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DEPARTMENT OF CONSERVATION  
MAINE LAND USE REGULATION COMMISSION  
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COMMISSIONER

Request for Proposals: Moosehead Lake Region Concept Plan Project Coordinator – April 29, 2005

## Responses to Questions from Interested Parties

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**1. What is the expected start time of the project after selection amongst applicants, if known?**

ANSWER: Once a selection is made, the contract may not be encumbered any sooner than 15 calendar days after all other bidders are notified. We expect the successful bidder to be available no later than one week after contract encumbrance. Startup would, therefore, be around mid-June.

**2. Is there an approximate schedule of community meetings during the year, and do you have any sense of whether these will be clustered during certain weeks or very spread out across the calendar?**

ANSWER: The Project Coordinator should be prepared to attend most of our Commission meetings, scheduled for the first Wednesday of the month and held at various locations throughout northern Maine (check our web site for the tentative locations for upcoming meeting locations -- [www.maine.gov/doc/lurc/calendar.shtml](http://www.maine.gov/doc/lurc/calendar.shtml)). There will also be some important public workshops and visioning sessions, likely held in late summer or early fall in the Greenville/Jackman area. Lastly, though it is unclear at this point when the formal public hearing proceedings would be scheduled, it would be expected that the project coordinator would attend all hearings.

**3. To what extent are you looking for applicants who will be providing facilitation and mediation (process) services versus those who provide legal planning expertise? Are you looking for people who will be able to scrutinize proposals for legal concerns or for people who can involve the public in the process in a way that keeps conflict down and communication open? Knowing that all applicants should have some expertise in the areas mentioned in the RFP, what is the balance you are looking for amongst those skill sets?**

ANSWER: It is likely to be a 50-50 split between liaison-related tasks and "red-flagging" tasks related to both legal and planning issues. The two functions, however, are intricately connected and it would be ideal to find one person who is able to perform both tasks. Specifically, the project coordinator would likely take the lead on public and inter-agency outreach efforts, and would serve in a support role (a second pair of eyes) in scrutinizing the application materials.

**4. Are you looking to enlarge your internal staffing capacity by hiring a group that will be, essentially, planners, or are you looking for a group to guide you on community outreach and help with the overall process? We are trying to understand what balance of staff members and partners could best meet your needs.**

ANSWER: The latter. We're not seeking planners, but rather looking for support staff (with one lead person) that can help LURC with a variety of tasks associated with the review of this project. In particular, the successful bidder would serve in equal capacities as an advisor to LURC staff (e.g. "issues-spotting", suggesting solutions to potential problems, etc.) and a liaison between LURC, the applicant's representatives, and a yet-to-be determined group of stakeholders (which would certainly include the public, special interest groups, and many state and federal agencies).

**5. How much time on the ground do you expect from the bidder that wins the bid, versus the amount of time the successful bidder might be able to work on the project from a distance (via phone and email)?**

ANSWER: We expect that initially, a majority of the project coordinator's time could be spent at a distance, with contact via phone and e-mail (however, there will always be a need for regular face-to-face meetings). As the project evolves, there will likely be a shift towards spending more time in face-to-face meetings (likely to be held here in LURC's Augusta office), and ultimately a significant amount of time will need to be spent "in the field", holding public workshops, stakeholder meetings, and finally public hearings in the Greenville/Jackman area.