a response by 4:30 P.M. on Friday, April 26, 2024. This response will be in the form of an addendum, accessible on the City's website. Notifications will be sent to the Registered Vendor List when new addenda are released. To receive these updates, the City strongly encourages all potential bidders to register as vendors at [www.bangormaine.gov/vendorregistration](http://www.bangormaine.gov/vendorregistration).

#### **V. Late Proposals**

It is the responsibility of the Proposer(s) to see that their proposals have sufficient time to be received by the Purchasing Department before the submittal deadline. Any proposal, portion of a proposal, or requested proposal revision received at the City Purchasing Department after the time and date specified, will be returned to the Proposer unopened.

#### **VI. Withdrawal of Proposals**

No Proposer may withdraw their proposal for a period of ninety (90) days from the date of opening. All proposals shall be subject to acceptance by the City during this period.

To withdraw a proposal prior to the opening, the Proposer shall request the withdrawal in writing. All costs associated with the withdrawal (i.e. mailing fees) will be borne by the Proposer.

#### **VII. Rejection**

The City reserves the right to reject any proposals, waive any informalities or defects in proposals, or accept a higher cost proposal if it is deemed to be in the best interest of the City. The City also reserves the right to clarify with the successful Proposer.

## **VIII. Information for Proposers**

- A. All Federal and State taxes must be excluded from the proposal price. Upon request, a tax exemption certificate for the City of Bangor shall be furnished to the successful Proposer.
- B. The Bid Form, included with this request must be completed and returned for a proposal to be considered.

## **IX. Background**

The City of Bangor seeks proposals from qualified and experienced firms or a team of qualified professionals to implement the Land Use Plan of the 2022 Comprehensive Plan in close coordination with City staff. The selected Proposer must be an expert in planning, specifically in long-range planning, research, project management, and public engagement. The Proposer will be working with City Staff, Planning Board, and City Council, and with other boards and committees as appropriate. The City's current Comprehensive Plan was completed in 2022 and is currently consistent with the State's Growth Management Act.

Bangor, Maine is the third largest city in Maine with a population of 31,753 as of 2020. The City contains several commercial corridors (e.g. Stillwater Avenue, Broadway, Union Street), a bustling downtown, a large airport and sizeable industrial area, a number of neighborhood schools and parks. The City offers a diverse housing stock that includes a mixture of single-family homes, apartments, manufactured homes, and new types of housing, such as tiny homes.

The current zoning code was last adopted in 1990 with many additions and revisions made since then. In 2023, the City adopted the 2022 Comprehensive Plan (Plan), which lays out a vision statement and 10 goals to support the realization of the vision statement. The goals focus on a variety of areas, including creating and preserving affordable housing, protecting important environmental areas, encouraging economic growth, and protecting the City's history and culture. The Plan lays out a number of strategies and policies to meet these goals, and also contains a future land use map to help guide changes to zoning.

The City's intent with this request is to identify a qualified Proposer to develop a comprehensive update to the City's zoning and Land Development Code that:

- A. Aligns with the 2022 Comprehensive Plan.
- B. Promotes sustainability and resilience to climate change as well as diversity, equity, and inclusion.
- C. Reflects the input and perspective of the public (including residents, property owners, businesses, developers, and other stakeholders), staff, and elected and appointed officials.
- D. Is easy for the general public to read, navigate, and understand as well as being enforceable by the City.

## **X. Scope of Services**

Based on the tenets laid out above, the selected Proposer will analyze the existing Land Development Code (Code) and zoning map to determine their strengths and weaknesses and to determine ways in which the Code may act as a barrier to desirable development. The Proposer shall propose ways to modify the Code to address any identified weaknesses, inefficiencies, or barriers. The Proposer shall also determine the changes necessary to ensure that the City's zoning map aligns with the future land use map designated in the Plan and to ensure that the Code aligns with the goals and strategies laid out in the Plan.

Using these considerations, feedback from the public and other stakeholders, and planning best practices, the Proposer will develop the necessary updates to the Code. The Proposer will recommend the most effective format for the updated Code and include consideration of alternative code structures, such as form-based code or a unified development ordinance.

Public engagement and the creation of supporting materials is expected throughout the project. This includes stakeholder meetings, public workshops, interactions with various advisory committees, and discussions with the Planning Board and City Council. The Proposer will take a lead role in all public forums, workshops, meetings, and hearings. Note-taking, minutes, and web content will be also be handled by the successful Proposer.

