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**TOWN OF YARMOUTH**  
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To: Town Council and Town Manager  
From: Erin Zwirko, Director of Planning & Development  
Re: Comprehensive Plan Consultant Selection  
Date: November 8, 2022

I am pleased to provide this memo providing an overview of the selection process for a consultant to lead the Town in an update to the Comprehensive Plan. The Request for Proposals (RFP) for a consultant was released on September 7, 2022, with responses due on October 7, 2022. The RFP closely followed the requirements for a comprehensive plan as outlined in Title 30-A M.R.S, Chapter 187, Subchapter 2 – Growth Management Program and those established in the Maine Department of Agriculture, Conservation, and Forestry’s Optional Self-Assessment Checklist. The RFP noted that the comprehensive plan must also address contemporary issues as climate change and adaptation, sea level rise, and resiliency, sustainable development policies and best practices, and equity. Finally, the RFP outlined that a selected consultant would need to integrate the draft vision statement resulting from the visioning process that has been ongoing since late Spring 2022.

At the deadline, the Town received 3 responses from the following firms:

- Berry Dunn with Woodard and Curran
- Stantec
- North Star Planning with Aceto Landscape Architecture, Camoin, Levine Planning Strategies, and FB Environmental

A selection committee was established consisting of myself, the Town Manager, the Economic Development Director, the Assistant Planner, the Town Council chair, and the Planning Board Chair. The selection committee reviewed and ranked the proposals and opted to interview all three firms. Interviews were held on October 31 and November 1.

All three of the interviews were excellent, making this a tough decision for the review committee. Each firm offered slightly different pros and cons, ranging from price, background, timeline, use of technology, mix of in person and virtual events, among other differentiators. Based on the combination of the above, we selected the North Star Planning team. This firm offered significant local expertise in many planning topics, flexibility in the community engagement approach, an appropriate timeline, and offers project management staff with backgrounds in planning, public engagement, and facilitation. The fee is \$179,928. On behalf of the selection committee, I have let the other two firms know the decision.

I’m happy to answer any questions that the Town Council may have regarding the process and the selection.

*“Our Latchstring Always Out”*