

State of Maine
Master Score Sheet

RFP# 202312254					
Housing Opportunity Program Municipal Grants					
Bidder Name:		Bar Harbor	Bath	Caribou	Castine
Proposed Cost:		\$50,000	\$165,000	\$30,000	\$175,000
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass	Pass
Section II: Organization Qualifications and Experience	XX	22	22	21	17
Section III: Proposed Services	XX	38	40	37	25
Section IV: Cost Proposal	XX	34	34	32	33
TOTAL	<u>100</u>	<u>94</u>	<u>96</u>	<u>90</u>	<u>75</u>
Bidder Name:		Chebeague Island	Damariscotta	Deer Isle	Eliot
Proposed Cost:		\$50,000	\$125,000	\$125,000	\$20,000
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass	Pass
Section II: Organization Qualifications and Experience	XX	23	23	24	24
Section III: Proposed Services	XX	38	38	36	40
Section IV: Cost Proposal	XX	34	34	30	34
TOTAL	<u>100</u>	<u>95</u>	<u>95</u>	<u>90</u>	<u>98</u>

RFP# 202312254

Housing Opportunity Program Municipal Grants

Bidder Name:		Ellsworth	Fairfield	Falmouth	Fayette
Proposed Cost:		\$50,000	\$20,000	\$42,500	\$50,000
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Fail	Pass	Pass	pass
Section II: Organization Qualifications and Experience	XX	XX	20	23	23
Section III: Proposed Services	XX	XX	17	40	40
Section IV: Cost Proposal	XX	XX	33	34	35
TOTAL	<u>100</u>	<u>XX</u>	<u>70</u>	<u>97</u>	<u>98</u>
Bidder Name:		Freeport	Gorham	Gray	Kittery
Proposed Cost:		\$50,000	\$50,000	\$50,000	\$175,000
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass	Pass
Section II: Organization Qualifications and Experience	XX	22	23	23	24
Section III: Proposed Services	XX	38	34	32	38
Section IV: Cost Proposal	XX	33	32	30	33
TOTAL	<u>100</u>	<u>93</u>	<u>89</u>	<u>85</u>	<u>95</u>

RFP# 202312254

Housing Opportunity Program Municipal Grants

Bidder Name:		Pittsfield	Portland	Rumford	Saco
Proposed Cost:		\$42,000	\$50,000	\$50,000	\$35,000
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass	Pass
Section II: Organization Qualifications and Experience	XX	22	22	24	23
Section III: Proposed Services	XX	38	37	21	40
Section IV: Cost Proposal	XX	33	34	30	33
TOTAL	<u>100</u>	<u>93</u>	<u>93</u>	<u>75</u>	<u>96</u>
Bidder Name:		Sanford	Searsport	South Portland	Sullivan
Proposed Cost:		\$50,000	\$50,000	\$50,000	\$136,450
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Pass	Pass	Pass	Pass
Section II: Organization Qualifications and Experience	XX	23	24	24	25
Section III: Proposed Services	XX	37	40	40	30
Section IV: Cost Proposal	XX	33	35	35	34
TOTAL	<u>100</u>	<u>93</u>	<u>99</u>	<u>99</u>	<u>89</u>

Bidder Name:		Winthrop			
Proposed Cost:		\$175,000			
Scoring Sections	Points Available				
Section I: Preliminary Information	Pass/Fail	Fail			
Section II: Organization Qualifications and Experience	XX	XX	XX	XX	XX
Section III: Proposed Services	XX	XX	XX	XX	XX
Section IV: Cost Proposal	XX	XX	XX	XX	XX
TOTAL	<u>100</u>	<u>XX</u>	<u>XX</u>	<u>XX</u>	<u>XX</u>

Award Justification Statement
RFP# 202312254 Housing Opportunity Program Municipal Grants

I. Summary

The State of Maine, Department of Economic and Community Development (Department) sought applications for municipal grants. Municipal grants are grants to municipalities for community housing planning and implementation services to support the creation of housing development plans, including municipal ordinances, and policy amendments to support those plans. Municipality was defined as a city or a town, excluding all unorganized and deorganized townships, plantations, townships, and towns that have delegated administration of land use controls to the Maine Land Use Planning Commission pursuant to 12 M.R.S. § 682(1). Twenty-five applications were timely received, and upon recommendation of the evaluation team, the Department approved funding all but four applicants, conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of contracts.

II. Evaluation Process

The evaluation process began with an individual review of each application by each of the reviewers, followed by consensus scoring by the group of reviewers. The reviewers rated each proposal according to the scoring guidelines outlined in the RFA. Reviewers were staff members from the Maine Department of Economic and Community Development.

Each staff member has expertise in land use planning, housing policy, and working with municipal governments on housing and community development initiatives.

III. Qualifications & Experience

All applicants were required to demonstrate capacity, expertise and previous experience in community planning services, housing policy, and ordinance development. All applicants sufficiently demonstrated the experience and capacity necessary to carry out the proposed projects and yielded scores in the range that allowed for funding

IV. Proposed Services

Grantees will implement projects related to ordinance development and community housing planning services, as outlined in the RFA.

V. Cost Proposal

Municipalities were eligible for an award of up to \$50,000 for a grant serving one municipality and up to \$175,000 for grants serving two or more municipalities.

The following list provides a comparison of the submitted costs.

Bar Harbor	\$50,000
Bath	\$165,000
Caribou	\$30,000
Castine	\$175,000
Chebeague Island	\$50,000
Damariscotta	\$125,000
Deer Isle	\$125,000
Eliot	\$20,000
Falmouth	\$42,500
Fayette	\$50,000
Freeport	\$50,000
Gorham	\$50,000
Gray	\$50,000
Kittery	\$175,000
Pittsfield	\$42,000
Portland	\$50,000
Saco	\$35,000
Sanford	\$50,000
Searsport	\$50,000
South Portland	\$50,000
Sullivan	\$136,450

VI. Conclusion

The conditionally awarded grantees showed the ability to implement projects that support the creation of housing development plans, including municipal ordinances, and policy amendments to support those plans.



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Cali Martinez
Town of Bar Harbor
93 Cottage Street
Bar Harbor, ME 04609

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Martinez,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

- | | | |
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| 1. Town of Bar Harbor | 8. Town of Eliot | 16. City of Portland |
| 2. City of Bath | 9. Town of Falmouth | 17. City of Saco |
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| 4. Town of Castine | 11. Town of Freeport | 19. Town of Searsport |
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| 6. Town of Damariscotta | 13. Town of Gray | 21. Town of Sullivan |
| 7. Town of Deer Isle | 14. Town of Kittery | |
| | 15. Town of Pittsfield | |

The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants soon to negotiate a contract. As provided in the RFA, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.



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HEATHER JOHNSON
COMMISSIONER

As stated in the RFA, following announcement of this award decision, all submissions in response to the RFA are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



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HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Marc Meyers
City of Bath
55 Front Street
Bath, ME 04530

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Meyers,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

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Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
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HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Penny Thompson
City of Caribou
25 High Street
Caribou, ME 04736

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Thompson,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants soon to negotiate a contract. As provided in the RFA, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.



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Heather Johnson
Commissioner
Department of Economic and Community Development



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GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Roberta Boczkiewicz
Town of Castine
67 Court Street
Castine, ME 04421

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Boczkiewicz,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Sincerely,

Heather Johnson
Commissioner
Department of Economic and Community Development



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GOVERNOR

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October 7, 2024

Viktoria G. Wood
Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Wood,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Heather Johnson
Commissioner
Department of Economic and Community Development



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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Andrew Dorr
Town of Damariscotta
21 School Street
Damariscotta, ME 04543

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Dorr,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

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Heather Johnson
Commissioner
Department of Economic and Community Development



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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

James Fisher
Town of Deer Isle
70 Church Street
Deer Isle, ME 04627

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Fisher,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Sincerely,

Heather Johnson
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HEATHER JOHNSON
COMMISSIONER

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Jeff Brubaker
Town of Eliot
1333 State Road
Eliot, ME 03903

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Brubaker,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants soon to negotiate a contract. As provided in the RFA, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in blue ink, appearing to read "Heather Johnson", written over a white rectangular background.

Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
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STATE OF MAINE
DEPARTMENT OF ECONOMIC
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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Matthew Williams
City of Ellsworth
1 City Hall Plaza
Ellsworth, ME 04605

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Williams,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



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Sincerely,

Heather Johnson
Commissioner
Department of Economic and Community Development



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DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
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HEATHER JOHNSON
COMMISSIONER

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STATE OF MAINE
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AND COMMUNITY DEVELOPMENT



JANET T. MILLS
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HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Susan Jacobs
Town of Fairfield
19 Lawrence Avenue
Fairfield, ME 04937

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Jacobs,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Heather Johnson
Commissioner
Department of Economic and Community Development



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STATE OF MAINE
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AND COMMUNITY DEVELOPMENT



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COMMISSIONER

October 7, 2024

Adam Causey
271 Falmouth Road
Falmouth, ME 04105

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Causey,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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STATE OF MAINE
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AND COMMUNITY DEVELOPMENT



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Sincerely,

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Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
DEPARTMENT OF ECONOMIC
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JANET T. MILLS
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STATE OF MAINE
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HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Jessica Leighton
Town of Fayette
2589 Main Street
Fayette, ME 04349

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Leighton,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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JANET T. MILLS
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Sincerely,

Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
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HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Caroline Pelletier
Town of Freeport
30 Main Street
Freeport, ME 04032

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Pelletier,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Heather Johnson
Commissioner
Department of Economic and Community Development



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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Kevin Jensen
Town of Gorham
75 South Street
Gorham, ME 04038

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Jensen,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Sincerely,

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Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
DEPARTMENT OF ECONOMIC
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JANET T. MILLS
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STATE OF MAINE
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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Amanda Methot-Vigue
Town of Gray
24 Main Street
Gray, ME 04039

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Methot-Vigue,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Sincerely,

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Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
DEPARTMENT OF ECONOMIC
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JANET T. MILLS
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STATE OF MAINE
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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Kendra Amaral
Town of Kittery
200 Rogers Road
Kittery, ME 03904

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Amaral,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Heather Johnson
Commissioner
Department of Economic and Community Development



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COMMISSIONER

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Kathryn Ruth
Town of Pittsfield
112 Somerset Avenue
Pittsfield, ME 04967

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Ruth,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

- | | | |
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The applicants listed above received the evaluation team's highest rankings. The Department will be contacting the aforementioned applicants soon to negotiate a contract. As provided in the RFA, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.