### **A. Planning Outreach and Process**

1. The Planning Board will be considered the advisory committee for the project. The Business and Economic Development Committee (BED), comprised of City Councilors, will be the steering committee. City staff will comprise the working committee.
2. The working committee will be comprised of the Planning Officer, Planning Analyst, Director of Economic Development, Code staff, and Legal staff. Other departments will be brought in as necessary. The Planning Officer is the Project Coordinator for the project and will act as the primary contact. Proposals should include expectations for staff involvement in the process and execution of the Plan.
3. Bangor is a council-manager form of government. The final approval of any Code modifications is by a majority of the Bangor City Council, and staff will work with the successful Proposer to keep the City Council abreast of the Code and outcomes.

Public outreach includes meeting with other Boards, Committees, Commissions, as well as general public meetings. These groups include:

- a. Bangor City Council and Associated Committees.
- b. Advisory Committee on Racial Equity, Inclusion, and Human Rights.
- c. Commission on Cultural Development.
- d. Historic Preservation Commission.
- e. Housing Authority Commission.

- f. Parks, Recreation and Harbor Advisory Committee.
  - g. Penjajawoc Marsh/Mall Management Commission.
  - h. Water District Trustees.
4. The City also intends to work with community partners such as the Bangor Region Chamber of Commerce, Greater Bangor Association of Realtors, Bangor Area Comprehensive Transportation System, and Eastern Maine Development Corporation. A neighborhood approach is also encouraged.
  5. Digital ideas and other strategies for public outreach and engagement are also welcomed and encouraged as part of the proposal in response to this Request for Proposals.
  6. Department staff will be providing check-ins throughout the process at Planning Board and Business & Economic Development Meetings.

## B. Expected Tasks

Below is a list of expected tasks to be performed by the Proposer and to be detailed in the final contract with the selected Proposer:

1. Hold a kick-off meeting with the working committee to review and refine the project scope and schedule, as well as schedule follow-up meetings and coordinate the data and documents needed.
2. Obtain and review existing data and documents relevant to the project.
3. Conduct check-in meetings (either in person or via video conference) at least once every two weeks with the City Staff to discuss project progress.
4. Conduct meetings with key officials and stakeholders. The purpose of these meetings will be to obtain input on the project process and proposed Code updates and to build consensus on the City's goals for growth and development.
5. Coordinate the public participation process, which can include, but is not limited to, public meetings, charrettes, paper materials, project website, and other outreach methods.
6. Create a project website that provides information on the Land Development Code and provides draft documents, graphics, and other information that may be useful to the public.
7. Create material for any public meetings, charettes, or similar events to educate the public on the project and to solicit feedback.
8. Draft changes to the Code and City Zoning Map that are grounded in the principles and strategies laid out in the Plan, as well as the feedback received from the public, key stakeholders, the relevant Boards and Committees, and staff. Current best practices in planning and zoning are also expected as part of the drafts.
9. Draft changes are to be completed and submitted to the City for review, comment, and approval based upon a schedule developed at the beginning of the planning process.

C. Completion

**Final product: Final draft of the Land Development Code that implements the 2022 Comprehensive Plan's Land Use Plan.**

**The City seeks to have these tasks completed by June 30, 2026.**

**XI. Submission Requirements**

The following information must be included in all proposals:

