

Pownal Economic Development and Sustainability Committee

~ Agenda – February 8, 2023 ~

6:30 p.m.

1. Guest – Matt Panfil from GPCOG

Matt Panfil

[Greater Portland Council of Governments \(GPCOG\)](#)

Title: Planning Director

Phone: (708) 227-2754

[Email Matt Panfil](#)

Responsibilities

Lead GPCOG's team of planners and data professionals in providing a range of project management and land use planning services in support of local governments and regional partners throughout southern Maine.

Professional Experience:

- Four years working as the Director of Planning and Development in Brunswick, ME
- Nine years working in the Chicago metropolitan area as a planner.
- Three years working as a planner in Vail, CO.

Education

- Bachelor of Arts in Political Science from University of Illinois: Urbana-Champaign
- Master of Urban Planning and Policy from University of Illinois: Chicago

Certifications

- American Institute of Certified Planners – Certified Urban Designer (AICP CUD)
- Leadership in Energy and Environmental Design Accredited Professional in Building Design + Construction (AICP AP BD+C)



..... TOWN OF
POWNAL *Maine*

Economic Development and Sustainability Committee

**REQUEST FOR PROPOSALS (RFP)
FOR
Village District**

1. PROPOSAL REQUESTED

The Town of Pownal, hereinafter the “Town”, is requesting statements of interest and qualifications as well as a cost proposal from consultants with the appropriate experience and qualifications to provide _____ . The recommendations will consider _____ . The results of this study will be used to _____ .

2. INTRODUCTION

Pownal is a town in Cumberland County located between the towns of North Yarmouth, Freeport, Durham and New Gloucester. Pownal was settled in 1680 and incorporated on March 3, 1808, from a portion of Freeport. According to the United States 2020 Census, Pownal has a population of 1,549, made up of 562 households within a total area of 22.9 *square miles*

3. SCOPE OF WORK

4. DELIVERABLES

5. PROJECT SCHEDULE

6. PROPOSAL REQUIREMENTS AND FORMAT

Part 6: Reference Review (5 points) Total Possible: 100 points

- The review team will conduct a background reference review of each respondent. Please include the following information for three (3) projects that the proposed consultant team worked on together:
 - i. Name of the project/study
 - ii. Location of the project
 - iii. Name, title, and contact information for the client
 - iv. Project budget
 - v. Date of completion of the project

Submission packages are due by 1:00 pm by _____. Submissions received after this deadline will not be considered. Interested individuals and firms shall submit six (6) copies of the sealed submission packages and thumb drive containing a PDF copy to:

Town of Pownal
Attn: Town Administrator
429 Hallowell Rd, Pownal, ME 04069

Labeled: _____. It is the sole responsibility of the Proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other location other than the address specified above. Faxed or emailed proposals will not be accepted.

7. ADDITION INFORMATION

Any and all questions regarding this RFP should be directed by email to administrator@pownalmaine.org no later than _____. Any questions received after this date will not be considered. Responses to all questions submitted will be posted on the Town of Pownal website: www.pownalmaine.org. Responses to individual emails will not be provided.

If it becomes necessary to revise any part of this RFP, an addendum will be posted on the website. It will be the individual respondent's responsibility to check the website for updates.

8. SELECTION PROCESS–

The Town of Pownal will use a Selection Committee (Committee) to review and score the submissions. The Committee will consist _____ and up to two members of the general public. The Town, at its discretion, may interview the top ranked firms. From this process, the Town may select the successful individuals and / or firm. During the evaluation process, the Town reserves the right to contact individuals or firms to clarify information, provide additional information, and / or participate in a meeting or interview, or to allow corrections of errors or omissions.

9. PROPOSAL TERMS AND CONDITIONS

The Town shall not be liable for any direct or indirect costs associated with any firm's preparation and / or presentation costs in response to this RFP. This RFP does not commit the Town to pay any costs incurred in the submission of an RFP or in making any necessary studies or analysis in preparation of the submission of the RFP.

The Town reserves the right to accept or reject any or all submissions. The Town also reserves the right to waive any informality, technical defect, or clerical error or irregularity in any proposal.

Additionally, the Town may, for any reason, decide not to award a contract pursuant to this RFP and reserves the right to cancel the RFP. Furthermore, it is to be understood by the responding individuals

or firms that the Town is not obligated to accept any submissions or to negotiate with any responding individuals or firms and the Town reserves the right to select the firm, which in its sole opinion, will best serve the public's interest.

The Town shall not be responsible for nor be bound by any oral instructions or interpretations or explanations issued by the Town or any of its employees or representatives. Any contact with Town personnel related to this RFP not in conformance with the request for proposal identified above, is expressly prohibited.

DRAFT