STATE OF MAINE
DEPARTMENT OF ECONOMIC
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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

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This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT



JANET T. MILLS
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STATE OF MAINE
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AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Neil Donaldson
City of Portland
389 Congress Street
Portland, ME 04101

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Donaldson,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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STATE OF MAINE
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Sincerely,

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Commissioner
Department of Economic and Community Development



STATE OF MAINE
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STATE OF MAINE
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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Stacy Carter
Town of Rumford
145 Congress Street
Rumford, ME 04276

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Carter,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Thank you for your interest in doing business with the State of Maine.

Sincerely,

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Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
DEPARTMENT OF ECONOMIC
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JANET T. MILLS
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STATE OF MAINE
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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Emily Cole-Prescott
City of Saco
300 Main Street
Saco, ME 04072

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Cole-Prescott,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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STATE OF MAINE
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Sincerely,

Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
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AND COMMUNITY DEVELOPMENT



JANET T. MILLS
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STATE OF MAINE
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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Erin Moriarty
City of Sanford
919 Main Street
Sanford, ME 04073

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Ms. Moriarty,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Commissioner
Department of Economic and Community Development



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STATE OF MAINE
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AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

James S. Gillway
Town of Searsport
1 Union St.
Searsport, ME 04974

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Gillway,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Sincerely,

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Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
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STATE OF MAINE
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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Milan Nevajda
City of South Portland
25 Cottage Road
South Portland, ME 04106

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Nevajda,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
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STATE OF MAINE
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JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Ray Weintraub
Town of Sullivan
1888 US-1
Sullivan, ME 04664

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Weintraub,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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Heather Johnson
Commissioner
Department of Economic and Community Development



STATE OF MAINE
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STATE OF MAINE
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AND COMMUNITY DEVELOPMENT



JANET T. MILLS
GOVERNOR

HEATHER JOHNSON
COMMISSIONER

October 7, 2024

Anthony Wilson
17 Highland Avenue
Winthrop, ME 04364

SUBJECT: Notice of Conditional Contract Awards under RFA #202312254,
Housing Opportunity Program Municipal Grants

Dear Mr. Wilson,

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Economic and Community Development for the Housing Opportunity Program Municipal Grants. The Department has evaluated the applications received using the evaluation criteria identified in the RFA, and the Department is hereby announcing its conditional contract awards to the following applicants:

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COMMISSIONER

STATEMENT OF APPEAL RIGHTS

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Bar Harbor

DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	22
Section III. Proposed Services	40	38
Section IV. Cost Proposal	35	34
<u>Total Points</u>	<u>100</u>	<u>94</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Bar Harbor

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Bar Harbor

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	22

Evaluation Team Comments:

- Project will be lead by MCOG
- Would like to have seen information on experience of municipalities

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Bar Harbor

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	38

Evaluation Team Comments:

Education and marketing platform for ADUs

- o Seek input on program design from key stakeholders

- o Create a pilot design project that will assist 22 owners in the design and development of an ADU on their properties.

- RFP will be needed for ADU design component

- Question: Design team will create designs that individual's can choose from or will this design expertise be more tailored to each individual?

- Question: Will development assistance—beyond design support—be limited to education about potential financial resources?

Development assistance will not include funding for development costs?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Bar Harbor

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	.	Cost Proposal Being Scored	x	Score Weight	=	Score
	.		x	35 points	=	34

Evaluation Team Comments:

Included letters of support from municipalities
\$28,500 match

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Bath

DATE: 3/27/24

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	22
Section III. Proposed Services	40	40
Section IV. Cost Proposal	35	34
<u>Total Points</u>	<u>100</u>	<u>96</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Bath

DATE: 3/27/24

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Bath

DATE: 3/27/24

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	22

Evaluation Team Comments:

- Project will be lead by MCOG
- Would like to have seen information on experience of municipalities

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Bath

DATE: 3/27/24

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	40

Evaluation Team Comments:

Education and marketing platform for ADUs

- o Seek input on program design from key stakeholders

- o Create a pilot design project that will assist 22 owners in the design and development of an ADU on their properties.

- RFP will be needed for ADU design component

- Question: Design team will create designs that individual's can choose from or will this design expertise be more tailored to each individual?

- Question: Will development assistance—beyond design support—be limited to education about potential financial resources?

Development assistance will not include funding for development costs?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Bath

DATE: 3/27/24

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	•	Cost Proposal Being Scored	x	Score Weight	=	Score
	•		x	35 points	=	34

Evaluation Team Comments:

Included letters of support from municipalities
\$28,500 match

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Caribou

DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	21
Section III. Proposed Services	40	37
Section IV. Cost Proposal	35	32
<u>Total Points</u>	<u>100</u>	<u>90</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Caribou

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Caribou

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	21

Evaluation Team Comments:

No planning or community development staff
- Previous grants overseen by City Council and Manager

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Caribou

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	37

Evaluation Team Comments:

Assess Housing Inventory

o Develop Housing Strategies in an Action Plan

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Caribou

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
			x	35 points	=	32

Evaluation Team Comments:

Housing Needs Assessment: 25K (work with consultant)

- Community Engagement: 5K (work with consultant)

- 10K match (salaries and benefits from staff and postage)

How is consultant rate determined/anticipated? Hours worked anticipated

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Castine

DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	17
Section III. Proposed Services	40	25
Section IV. Cost Proposal	35	33
<u>Total Points</u>	<u>100</u>	<u>75</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Castine

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Castine

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	17

Evaluation Team Comments:

Listed out past experience with grant implementation; comprehensive planning and project management

- No town staff, but will rely on volunteers and HCPC

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Castine

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	25

Evaluation Team Comments:

- Projects:
 - o Create steering committee to develop RFP
 - o Create Blue Hill Peninsula Regional Housing Task Force
 - o Nesterly Rental Matchmaking Service
 - Partner with Nesterly to promote services and encourage homeowners to utilize service
 - o ADU Program: ADU toolkit (construction, design, financing options)
 - Hire consultant
 - o Development Attraction Plan
 - Encourage private-sector housing development
 - RFP as mentioned in first project
 - o Housing Inventory and Usage Analysis (Castine, Surry and Brooksville)
- Question about capacity: This seems like a lot of work for one year in 3 communities without staff
- Question: it is not entirely clear from application if all projects will be used in all three towns?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Castine

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
			x	35 points	=	33

Evaluation Team Comments:

Budget (\$175,000)

- 22,250 for Project Management
- 35K for Housing Forum
- 12,750 for Nesterly
- 20K for ADU toolkit
- 60K Developer Attraction Plan
- 25K for Housing Inventory
- Town will provide \$20,801 in own funds to assist with project which mostly includes volunteer time

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Chebeague Island

DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23
Section III. Proposed Services	40	38
Section IV. Cost Proposal	35	34
<u>Total Points</u>	<u>100</u>	<u>95</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Chebeague Island

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Chebeague Island

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

While town does not have planner or economic development staff, applicant is relying on volunteer staff (planning board)

- Ample evidence that town has implemented grant projects before
- This is a fair amount for volunteers without a consultant guiding work

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Chebeague Island

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	38

Evaluation Team Comments:

projects: Comprehensive Plan Housing Update and Town-owned Inventory and Assessment; Land Use and Zoning Ordinance Rewrite; Housing Action Roadmap

- Timeline included but seems like a short timeline for projects based on volunteer support only
- Include proposed need and community engagement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Chebeague Island

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	.	Cost Proposal Being Scored	x	Score Weight	=	Score
	.		x	35 points	=	34

Evaluation Team Comments:

10K for Roadmap and Comp. Plan Update

- 30K for Land Use and Zoning Ordinance Rewrite

- Would have liked to see costs breakdown more, especially because town boards and staff are solely providing service

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants
BIDDER: Town of Damariscotta
DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development
Name of RFP Coordinator: Ben Averill
Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23
Section III. Proposed Services	40	38
Section IV. Cost Proposal	35	34
<u>Total Points</u>	<u>100</u>	<u>95</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Damariscotta

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Damariscotta

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

Showed capacity, expertise and previous experience
- Shared planner

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Damariscotta

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	38

Evaluation Team Comments:

Project: Detailed Site Analysis to determine potential of creating a housing complex to be utilized by first responders

- o Task 1: Select 4 parcels for site analysis; RFP for land surveyors; workshop with selectboards; site surveying work; concept site planning work; review of draft site plans; presentation of proposed site plans
- o Task 2: Assessment of Ordinance Changes/Regulatory Approval Process
 - Town planner (In-kind match)
- o Task 3: Research on First Responder Rental Programs
 - Legal assessment included
- o Task 4: Grant Management (Throughout contract)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Damariscotta

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
	,		x	35 points	=	34

Evaluation Team Comments:

Project: Detailed Site Analysis to determine potential of creating a housing complex to be utilized by first responders

- o Task 1: Select 4 parcels for site analysis; RFP for land surveyors; workshop with selectboards; site surveying work; concept site planning work; review of draft site plans; presentation of proposed site plans
- o Task 2: Assessment of Ordinance Changes/Regulatory Approval Process
 - Town planner (In-kind match)
- o Task 3: Research on First Responder Rental Programs
 - Legal assessment included
- o Task 4: Grant Management (Throughout contract

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants
BIDDER: Town of Deer Isle
DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development
Name of RFP Coordinator: Ben Averill
Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	24
Section III. Proposed Services	40	36
Section IV. Cost Proposal	35	30
<u>Total Points</u>	<u>100</u>	<u>90</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Deer Isle

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Deer Isle

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	24

Evaluation Team Comments:

Adequately showed capacity, expertise and previous experience based on credentials of staff and previous housing related projects

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Deer Isle

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	36

Evaluation Team Comments:

Task 1: Assessing the feasibility of potential development sites

- Task 2: Develop housing master plans for the priority growth areas

- Task 3: Coordinate land use policies and building codes in two municipalities for consistency in region

Would have liked to see timelines for these projects

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Deer Isle

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
			x	35 points	=	30

Evaluation Team Comments:

- Task 1 \$50,000 for consultants and local resources
- Task 2 \$45,000 for consultants and local resources
- Task 3: \$45,000 for consultants and local resources

This budget doesn't go into detail by breaking down costs? How did applicant determine each amount for each task?