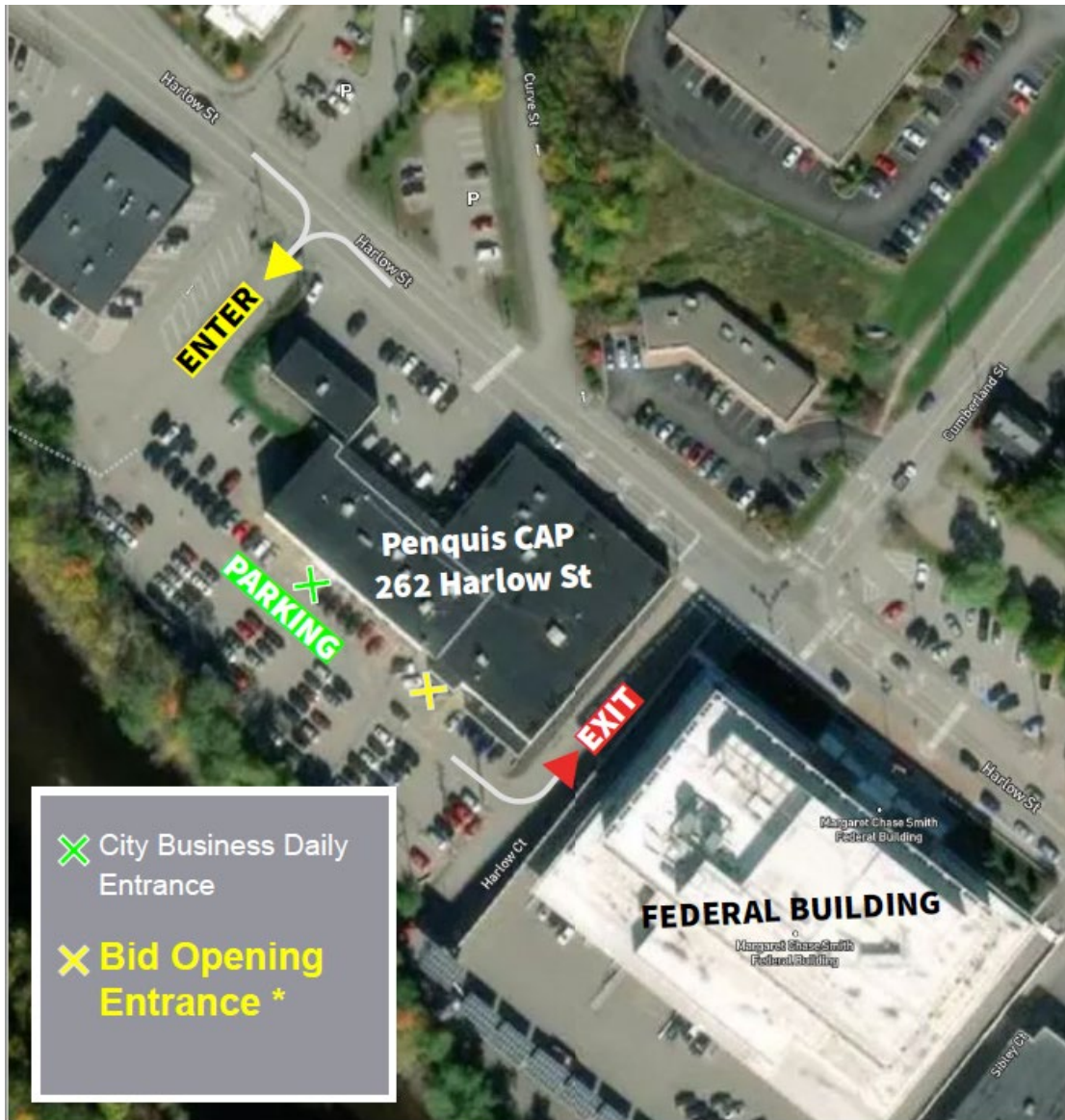
- A. Contact information for the project team, including name, address, email, and phone number.
- B. Curriculum vitae of each team member.
- C. A list of experience, qualifications, and expertise with this type of project, including a list of the three most recent projects the Proposer has performed of similar services. The list should include the name, contact person, address, and other contact information for a representative of each project.
- D. Methods and timeline for communication with noted project committees.
- E. Methods and timeline for public involvement.
- F. Methods and timeline for production and edits of the final product.
- G. Price for services, described in the Scope of Services and listed on the Bid Form, and a breakdown showing hourly rates for personnel who will be assigned to the project.
- H. Any other fees associated with the project including, but not limited to, mileage.
  - I. Total proposed "Not to Exceed" cost of services should be provided and include a fee schedule describing all charges and hourly rates for additional services not included in the Scope of Services with a description.
- J. Acknowledgement of understanding of the timeline and workload.

**XII. Criteria for Review of Submissions**

Evaluation will be based on the following criteria:

- A. Completeness of the proposal.
- B. The project manager is an AICP-qualified planner.
- C. The team includes qualified legal, design, and engineering professionals.
- D. Quality of responses to methods for public involvement.
- E. Quality of responses to methods and tools for land use regulation.
- F. Ability to meet the deadlines listed.

**APPENDIX A  
Meeting Location Map**



\* From Harlow Street, drive around to the back of the Penquis building (one-way traffic in parking lot). To the right, enter through glass vestibule door (yellow “X” on map above) and once in there, to the right, there is another glass door marked “Meeting Entrance”. Go to the end of that hallway and take a slight left. The room marked “Penobscot Conference Room” is the temporary Council Chambers location where Bid Opening meetings are held.

**“Meeting Entrance” door will be opened 10 minutes prior to the scheduled meeting time.**



CITY OF BANGOR

## Bid Form

**Land Use Plan Implementation  
Proposal No. P24-48**

**Bid Deadline:  
2:00 P.M., Wednesday,  
May 8, 2024**

***Notes: Bid submission must use this Bid Form. Failure to comply may result in disqualification.***

<b>Business Name:</b>	
<b>Contact Name/Title:</b>	
<b>Street Address:</b>	
<b>City, State Zip</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

Item	Description	Total
1	Public Meetings	\$
2	Creation of project website	\$
3	Meetings with staff	\$
4	Compilation and review of relevant data and documents	\$
5	Meetings with officials and stakeholders	\$
6	Creation of material for public meetings	\$
7	Drafting of changes to the Land Development Code and City Zoning Map	\$
8	Final draft of the Land Development Code	\$
<b>Total Bid Amount:</b>		<b>\$</b>