

Maine's Informed Growth Act Information for Consultants

Frequently-asked Questions

Maine's Informed Growth Act requires the State Planning Office to develop a list of qualified preparers eligible to prepare comprehensive economic impact studies for large-scale retail development on behalf of Maine's municipalities.

How does the Office select consultants for the list of qualified preparers?

Biennially on November 1, the Office advertises in the *Kennebec Journal* seeking qualifications from consultants interested in appearing on the Office's list of qualified preparers. Interested applicants must provide their qualifications through this RFQ process in a manner prescribed by the Office.

What if I miss the biennial advertised RFQ?

The Office will also accept qualifications on a rolling schedule. Consultants interested in having their qualifications evaluated may download the 2007 proposal submission information at this web address: <http://www.maine.gov/spo/specialprojects/qualifiedpreparers/index.htm> and complete the name and contact information under: Access the RFQ for Consultants.

Within 30 days of submission, the Office will evaluate consultants' qualifications and, if found to meet the required qualifications, will place the consultant on its list of qualified preparers.

If I am found qualified to be placed on the list once, do I have to resubmit my qualifications every two years?

Consultants that have been previously evaluated and determined to be a qualified preparer must notify the Office in writing no later than December 30 of the odd-numbered year of their wish to remain on the list of qualified preparers. Qualified preparers that do not notify the Office in accordance with this section shall be removed from the Office's list of qualified preparers. In their written request, the qualified preparer must certify that the information contained in their original submission proposal reflects the current business situation and is true and accurate. Qualified preparers whose original submission has changed substantially must re-submit their qualifications in the next RFQ cycle.

If I am found qualified to be placed on the list once, can I be removed from the list?

A qualified preparer may request at any time, in writing, to be removed from the list of qualified preparers.

The Office may only remove a consultant from the list based on a lack of qualifications. Under the law, a consultant's lack of performance is not a reason for them to be removed from the list. However, the Office will make comments and complaints about a consultant's performance available.

If the Office receives a complaint about a consultant from a municipality or land use permit applicant actively engaged in a contract with that consultant, the Office will, upon request, make

the written complaint available to any municipal reviewing authority or land use permit applicant requesting the list of qualified preparers, along with the complainant's contact information.

Is this information that I submit in my proposal confidential?

No

With the definition of a 'person' as an individual and not a firm or organization that must be qualified, would that require that each individual who contributes to a firm or organization's drafting of economic impact study be required to be a qualified preparer on their own?

A person that prepares an economic impact study on behalf of their firm or organization must be qualified under this rule. However, an individual that contributes small sections or conducts a piece of research would not necessarily have to be qualified, as long as they are not responsible for preparing the whole study. In this way, a firm or organization may act like an engineering firm, for example, with the licensed Professional Engineer (PE) assisted by draftsmen, environmental specialists, site planners, interns, clerical staff, etc. But the PE is the qualified person that puts his or her stamp on the design.