Question: How does the applicant intend to hire consultants?

Included letter of support from Resilience Works, LL

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants
BIDDER: Town of Eliot
DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development
Name of RFP Coordinator: Ben Averill
Names of Evaluators: Ben Averill, Hilary Gove, Briane Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	24
Section III. Proposed Services	40	40
Section IV. Cost Proposal	35	34
<u>Total Points</u>	<u>100</u>	<u>98</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Eliot

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Eliot

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	24

Evaluation Team Comments:

- Provided examples of other grants
- Has staff to implement projects

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Eliot

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	40

Evaluation Team Comments:

comprehensive Plan Update

o Need to hire consultant

- Route 236 Update to Zoning

o Augment work of SMPDC, hire consultant

- Information Series for Public: ADUs, Two-Family Dwellings, Affordable Housing
Developments

o Consultant will create materials

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Eliot

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	.	Cost Proposal Being Scored	x	Score Weight	=	Score
	.		x	35 points	=	34

Evaluation Team Comments:

Budget (\$20,000 ask, \$29,000 total)

- Task 1: 5k
- Task 2: 10K
- Task 3: 5K

How is consultant rate determined/anticipated? Hours worked anticipated

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Ellsworth

DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Briane Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Fail	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	0
Section III. Proposed Services	40	0
Section IV. Cost Proposal	35	0
<u>Total Points</u>	<u>100</u>	<u>0</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Ellsworth

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements not met. Signatures missing on cover page and Debarment, Performance, and Non-Collusion Page.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Ellsworth

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	0

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Ellsworth

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	0

Evaluation Team Comments:

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
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**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Ellsworth

DATE: 3/27/2024

	.		x	35 points	=	0
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Evaluation Team Comments:

Budget- \$50,000

How is consultant rate determined/anticipated? Hours worked anticipated

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants
BIDDER: Town of Fairfield
DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development
Name of RFP Coordinator: Ben Averill
Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	20
Section III. Proposed Services	40	17
Section IV. Cost Proposal	35	33
<u>Total Points</u>	<u>100</u>	<u>70</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Fairfield

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Fairfield

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	20

Evaluation Team Comments:

Town plans to work with KVCOG

- Capacity issue? Staff support?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Fairfield

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	17

Evaluation Team Comments:

Fairfield proposes to update subdivision, shoreland zone and floodplain ordinances (12-35 years old)

- Shoreland zoning ordinances are very detailed... is applicant planning to revise entire document with these funds? How can applicant support housing by updating these documents?
- Timeline would have been helpful.
- More detail about anticipated process: public procedures, community outreach, redlining document, final changes, etc

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Fairfield

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
			x	35 points	=	33

Evaluation Team Comments:

How were consultant fees determined/anticipated?

- Very little detail about anticipated breakdown of budget?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants
BIDDER: Town of Falmouth
DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development
Name of RFP Coordinator: Ben Averill
Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23
Section III. Proposed Services	40	40
Section IV. Cost Proposal	35	34
<u>Total Points</u>	<u>100</u>	<u>97</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Falmouth

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Falmouth

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project

- o Provided credentials of staff

- Would have liked to have seen mention of other grant administration experience and/or other housing projects experience

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Falmouth

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	40

Evaluation Team Comments:

Seeking funds to start the early stages of developing affordable housing on town owned land (60 units up to 120% AMI) with help of contracted entity

- Deliverables: development agreement, boundary survey, wetland delineation, soil survey, development agreement
- Great timeline of work proposed
- Included need for project and community engagement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Falmouth

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
			x	35 points	=	34

Evaluation Team Comments:

Budget (\$42,500)

- Task 1: \$20,000

- Task 2: \$10,000

- Task 3: \$7,500

- Task 4: \$5,000

- How were consultant fees determined/anticipated?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Fayette

DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23
Section III. Proposed Services	40	40
Section IV. Cost Proposal	35	35
<u>Total Points</u>	<u>100</u>	<u>98</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Fayette

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Fayette

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

While town does not have planner or economic development staff, applicant is relying on CEO, Town Manager and two planning board members. One planning board member is retired professional planner

o Big task for volunteers

- Would like to have seen discussion of past grant administration/housing related projects (maybe not applicable?)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Fayette

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	40

Evaluation Team Comments:

Projects: STR licensing, housing inventory, permit management system

- o Hire consultant to create system for data entry (STR licensing, Permit data and housing inventory)

- o Pay for subscription for STR data

- o Hire intern(?) to enter in current and historical building permit data

- o CEO tablet to speed up permitting process

- Project also includes educational outreach and housing needs study for older adults

- Includes timeline, need for project, and community engagement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Fayette

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
			x	35 points	=	35

Evaluation Team Comments:

25,000 for data system (includes consultant time and fees)
o How confident is town that they can find someone to do this work for money allotted?
- 9K for education outreach
- 16K for older resident housing needs assessment
- Easy to understand break down of fund

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Freeport

DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	22
Section III. Proposed Services	40	38
Section IV. Cost Proposal	35	33
<u>Total Points</u>	<u>100</u>	<u>93</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Freeport

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Freeport

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	22

Evaluation Team Comments:

Capacity, Expertise and Previous Experience

Town has staff to assist with project

- Would like to have seen more detail about past grant/ housing projects and more information about town staff (listed with titles)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Freeport

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	38

Evaluation Team Comments:

Projects: (1) Update Town Development Review Processes; and (2) Create multi-media public education campaign explaining process

- o Subdivision ordinance, design review, and site plan ordinance review
- o Hire consultant to help with public campaign
- Included need and approach to community engagement
- Expanded timeline is missing

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Freeport

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
	,		x	35 points	=	33

Evaluation Team Comments:

Budget (\$50,000)

- 12,000 (as match)

- 5K for site plan review update

- 25K for subdivision ordinance update

- 20K for educational campaign

- More information about costs were calculated would have been helpful. Are numbers based off of previous experience with ordinance updates? (community processes, staff time, consultant time, legal fees, etc.)?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants
BIDDER: Town of Gorham
DATE: 3/27/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development
Name of RFP Coordinator: Ben Averill
Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23
Section III. Proposed Services	40	34
Section IV. Cost Proposal	35	32
<u>Total Points</u>	<u>100</u>	<u>89</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Gorham

DATE: 3/27/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Gorham

DATE: 3/27/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

Capacity, Expertise and Previous Experience

Town has staff to support the work of the project

- Would have liked to see links or additional information about recent relevant projects

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Gorham

DATE: 3/27/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	34

Evaluation Team Comments:

Seeking funds to conduct a master plan for parcel owned by town
o Master plan to create housing, community recreation and commercial
development

- While housing is mentioned, more information about the scale of the housing
provided is needed. Does Gorham have data on its housing needs moving
forward? What is envisioned by "new and contemporary" housing?

- Timeline for project is unclear

- More information is needed about proposed consulting firm? How will this firm be
acquired?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Gorham

DATE: 3/27/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
	,		x	35 points	=	32

Evaluation Team Comments:

Budget (\$50,000)

- Inventory and Analysis- \$20,000
- Concept Design- \$15,000
- Public Outreach- \$5,000
- Final Concept Design- \$10,000
- Question: How is applicant anticipating costs for each task? How did applicant determine consultant fees?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants
BIDDER: Town of Gray
DATE: 4/4/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development
Name of RFP Coordinator: Ben Averill
Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23
Section III. Proposed Services	40	32
Section IV. Cost Proposal	35	30
<u>Total Points</u>	<u>100</u>	<u>85</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Gray

DATE: 4/4/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Gray

DATE: 4/4/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

Capacity, Expertise and Previous Experience

Town has staff to support the work of the project

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Gray

DATE: 4/4/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	32

Evaluation Team Comments:

Reimagined Village (MDOT MOU for road changes)

- In order to implement village plan, the town proposes to engage in additional planning activities

- o Work with engineer to review wastewater management (no public sewer) (while the town is doing other things to further project, only this specific aspect would be covered by HOP Grants- town using other funds to cover other aspects of the project.

- Not a clear timeline for this project

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Gray

DATE: 4/4/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
	,		x	35 points	=	30

Evaluation Team Comments:

Budget (\$50,000)

- how were consultant fees determined/anticipated? There is no breakdown of costs for the infrastructure assessment.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants
BIDDER: Town of Kittery
DATE: 4/4/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development
Name of RFP Coordinator: Ben Averill
Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	24
Section III. Proposed Services	40	38
Section IV. Cost Proposal	35	33
<u>Total Points</u>	<u>100</u>	<u>95</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Kittery

DATE: 4/4/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Kittery

DATE: 4/4/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	24

Evaluation Team Comments:

Capacity, Expertise and Previous Experience

Town has staff to assist with project and are also relying on SMPDC

- Sufficient expertise and experience shown, as well as collaboration between municipalities

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Kittery

DATE: 4/4/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	38

Evaluation Team Comments:

(Missing timeline, need for project and community engagement)

- Task 1: Code Analysis and Recommendations:

o SMPDC will lead an analysis of the 3 municipalities' land use code for consistencies, barriers and opportunities to make adjustments

- Task 2: Public Outreach and Education

o Focus on emotional barrier and public concerns to housing development

o SMPDC will assist to host these sessions

o How many sessions will be held?

- Task 3: Investigate Regional Housing Office

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Kittery

DATE: 4/4/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
	,		x	35 points	=	33

Evaluation Team Comments:

Budget (\$175,000, \$35,000 in other funds)

- Task 1: \$100,000

- Task 2: \$65,000

- Task 3: \$10,000

How did the towns anticipate SMPDC fees? Timeline would have been helpful to understand more about the costs and time associated with each task.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Pittsfield

DATE: 4/4/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	22
Section III. Proposed Services	40	38
Section IV. Cost Proposal	35	33
<u>Total Points</u>	<u>100</u>	<u>93</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Pittsfield

DATE: 4/4/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Pittsfield

DATE: 4/4/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	22

Evaluation Team Comments:

Capacity, Expertise and Previous Experience

- Has grant administrator position to assist with projects
- Has the town implemented other grants before?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Pittsfield

DATE: 4/4/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	38

Evaluation Team Comments:

Scope of Work (includes need and community engagement)

- Housing needs study
 - o Hire consultant
- Comp. plan update, local housing profile
 - o CEO/Grant Admin. Will oversee project
- Subdivision Ordinance Review
 - o Hire consultant
- Timeline is missing

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Pittsfield

DATE: 4/4/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	•	Cost Proposal Being Scored	x	Score Weight	=	Score
	•		x	35 points	=	33

Evaluation Team Comments:

Budget (\$42,000 ask, total budget \$44,000)

- Housing Study: \$23,000
- Housing Profile: \$7,000
- Subdivision Ordinance: \$12,000

How is consultant rate determined/anticipated? Hours worked anticipated.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants
BIDDER: City of Portland
DATE: 4/4/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development
Name of RFP Coordinator: Ben Averill
Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	22
Section III. Proposed Services	40	37
Section IV. Cost Proposal	35	34
<u>Total Points</u>	<u>100</u>	<u>93</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Portland

DATE: 4/4/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Portland

DATE: 4/4/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	22

Evaluation Team Comments:

Has staff to carry out project and will hire consultant to assist
- Would have liked to seen more detail about staff working on project and previous grants.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Portland

DATE: 4/4/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	37

Evaluation Team Comments:

Study and evaluate existing housing policies to determine regulatory and programmatic changes to encourage more housing

- Plan to create RFP and work with consultant
- Provided timeline
- Could have gone into more detail about need for project and community engagement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Portland

DATE: 4/4/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	.	Cost Proposal Being Scored	x	Score Weight	=	Score
	.		x	35 points	=	34

Evaluation Team Comments:

Analysis of trends- \$30,000

- Policy recommendations-\$20,000

- Adding own funding to support work (15K)

- Question: How are they determining costs? Based on previous experiences with consultants?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants
BIDDER: Town of Rumford
DATE: 4/4/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development
Name of RFP Coordinator: Ben Averill
Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	24
Section III. Proposed Services	40	21
Section IV. Cost Proposal	35	30
<u>Total Points</u>	<u>100</u>	<u>75</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Rumford

DATE: 4/4/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Rumford

DATE: 4/4/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	24

Evaluation Team Comments:

Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project
- Would have liked to see links or additional information about recent relevant projects

**EVALUATION OF SECTION III
Proposed Services**

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Rumford

DATE: 4/4/2024

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	21

Evaluation Team Comments:

seeking funds to conduct a housing needs assessment for the town with contracted entity

- Would have liked to see more detail about timeline (when would applicant like to see a final product), why this projected is needed, approach to community engagement (very little detail provided about these requirements)
- No methodology of the report provided such as data collection, focus on community outreach and experts.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Rumford

DATE: 4/4/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	.	Cost Proposal Being Scored	x	Score Weight	=	Score
	.		x	35 points	=	30

Evaluation Team Comments:

Budget doesn't go into detail. No budget breakdown

- How were consultant fees determined/anticipated? There is no breakdown of costs for the report as a final product: data collection, qualitative/quantitative analysis, community outreach, final report etc

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Saco

DATE: 4/4/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23
Section III. Proposed Services	40	40
Section IV. Cost Proposal	35	33
<u>Total Points</u>	<u>100</u>	<u>96</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Saco

DATE: 4/4/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Saco

DATE: 4/4/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

Town has staff to support the work of the project and included credentials
- Would have liked to see links or additional information about recent relevant projects

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Saco

DATE: 4/4/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	40

Evaluation Team Comments:

Expanding housing opportunities by kicking off a housing planning process (ARPA funds)

- This grant would focus on affordable housing by creating a Housing for All Roadmap with support of consultant
 - o Review land use policies, ordinances, standards to create a set of policy recommendations for affordable housing
- Task 1: Community Conversations
- Task 2: Review of Existing data
- Task 3: Policy Recommendations

Included timeline and deliverables, need for project and approach to community engagement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Saco

DATE: 4/4/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	.	Cost Proposal Being Scored	x	Score Weight	=	Score
	.		x	35 points	=	33

Evaluation Team Comments:

Budget (\$35,000)

- Task 1: \$5,500
- Task 2: \$14,250
- Task 3: \$15,250
- Question: How does the applicant determine consultant rates

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Sanford

DATE: 4/4/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	23
Section III. Proposed Services	40	37
Section IV. Cost Proposal	35	33
<u>Total Points</u>	<u>100</u>	<u>93</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Sanford

DATE: 4/4/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Sanford

DATE: 4/4/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	23

Evaluation Team Comments:

- City has staff to assist with project
- City will seek out outside consultant
- Would like to have seen discussion of past grant administration/housing related projects

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Sanford

DATE: 4/4/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	37

Evaluation Team Comments:

Market Analysis and Action Plan Matrix (Task 1)

- o Currently working with RKG Associates
- o Identify priorities and strategies for growth
- o Provide recommendation that help support housing and diverse workforce
- o Question: Does this Market Analysis include information on more than housing?

- Comprehensive Plan (Task 2)

- o Planner
- o Question: Does town intend to use funding to cover the entire comprehensive plan? Seems like this needs to be more narrow to be more housing focused

- Parking Plan (Task 3)

- o Needs outside consultant to assist with wor
- Included timeline and deliverables, need for project and approach to community engagement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Sanford

DATE: 4/4/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
			x	35 points	=	33

Evaluation Team Comments:

Task 1: 18,000 requested

- Task 2: 8,000 requested

- Task 3: 24,000 requested

Sanford anticipates using \$41,000 in other funds to cover remaining expenses

- How did Sanford calculate/anticipate costs (besides those outlined in RKG materials)?

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants
BIDDER: City of Searsport
DATE: 4/4/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development
Name of RFP Coordinator: Ben Averill
Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	24
Section III. Proposed Services	40	40
Section IV. Cost Proposal	35	35
<u>Total Points</u>	<u>100</u>	<u>99</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Searsport

DATE: 4/4/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Searsport

DATE: 4/4/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	24

Evaluation Team Comments:

MCOG will assist with projects

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Searsport

DATE: 4/4/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40	40

Evaluation Team Comments:

Criteria 3: Scope of Work (Timelines included, as well as need for projects and community engagement)

- Housing Readiness Project

- o Working Group

- o Amend land use ordinances

- o Site Suitability Analysis for parcels

- o Predevelopment, Design and Permitting (consultant needed)

- o Update Comp. Plan Housing

- Timeline Provided, Need Provided and Community Engagement

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of Searsport

DATE: 4/4/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
			x	35 points	=	35

Evaluation Team Comments:

Budget (\$50,000)

- Project 1: no funds
- Project 2: \$11,635 to pay for MCOG to help with land use ordinances
- Project 3: \$9,945 MCOG will conduct site suitability analysis
- Project 4: \$26,950 MCOG will help draft RFP and assist with firm selection; 25K will go towards consultant
- Project 5: \$975
- Other: \$495 (supplies)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of South Portland

DATE: 4/4/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	24
Section III. Proposed Services	40	40
Section IV. Cost Proposal	35	35
<u>Total Points</u>	<u>100</u>	<u>99</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of South Portland

DATE: 4/4/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of South Portland

DATE: 4/4/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	24

Evaluation Team Comments:

Town has staff to assist with project ;Sufficient expertise and experience shown,
as well as links to relevant project

EVALUATION OF SECTION III

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of South Portland

DATE: 4/4/2024

Proposed Services

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	40

Evaluation Team Comments:

Application seeks to streamline the development of up to 4-unit developments on a parcel through 4 tasks:

(1) Where is 4-unit housing development suitable? (Analysis and deliverables conducted by consultant)

a. Review existing development to locate where this type of development is located

b. Identify services to allow for denser development

c. Identify constraints

d. Examine market conditions

e. Identify where existing zoning regulations preclude 4-unit development.

(2) How do 4-unit developments “look” and how are they regulated? (Completed by design consultant)

a. Design standards

b. Identify areas for streamlined review

(3) Community Engagement (Completed by Planning Staff)

a. On potential location of a zoning overlay that allows by-right development of up to 4-units in one structure

(4) Ordinance Amendments and Review Hearings

a. Implement overlay zone for by right- 4-unit development (Completed by planning staff with experts/ legal counsel provided at public hearings)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: City of South Portland

DATE: 4/4/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
	,		x	35 points	=	35

Evaluation Team Comments:

City will need to go through RFA process to contract with consultant

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Sullivan

DATE: 4/4/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove. Brianne Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	Pass	
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	25
Section III. Proposed Services	40	30
Section IV. Cost Proposal	35	34
<u>Total Points</u>	<u>100</u>	<u>89</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Sullivan

DATE: 4/4/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements met

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Sullivan

DATE: 4/4/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	25

Evaluation Team Comments:

HCPC will assist with some projects

- Otherwise, it is difficult to determine if there are designated staff members or if named staff (other than town manager) are volunteers
- Large amount of projects for volunteers (if that is the case)

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Sullivan

DATE: 4/4/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Available</u>	<u>Points Awarded</u>
Section III. Proposed Services	40	30

Evaluation Team Comments:

Scope of Work (Timelines included, as well as need for projects and community engagement)

- HCPC will create and distribute promotional and educational materials to Schoodic Area residents.

- o Information will include: ADU info, Nesterley home sharing service, and sharing of best practices and success stories

- Comprehensive Plan (Housing Chapter) Assistance (Sullivan and Winter Harbor)

- o HCPC

- Is HCPC using any of the HOP Service Provider Grant Funds for these listed towns? In HOP SP Grant App. Asked for funding for comprehensive plans

- Further Study of Parcels Identified for Development

- o One parcel in Gouldsboro and Sullivan

- o Hire consultant for feasibility study

- Schoodic Peninsula Regional Housing Forum

- o HCPC host and facilitate meetings

Not all projects benefit all three listed communities

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Sullivan

DATE: 4/4/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal	,	Cost Proposal Being Scored	x	Score Weight	=	Score
	,		x	35 points	=	34

Evaluation Team Comments:

Budget (total budget is \$136,450)

- ADUs and Nesterly: \$20,000
- Comprehensive Plan: \$6450
- Further Study of Identified Parcels: \$80,000
- Regional Housing Forum: \$15,000

Anticipated hours for each project to determine cost

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Winthrop

DATE: 4/4/2024

SUMMARY PAGE

Department Name: Department of Economic and Community Development

Name of RFP Coordinator: Ben Averill

Names of Evaluators: Ben Averill, Hilary Gove, Briane Hasty

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)		Fail
• Organization met eligibility requirements		
•		
•		
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	25	0
Section III. Proposed Services	40	0
Section IV. Cost Proposal	35	0
<u>Total Points</u>	<u>100</u>	<u>0</u>

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Winthrop

DATE: 4/4/2024

**OVERVIEW OF SECTION I
Preliminary Information**

Section I. Preliminary Information

Evaluation Team Comments:

Eligibility requirements not met. Signatures missing on cover page and Debarment, Performance, and Non-Collusion Page.

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Winthrop

DATE: 4/4/2024

**EVALUATION OF SECTION II
Organization Qualifications and Experience**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section II. Organization Qualifications and Experience	25	0

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Winthrop

DATE: 4/4/2024

**EVALUATION OF SECTION III
Proposed Services**

	<u>Points Availabl e</u>	<u>Points Awarde d</u>
Section III. Proposed Services	40	0

Evaluation Team Comments:

**STATE OF MAINE
TEAM CONSENSUS EVALUATION NOTES**

RFP #: RFP 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER: Town of Winthrop

DATE: 4/4/2024

**EVALUATION OF SECTION IV
Cost Proposal**

Lowest Submitted Cost Proposal		Cost Proposal Being Scored	x	Score Weight	=	Score
			x	35 points	=	0

Evaluation Team Comments:

Budget (\$175,000)

-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Bar Harbor

DATE: 3/25/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to assist with project but more information needed regarding experience of staff

Criteria 3: Scope of Work

- Funding to support affordable workforce housing including existing conditions and conceptual site layout

- mapping and identifying other natural resources and barriers to development on parcel and for conceptual site layout

- Included letters of support from neighboring towns

Criteria 4: Budget \$50,000 with \$20,000 provided as match

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Bar Harbor

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to assist with project
- Would like to have seen discussion of past grant administration/housing related projects

Criteria 3: Scope of Work

- Liked how Bar Harbor included some background and data as an introduction to project
- Funding to support affordable workforce housing (55 acres owned by NPS, but will transfer 40+ acres to town for housing): existing conditions and conceptual site layout (phases 1 and 2)
- Current RFP out for phase 1 (land survey, vernal pools and wetlands)
- Grant funds would be used for identifying and mapping other natural resources and barriers to development on parcel and for conceptual site layout
- Detailed outline of community engagement
- Included letters of support: Southwest Harbor, Tremont, Mount Desert, NPS

Criteria 4: Budget (\$50,000)

- \$20,000 provided as match (40% match)
- How are consultant fees anticipated/determined?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Bar Harbor

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to assist with project but more information needed regarding experience of staff

Criteria 3: Scope of Work

- Funding to support affordable workforce housing including existing conditions and conceptual site layout (phases 1 and 2)

- Grant funds would be used for identifying and mapping other natural resources and barriers to development on parcel and for conceptual site layout

- Detailed outline of community engagement

- Included letters of support from neighboring towns

Criteria 4: Budget \$50,000 with \$20,000 provided as match

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Bath

DATE: 3/25/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Project will be led by regional council and municipal staff

Criteria 3: Scope of Work

- Accessory Dwelling Unit Pilot Program-

- I like the project and the regional emphasis

Criteria 4: Budget \$165,000

Included letters of support from participating municipalities

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Bath (Brunswick, Rockland)

DATE: March 12, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Project will be led by MCOG and municipal staff
- Would liked to have seen information about previous experience of any of the municipalities

Criteria 3: Scope of Work (Timeline, need and community engagement included)

- Midcoast Accessory Dwelling Unit Pilot Program
 - o Education and marketing platform for ADUs
 - o Seek input on program design from key stakeholders
 - o Create a pilot design project that will assist 22 owners in the design and development of an ADU on their properties.
 - RFP will be needed for ADU design component
 - Question: Design team will create designs that individual's can choose from or will this design expertise be more tailored to each individual?
 - Question: Will development assistance—beyond design support—be limited to education about potential financial resources?
Development assistance will not include funding for development costs?

Criteria 4: Budget (\$165,000)

Budget Worksheet			
Project Task	Funds Requested	Other Funds	Total Project Budget
Task 1: Program Design and Public Meeting	\$ 4,000	\$ 750	\$ 4,750
Task2: Identification of Funding Resources and partners for ADU Assistance	\$ 10,000	\$ 1,000	\$ 11,000
Task 3: Development of a Marketing Program	\$ 2,000	\$ 750	\$ 2,750
Task 4: Implementing the Marketing Program	\$ 12,000	\$ 1,000	\$ 13,000
Task 5: Second Public Meeting	\$ 4,000	\$ 1,000	\$ 5,000
Task 6: Creation of an ADU design team	\$ 10,000	\$ -	\$ 10,000
Task 7: Pilot Grant Award for Design Assistance	\$ 110,000	\$ 22,000	\$ 132,000
Task 8: MCOG coordination with funding organizations to secure ADU development assistance	\$ 10,000	\$ 2,000	\$ 12,000
Task 9: DECD Reporting and Evaluation	\$ 3,000	\$ -	\$ 3,000
Total	\$ 165,000	\$ 28,500	\$ 193,500

Included letters of support from participating municipalities

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Bath

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Project will be led by MCOG and municipal staff
- More information needed on staff experience

Criteria 3: Scope of Work

-Accessory Dwelling Unit Pilot Program

- Really unique program in multiple municipalities

Criteria 4: Budget \$165,000

Included letters of support from participating municipalities

Good budget breakdown

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Caribou

DATE: 3/25/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has demonstrated experience in grant management
- will work with consultant

Criteria 3: Scope of Work

- Housing Inventory and detailed housing action plan

Criteria 4: Budget \$30,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Caribou

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- No planning or community development staff
- Previous grants overseen by City Council and Manager

Criteria 3: Scope of Work (includes need and community engagement and timelines)

- o Assess Housing Inventory
- o Develop Housing Strategies in an Action Plan

Criteria 4: Budget (\$30,000 ask, Total 40K)

- Housing Needs Assessment: 25K (work with consultant)
- Community Engagement: 5K (work with consultant)
- 10K match (salaries and benefits from staff and postage)

How is consultant rate determined/anticipated? Hours worked anticipated?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Caribou

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff and has demonstrated experience in grant management
- will work with consultant

Criteria 3: Scope of Work

- Housing Inventory and detailed housing action plan

Criteria 4: Budget \$30,000 with \$10,000 match

- Housing Needs Assessment: \$25,000
- Community Engagement: \$5,000
- \$10,000 match

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Castine

DATE: 3/25/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Listed out past experience and will utilize regional council staff

Criteria 3: Scope of Work

- Create Blue Hill Peninsula Regional Housing Task Force

- Nesterly Rental Matchmaking Service

- ADU toolkit

- Housing Inventory and Usage Analysis

Criteria 4: Budget \$175,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Castine (Brooksville, Surry)

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Listed out past experience with grant implementation; comprehensive planning and project management
- No town staff, but will rely on volunteers and HCPC

Criteria 3: Scope of Work

- Projects:
 - o Create steering committee to develop RFP
 - o Create Blue Hill Peninsula Regional Housing Task Force
 - o Nesterly Rental Matchmaking Service
 - Partner with Nesterly to promote services and encourage homeowners to utilize service
 - o ADU Program: ADU toolkit (construction, design, financing options)
 - Hire consultant
 - o Development Attraction Plan
 - Encourage private-sector housing development
 - RFP as mentioned in first project
 - o Housing Inventory and Usage Analysis (Castine, Surry and Brooksville)

-Question about capacity: This seems like a lot of work for one year in 3 communities without staff

-Question: it is not entirely clear from application if all projects will be used in all three towns?

Criteria 4: Budget (\$175,000)

- 22,250 for Project Management
- 35K for Housing Forum
- 12,750 for Nesterly
- 20K for ADU toolkit
- 60K Developer Attraction Plan
- 25K for Housing Inventory
- Town will provide \$20,801 in own funds to assist with project which mostly includes volunteer time.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Castine

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Listed out past experience with grant implementation; comprehensive planning
- Will use regional council

Criteria 3: Scope of Work

- Create Blue Hill Peninsula Regional Housing Task Force
- Nesterly Rental Matchmaking Service
- ADU toolkit (construction, design, financing options)
- Housing Inventory and Usage Analysis (Castine, Surry and Brooksville)
- All projects seem great, however more information needed on capacity

Criteria 4: Budget \$175,000 with Match of \$20,801

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Chebeague Island

DATE: 3/25/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

applicant has included evidence of past experience and successful grants

Criteria 3: Scope of Work

- Comprehensive Plan Housing Update and Town-owned Inventory and Assessment; Land Use and Zoning Ordinance Rewrite; Housing Action Roadmap

Criteria 4: Budget \$45,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Chebeague Island

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- While town does not have planner or economic development staff, applicant is relying on volunteer staff (planning board)
- Ample evidence that town has implemented grant projects before
- This is a fair amount for volunteers without a consultant guiding work

Criteria 3: Scope of Work

- Projects: Comprehensive Plan Housing Update and Town-owned Inventory and Assessment; Land Use and Zoning Ordinance Rewrite; Housing Action Roadmap
- Timeline included but seems like a short timeline for projects based on volunteer support only
- Include proposed need and community engagement

Criteria 4: Budget (\$45,000)

- 10K for Roadmap and Comp. Plan Update
- 30K for Land Use and Zoning Ordinance Rewrite
- Would have liked to see costs breakdown more, especially because town boards and staff are solely providing services

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Chebeague

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

applicant is using volunteer support but has included evidence of past experience and successful grants

Criteria 3: Scope of Work

- Comprehensive Plan Housing Update and Town-owned Inventory and Assessment; Land Use and Zoning Ordinance Rewrite; Housing Action Roadmap

- Include proposed need and community engagement

Criteria 4: Budget \$45,000

- 10K for Roadmap and Comp. Plan Update

- 30K for Land Use and Zoning Ordinance Rewrite

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Damariscotta

DATE: 3/25/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town staff has capacity

Criteria 3: Scope of Work

- Site Analysis to determine potential of creating a housing complex to be utilized by first responders including code analysis and pre development work

Will use consultant

Criteria 4: Budget \$125,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Damariscotta (Newcastle)

DATE: March 12, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Showed capacity, expertise and previous experience
- Shared planner

Criteria 3: Scope of Work (Timeline provided; need for project and community engagement included)

- Project: Detailed Site Analysis to determine potential of creating a housing complex to be utilized by first responders
 - o Task 1: Select 4 parcels for site analysis; RFP for land surveyors; workshop with selectboards; site surveying work; concept site planning work; review of draft site plans; presentation of proposed site plans
 - o Task 2: Assessment of Ordinance Changes/Regulatory Approval Process
 - Town planner (In-kind match)
 - o Task 3: Research on First Responder Rental Programs
 - Legal assessment included
 - o Task 4: Grant Management (Throughout contract)

Criteria 4: Budget (\$125,000 request)

- Itemized Cost Estimate for Task One:
 - o Surveying Work for 4 Parcels: \$26,000
 - o Concept Site Plans for 4 Parcels: \$84,000
 - o Architectural Renderings for 2 Parcels: \$15,000
 - o Project Management Responsibilities: \$4,200 (in-kind match)
 - o TOTAL COST FOR TASK ONE: \$129,200
- Task 2: Town planner will provided services: in-kind match only
- Task 3: \$5,000 (in-kind match only)
- Task 4: \$1,800 (in-kind)

How are consultant fees determined/anticipated?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Damariscotta

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Showed capacity, expertise and previous experience for town staff

Criteria 3: Scope of Work

- Site Analysis to determine potential of creating a housing complex to be utilized by first responders including code analysis and pre development work

Will use consultant

Interesting project

Criteria 4: Budget \$125,000 with \$6,800 in kind match

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Deer Isle

DATE: 3/25/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town staff have experience and expertise

Criteria 3: Scope of Work

- Assessing the feasibility of potential development sites
- Develop housing master plans for the priority growth areas
- Coordinate land use policies and building codes in two municipalities for consistency in region

Public engagement is included as well as letters of support

Criteria 4: Budget \$125,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Deer Isle (Stonington)

DATE: March 12, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Adequately showed capacity, expertise and previous experience based on credentials of staff and previous housing related projects

Criteria 3: Scope of Work (Need for project and community engagement noted)

- Task 1: Assessing the feasibility of potential development sites
- Task 2: Develop housing master plans for the priority growth areas
- Task 3: Coordinate land use policies and building codes in two municipalities for consistency in region

Would have liked to see timelines for these projects

Criteria 4: Budget (\$125,000, ask \$28,000 in other funds provided)

- Task 1 \$50,000 for consultants and local resources
- Task 2 \$45,000 for consultants and local resources
- Task 3: \$45,000 for consultants and local resources

This budget doesn't go into detail by breaking down costs? How did applicant determine each amount for each task?

Question: How does the applicant intend to hire consultants?

Included letter of support from Resilience Works, LLC

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Deer Isle

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town staff have experience and expertise

Criteria 3: Scope of Work

- Task 1: Assessing the feasibility of potential development sites

- Task 2: Develop housing master plans for the priority growth areas

- Task 3: Coordinate land use policies and building codes in two municipalities for consistency in region

Public engagement listed with LOS from partner organization

Criteria 4: Budget \$125,000 with \$28,000 match

- Task 1 \$50,000 for consultants and local resources

- Task 2 \$45,000 for consultants and local resources

- Task 3: \$45,000 for consultants and local resources

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Eliot

DATE: 3/26/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town staff to complete work. Included information on previous experience
- will hire consultant

Criteria 3: Scope of Work

- Comprehensive Plan Update
- Zoning update
- Information Series for Public

Criteria 4: Budget- \$20,000 grant request

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Eliot

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Provided examples of other grants
- Has staff to implement projects

Criteria 3: Scope of Work (includes need and community engagement and timelines)

- Comprehensive Plan Update
 - o Need to hire consultant
- Route 236 Update to Zoning
 - o Augment work of SMPDC, hire consultant
- Information Series for Public: ADUs, Two-Family Dwellings, Affordable Housing Developments
 - o Consultant will create materials

Criteria 4: Budget (\$20,000 ask, \$29,000 total)

- Task 1: 5k
- Task 2: 10K
- Task 3: 5K

How is consultant rate determined/anticipated? Hours worked anticipated?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Eliot

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town staff to complete work. Included information on previous experience
- will hire consultant

Criteria 3: Scope of Work

- Comprehensive Plan Update
- Zoning update
- Information Series for Public

Criteria 4: Budget- \$20,000 ask, with match- \$29,000 total

- Task 1: 5k
- Task 2: 10K
- Task 3: 5K

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Ellsworth

DATE: 3/25/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information:

Criteria 2: Capacity, Expertise and Previous Experience

- Staff has experience and will work with consultant

Criteria 3: Scope of Work

- Project: Land suitability mapping project for undeveloped, underdeveloped or infill lots within growth area

- Deliverables: listing and report of housing lots; shapefiles and GIS data for identified high priority parcels; interactive GIS map on city website

- Includes timeline

Criteria 4: Budget \$50,000 with \$10,000 match

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Ellsworth

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information:

- Applicant didn't sign application coverage or Debarment, Performance and Non-Collusion Certification

Criteria 2: Capacity, Expertise and Previous Experience

- Has staff to carry out project and has experience with grant implementation and larger scale projects

Criteria 3: Scope of Work

- Project: Land suitability mapping project for undeveloped, underdeveloped or infill lots within growth area
- Deliverables: listing and report of housing lots; shapefiles and GIS data for identified high priority parcels; interactive GIS map on city website
- Includes timeline
- Will hire consultant through RFP process for data collection and organization of available undeveloped and underdeveloped lots
- Included project need and community engagement

Criteria 4: Budget (50,000)

- Listing and Reporting of Lots (30K)
- Shape files (10k)
- GIS Map (20K)- what about ongoing maintenance funding?
- How are consultant fees anticipated?
- Contributing 10K as match

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Ellsworth

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information:

- Applicant didn't sign application coverpage

Criteria 2: Capacity, Expertise and Previous Experience

- Has staff to carry out project and has experience with grant implementation and will use consultant

Criteria 3: Scope of Work

- Project: Land suitability mapping project for undeveloped, underdeveloped or infill lots within growth area

- Deliverables: listing and report of housing lots; shapefiles and GIS data for identified high priority parcels; interactive GIS map on city website

- Includes timeline

Criteria 4: Budget \$50,000 with \$10,000 match

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Fairfield

DATE: 3/26/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Plan to work with regional council

Criteria 3: Scope of Work

- Fairfield proposes to update subdivision, shoreland zone and floodplain ordinances

- More information is needed for scope and outreach plan

- Timeline needed

Criteria 4: Budget- \$20,000

- more information needed on budget breakdown

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Fairfield

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town plans to work with KVCOG
- Capacity issue? Planners have a lot on plate already

Criteria 3: Scope of Work

- Fairfield proposes to update subdivision, shoreland zone and floodplain ordinances (12-35 years old)
- Shoreland zoning ordinances are very detailed... is applicant planning to revise entire document with these funds? How can applicant support housing by updating these documents?
- Timeline would have been helpful.
- More detail about anticipated process: public procedures, community outreach, redlining document, final changes, etc.

Criteria 4: Budget (\$20,000)

- How were consultant fees determined/anticipated?
- Very little detail about anticipated breakdown of budget?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Fairfield

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town plans to work with regional council- KVCOG

Criteria 3: Scope of Work

- Fairfield proposes to update subdivision, shoreland zone and floodplain ordinances

- More information on relation to housing planning is needed as well as information on community outreach

- Timeline needed

Criteria 4: Budget- \$20,000

- more information needed on budget breakdown

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Falmouth

DATE: 3/25/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project
- Experience provided

Criteria 3: Scope of Work

- Pre-development work on town owned parcel to develop affordable housing
- Included need for project and community engagement

Criteria 4: Budget -\$42,500

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Falmouth

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project
 - o Provided credentials of staff
- Would have liked to have seen mention of other grant administration experience and/or other housing projects experience

Criteria 3: Scope of Work

- Seeking funds to start the early stages of developing affordable housing on town owned land (60 units up to 120% AMI) with help of contracted entity
- Deliverables: development agreement, boundary survey, wetland delineation, soil survey, development agreement
- Great timeline of work proposed
- Included need for project and community engagement

Criteria 4: Budget (\$42,500)

- Task 1: \$20,000
- Task 2: \$10,000
- Task 3: \$7,500
- Task 4: \$5,000
- How were consultant fees determined/anticipated?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Falmouth

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project
- Experience provided

Criteria 3: Scope of Work

- Pre-development work on town owned parcel in order to develop affordable housing
- Included need for project and community engagement

Criteria 4: Budget -\$42,500

- Task 1: \$20,000
- Task 2: \$10,000
- Task 3: \$7,500
- Task 4: \$5,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Fayette

DATE: 3/26/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Using volunteers and town staff as well as consultant

Criteria 3: Scope of Work

- Projects: STR licensing, housing inventory, permit management system

- o Hire consultant to create system for data entry (STR licensing, Permit data and housing inventory)

- purchasing tablet for code office

- Includes need for project and community engagement in scope

Criteria 4: Budget- \$50,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Fayette

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- While town does not have planner or economic development staff, applicant is relying on CEO, Town Manager and two planning board members. One planning board member is retired professional planner
 - o Big task for volunteers
- Would like to have seen discussion of past grant administration/housing related projects (maybe not applicable?)

Criteria 3: Scope of Work

- Projects: STR licensing, housing inventory, permit management system
 - o Hire consultant to create system for data entry (STR licensing, Permit data and housing inventory)
 - o Pay for subscription for STR data
 - o Hire intern(?) to enter in current and historical building permit data
 - o CEO tablet to speed up permitting process
- Project also includes educational outreach and housing needs study for older adults
- Includes timeline, need for project, and community engagement

Criteria 4: Budget (\$50,000)

- 25,000 for data system (includes consultant time and fees)
 - o How confident is town that they can find someone to do this work for money allotted?
- 9K for education outreach
- 16K for older resident housing needs assessment
- Easy to understand break down of funds

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Fayette

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Utilizing town staff and volunteers
- Need more information regarding experience and expertise but will use consultant

Criteria 3: Scope of Work

- Projects: STR licensing, housing inventory, permit management system
 - o Hire consultant to create system for data entry (STR licensing, Permit data and housing inventory)
- purchasing tablet for code office
- Includes timeline, need for project, and community engagement

Criteria 4: Budget- \$50,000

- 25,000 for data system (includes consultant time and fees)
- 9K for education outreach
- 16K for housing needs assessment

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Freeport

DATE: 3/25/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town staff will assist with project, but would have liked more information on past work

Criteria 3: Scope of Work

- Update Town Development Review Processes
- Create public education campaign
- Included need and approach to community engagement

Criteria 4: Budget \$50,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Freeport

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to assist with project
- Would like to have seen more detail about past grant/ housing projects and more information about town staff (listed with titles)

Criteria 3: Scope of Work

- Projects: (1) Update Town Development Review Processes; and (2) Create multi-media public education campaign explaining process
 - o Subdivision ordinance, design review, and site plan ordinance review
 - o Hire consultant to help with public campaign
- Included need and approach to community engagement
- Expanded timeline is missing

Criteria 4: Budget (\$50,000)

- 12,000 (as match)
- 5K for site plan review update
- 25K for subdivision ordinance update
- 20K for educational campaign
- More information about costs were calculated would have been helpful. Are numbers based off of previous experience with ordinance updates? (community processes, staff time, consultant time, legal fees, etc.)?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Freeport

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to assist with project
- More information needed regarding past experience

Criteria 3: Scope of Work

- Projects:
 - Update Town Development Review Processes
 - Create public education campaign
 - Included need and approach to community engagement

Criteria 4: Budget \$50,000 with \$12,000 match

- Better budget breakdown would be helpful to determine costs

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Gorham

DATE: 3/26/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project

Criteria 3: Scope of Work

- Proposes to conduct a master plan for parcel owned by town

Criteria 4: Budget- \$50,000

- Inventory and Analysis- \$20,000

- Concept Design- \$15,000

- Public Outreach- \$5,000

- Final Concept Design- \$10,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Gorham

DATE: March 8, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project
- Would have liked to see links or additional information about recent relevant projects

Criteria 3: Scope of Work

- Seeking funds to conduct a master plan for parcel owned by town
 - o Master plan to create housing, community recreation and commercial development
- While housing is mentioned, more information about the scale of the housing provided is needed. Does Gorham have data on its housing needs moving forward? What is envisioned by "new and contemporary" housing?
- Timeline for project is unclear
- More information is needed about proposed consulting firm? How will this firm be acquired?

Criteria 4: Budget (\$50,000)

- Inventory and Analysis- \$20,000
- Concept Design- \$15,000
- Public Outreach- \$5,000
- Final Concept Design- \$10,000
- Question: How is applicant anticipating costs for each task? How did applicant determine consultant fees?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Gorham

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project and will utilize a consultant
- More information on recent grant work/ projects would be helpful

Criteria 3: Scope of Work

- Seeking funds to conduct a master plan for parcel owned by town
- Timeline for project is unclear

Criteria 4: Budget- \$50,000

- Inventory and Analysis- \$20,000
- Concept Design- \$15,000
- Public Outreach- \$5,000
- Final Concept Design- \$10,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Gray

DATE: 3/26/2027

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town staff have experience with prior grant processes. Will use a consultant

Criteria 3: Scope of Work

- Reimagined Village plan

- More detailed information for scope and timeline would be helpful

Criteria 4: Budget \$50,000

- How did they determine the budget?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Gray

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project

Criteria 3: Scope of Work

- Reimagined Village (MDOT MOU for road changes)
- In order to implement village plan, the town proposes to engage in additional planning activities
 - o Work with engineer to review wastewater management (no public sewer) (while the town is doing other things to further project, only this specific aspect would be covered by HOP Grants- town using other funds to cover other aspects of the project.
- Not a clear timeline for this project.

Criteria 4: Budget (\$50,000)

- How were consultant fees determined/anticipated? There is no breakdown of costs for the infrastructure assessment.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Gray

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town staff have experience with prior grant processes. Consultant/ MDOT information will be needed

Criteria 3: Scope of Work

- Reimagined Village plan pairing off work engaged with MDOT

- o Work with engineer to review wastewater management and complete infrastructure assessment

- More detailed information and a better understanding of timeline is needed

Criteria 4: Budget (\$50,000)

- How were costs determined?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Kittery

DATE: 3/26/2027

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Regional Council will do majority of work. Municipal staff will assist on project.

Appreciated the collaboration between communities and the regional council

Criteria 3: Scope of Work

- 1. Code Analysis and Recommendations:
- 2 Public Outreach and Education campaign
- 3. Regional Housing Office
- Need more information on outreach and timing

Criteria 4: Budget \$175,000, \$35,000 match

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Kittery (Kennebunk and Kennebunkport)

DATE: March 12, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to assist with project and are also relying on SMPDC
- Sufficient expertise and experience shown, as well as collaboration between municipalities

Criteria 3: Scope of Work (Missing timeline, need for project and community engagement)

- Task 1: Code Analysis and Recommendations:
 - o SMPDC will lead an analysis of the 3 municipalities' land use code for consistencies, barriers and opportunities to make adjustments
- Task 2: Public Outreach and Education
 - o Focus on emotional barrier and public concerns to housing development
 - o SMPDC will assist to host these sessions
 - o How many sessions will be held?
- Task 3: Investigate Regional Housing Office
 - o

Criteria 4: Budget (\$175,000, \$35,000 in other funds)

- Task 1: \$100,000
- Task 2: \$65,000
- Task 3: \$10,000

How did the towns anticipate SMPDC fees? Timeline would have been helpful to understand more about the costs and time associated with each task.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Kittery

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Municipal staff will assist with project with support from regional council staff
- LOS and collaboration between communities highlighted

Criteria 3: Scope of Work

- 1. Code Analysis and Recommendations:
- 2 Public Outreach and Education campaign
- 3. Regional Housing Office
- Need more information on outreach and timing

Criteria 4: Budget \$175,000, \$35,000 match

- Task 1: \$100,000
- Task 2: \$65,000
- Task 3: \$10,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Pittsfield

DATE: 3/27/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- It is not clear what previous experience there is from the town
- will work with a consultant

Criteria 3: Scope of Work (includes need and community engagement)

- Housing needs study
- Comp. plan update, local housing profile
- Subdivision Ordinance Review

Need more information on timing of projects

Criteria 4: Budget \$42,000 ask, total budget \$44,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Pittsfield

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Has grant administrator position to assist with projects
- Has the town implemented other grants before?

Criteria 3: Scope of Work (includes need and community engagement)

- Housing needs study
 - o Hire consultant
- Comp. plan update, local housing profile
 - o CEO/Grant Admin. Will oversee project
- Subdivision Ordinance Review
 - o Hire consultant
- Timeline is missing

Criteria 4: Budget (\$42,000 ask, total budget \$44,000)

- Housing Study: \$23,000
- Housing Profile: \$7,000
- Subdivision Ordinance: \$12,000

How is consultant rate determined/anticipated? Hours worked anticipated?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Pittsfield

DATE: 3/18/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Has grant administrator position to assist with projects but it is unclear what previous experience there is from the town

Criteria 3: Scope of Work (includes need and community engagement)

- Housing needs study
- Comp. plan update, local housing profile
- Subdivision Ordinance Review

Need more information on timing of projects

Criteria 4: Budget \$42,000 ask, total budget \$44,000

- Will work with a consultant. Has a match

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Portland

DATE: 3/27/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Has staff to carry out project and will hire consultant to assist

Criteria 3: Scope of Work

- Review and evaluate existing housing policies to determine regulatory and programmatic changes to encourage more housing

Will use consultant to assist in some portions of scope

Criteria 4: Budget- \$50,000

- Adding match of \$15,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Portland

DATE: March 8, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Has staff to carry out project and will hire consultant to assist
- Would have liked to seen more detail about staff working on project and previous grants.

Criteria 3: Scope of Work

- Study and evaluate existing housing policies to determine regulatory and programmatic changes to encourage more housing
- Plan to create RFP and work with consultant
- Provided timeline
- Could have gone into more detail about need for project and community engagement

Criteria 4: Budget (\$50,000)

- Analysis of trends- \$30,000
- Policy recommendations-\$20,000
- Adding own funding to support work (15K)
- Question: How are they determining costs? Based on previous experiences with consultants?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Portland

DATE: 3/18/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Has staff to carry out project and will hire consultant to assist

Criteria 3: Scope of Work

- Review and evaluate existing housing policies to determine regulatory and programmatic changes to encourage more housing

- Proposed to engage with consultant

- Timeline proposed is sufficient

Criteria 4: Budget- \$50,000

- Adding match of \$15,000

More information on cost would be helpful

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Rumford

DATE: 3/27/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project, however staff experience and expertise not indicated in application

Criteria 3: Scope of Work

- Housing needs assessment. Would have liked to see additional information around scope of work

Criteria 4: Budget

- Lacks detailed information

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Rumford

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project
- Would have liked to see links or additional information about recent relevant projects

Criteria 3: Scope of Work

- Seeking funds to conduct a housing needs assessment for the town with contracted entity
- Would have liked to see more detail about timeline (when would applicant like to see a final product), why this project is needed, approach to community engagement (very little detail provided about these requirements)
- No methodology of the report provided such as data collection, focus on community outreach and experts.

Criteria 4: Budget

- Budget doesn't go into detail. No budget breakdown
- How were consultant fees determined/anticipated? There is no breakdown of costs for the report as a final product: data collection, qualitative/quantitative analysis, community outreach, final report etc.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Rumford

DATE: 3/18/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project, however no information on experience included in application

Criteria 3: Scope of Work

- Housing needs assessment. There was little information included regarding anticipated scope of work or timeline.

Criteria 4: Budget

- Lacks detailed information

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Saco

DATE: 3/27/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- City staff has experience and capacity

Criteria 3: Scope of Work

-Using existing funds to engage in housing planning process and create housing for All
Roadmap with support of consultant

Criteria 4: Budget- \$35,000

-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Saco

DATE: March 8, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project and included credentials
- Would have liked to see links or additional information about recent relevant projects

Criteria 3: Scope of Work

- Expanding housing opportunities by kicking off a housing planning process (ARPA funds)
- This grant would focus on affordable housing by creating a Housing for All Roadmap with support of consultant
 - o Review land use policies, ordinances, standards to create a set of policy recommendations for affordable housing
- Task 1: Community Conversations
- Task 2: Review of Existing data
- Task 3: Policy Recommendations

Included timeline and deliverables, need for project and approach to community engagement

Criteria 4: Budget (\$35,000)

- Task 1: \$5,500
- Task 2: \$14,250
- Task 3: \$15,250
- Question: How does the applicant determine consultant rates?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Saco

DATE: 3/18/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- City staff has experience and capacity

-

Criteria 3: Scope of Work

- Using existing funds to engage in housing planning process and create aHousing for All Roadmap with support of consultant

Criteria 4: Budget (\$35,000)

- Task 1: \$5,500

- Task 2: \$14,250

- Task 3: \$15,250

-

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Sanford

DATE: 3/27/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- City has staff to assist with project but there is no mention of previous staff grant experience

Criteria 3: Scope of Work (Timelines, Need for Projects and Community Engagement included)

- Market Analysis and Action Plan Matrix - Currently working with consultant

- Parking Plan

Comprehensive Planning

Criteria 4: Budget (\$50,000)

- Task 1: 18,000 requested

- Task 2: 8,000 requested

- Task 3: 24,000 requested

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Sanford

DATE: March 12, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to assist with project
- City will seek out outside consultant
- Would like to have seen discussion of past grant administration/housing related projects

Criteria 3: Scope of Work (Timelines, Need for Projects and Community Engagement included)

- Market Analysis and Action Plan Matrix (Task 1)
 - o Currently working with RKG Associates
 - o Identify priorities and strategies for growth
 - o Provide recommendation that help support housing and diverse workforce
 - o Question: Does this Market Analysis include information on more than housing?
- Comprehensive Plan (Task 2)
 - o Planner
 - o Question: Does town intend to use funding to cover the entire comprehensive plan? Seems like this needs to be more narrow to be more housing focused
- Parking Plan (Task 3)
 - o Needs outside consultant to assist with work

Criteria 4: Budget (\$50,000)

- Task 1: 18,000 requested
- Task 2: 8,000 requested
- Task 3: 24,000 requested

Sanford anticipates using \$41,000 in other funds to cover remaining expenses

- How did Sanford calculate/anticipate costs (besides those outlined in RKG materials)?

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Sanford

DATE: 3/18/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- City has staff to assist with project and will also utilize a consultant
- No mention of previous staff grant experience

Criteria 3: Scope of Work (Timelines, Need for Projects and Community Engagement included)

- Market Analysis and Action Plan Matrix - Currently working with consultant
- Comprehensive Plan- Just housing related?
- Parking Plan

Criteria 4: Budget (\$50,000)

- Task 1: 18,000 requested
- Task 2: 8,000 requested
- Task 3: 24,000 requested

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Searsport

DATE: 3/18/24

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- MCOG is assisting

Criteria 3: Scope of Work (Timelines included, as well as need for projects and community engagement)

- Housing Readiness Project including amending land use ordinances and providing site suitability analysis. Consultant will assist with predevelopment and design work.

Criteria 4: Budget (\$50,000)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Searsport

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- MCOG will assist with projects

Criteria 3: Scope of Work (Timelines included, as well as need for projects and community engagement)

- Housing Readiness Project
 - o Working Group
 - o Amend land use ordinances
 - o Site Suitability Analysis for parcels
 - o Predevelopment, Design and Permitting (consultant needed)
 - o Update Comp. Plan Housing
- Timeline Provided, Need Provided and Community Engagement

Criteria 4: Budget (\$50,000)

- Project 1: no funds
- Project 2: \$11,635 to pay for MCOG to help with land use ordinances
- Project 3: \$9,945 MCOG will conduct site suitability analysis
- Project 4: \$26,950 MCOG will help draft RFP and assist with firm selection; 25K will go towards consultant
- Project 5: \$975
- Other: \$495 (supplies)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Searsport

DATE: 3/18/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- MCOG is assisting. Town staff have experience as well.

Criteria 3: Scope of Work (Timelines included, as well as need for projects and community engagement)

- Housing Readiness Project including amending land use ordinances and providing site suitability analysis. Consultant will assist with predevelopment and design work.

Criteria 4: Budget- \$50,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: South Portland

DATE: 3/18/24

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- City Staff is experienced

Criteria 3: Scope of Work (Timeline provided, need for project and community engagement)

Application proposes to streamline the development of up to 4-unit developments on a parcel through 4 tasks:

- Where is 4-unit housing development suitable?
- How do 4-unit developments “look” and how are they regulated?
- . Community Engagement
- Ordinance Amendments and Review Hearings

Criteria 4: Budget- \$50,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: South Portland

DATE: March 12, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to assist with project ;Sufficient expertise and experience shown, as well as links to relevant projects

Criteria 3: Scope of Work (Timeline provided, need for project and community engagement)

Application seeks to streamline the development of up to 4-unit developments on a parcel through 4 tasks:

- (1) Where is 4-unit housing development suitable? (Analysis and deliverables conducted by consultant)
 - a. Review existing development to locate where this type of development is located
 - b. Identify services to allow for denser development
 - c. Identify constraints
 - d. Examine market conditions
 - e. Identify where existing zoning regulations preclude 4-unit development.
- (2) How do 4-unit developments "look" and how are they regulated? (Completed by design consultant)
 - a. Design standards
 - b. Identify areas for streamlined review
- (3) Community Engagement (Completed by Planning Staff)
 - a. On potential location of a zoning overlay that allows by-right development of up to 4-units in one structure
- (4) Ordinance Amendments and Review Hearings
 - a. Implement overlay zone for by right- 4-unit development (Completed by planning staff with experts/ legal counsel provided at public hearings)

Criteria 4: Budget (\$50,000)

- City will need to go through RFA process to contract with consultants

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: South Portland

DATE: March 12, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

The budget for this project is divided as follows:

- **Task 1 - GIS and Community Mapping for Overlay: \$11,000**
 - GIS Analysis (\$9,000):
 - Approx. 75 hours of GIS tech. and senior engineer with average hourly rate of 120/hr.
 - Engineering and development review process/standards (\$2,000):
 - Approx. 10hrs of senior engineering review of standards/process.
- **Task 2 - Architectural design standards: \$24,000**
 - \$160/hr. architectural support services to include: City tour(s), developing renderings, preparing a design standards memo for the City.
- **Task 3 - Engagement: \$8,000**
 - Engineer/Architecture consultant attendance: \$2,000
 - Print/design posters, meeting materials; refreshments: \$3,000
 - Facilities: \$700
 - A/V: \$300
 - Materials translations: \$800
 - Paid advertising and marketing: \$1,200
- **Task 4 - Legal review and Hearings: \$7,000**
 - Legal review: \$3,000
 - Engineer/Architecture/Legal consultant attendance: \$3,000
 - Legal ads: \$1,000

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: South Portland

DATE: 3/18/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- City Staff has ample experience and expertise

Criteria 3: Scope of Work (Timeline provided, need for project and community engagement)

Staff time as well as consultant

Application proposes to streamline the development of up to 4-unit developments on a parcel through 4 tasks:

1. Where is 4-unit housing development suitable? (Analysis and deliverables conducted by consultant)
2. How do 4-unit developments "look" and how are they regulated? (Completed by design consultant)
3. Community Engagement (Completed by Planning Staff)
4. Ordinance Amendments and Review Hearings

Criteria 4: Budget (\$50,000)

RFA process required to select consultant

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Sullivan

DATE: 3/27/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

Most tasks will be completed by volunteers

Criteria 3: Scope of Work (Timelines included, as well as need for projects and community engagement)

- Create and distribute promotional and educational materials to Schoodic Area residents.

- Comprehensive Plan (Housing Chapter) Assistance (Sullivan and Winter Harbor)

- Further Study of Parcels Identified for Development

o One parcel in Gouldsboro and Sullivan

o Hire consultant for feasibility study

- Schoodic Peninsula Regional Housing Forum

Letters of support were included from several partner organizations

Criteria 4: Budget \$121,450

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Sullivan (Gouldsboro, Winter Harbor)

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

- HCPC will assist with some projects
- Otherwise, it is difficult to determine if there are designated staff members or if named staff (other than town manager) are volunteers
- Large amount of projects for volunteers (if that is the case)

Criteria 3: Scope of Work (Timelines included, as well as need for projects and community engagement)

- HCPC will create and distribute promotional and educational materials to Schoodic Area residents.
 - o Information will include: ADU info, Nesterley home sharing service, and sharing of best practices and success stories
- Comprehensive Plan (Housing Chapter) Assistance (Sullivan and Winter Harbor)
 - o HCPC
 - Is HCPC using any of the HOP Service Provider Grant Funds for these listed towns? In HOP SP Grant App. Asked for funding for comprehensive plans
- Further Study of Parcels Identified for Development
 - o One parcel in Gouldsboro and Sullivan
 - o Hire consultant for feasibility study
- Schoodic Peninsula Regional Housing Forum
 - o HCPC host and facilitate meetings

Not all projects benefit all three listed communities

Criteria 4: Budget (\$121,450 ask, total budget is \$136,450)

- ADUs and Nesterly: \$20,000
- Comprehensive Plan: \$6450
- Further Study of Identified Parcels: \$80,000
- Regional Housing Forum: \$15,000

Anticipated hours for each project to determine costs

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Sullivan

DATE: 3/18/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information: Met

Criteria 2: Capacity, Expertise and Previous Experience

Some tasks are done by HCPC, but may be mostly volunteer lead. Hard to gauge full experience/ expertise.

Criteria 3: Scope of Work (Timelines included, as well as need for projects and community engagement)

- HCPC will create and distribute promotional and educational materials to Schoodic Area residents.
 - Comprehensive Plan (Housing Chapter) Assistance (Sullivan and Winter Harbor)
 - Further Study of Parcels Identified for Development
 - o One parcel in Gouldsboro and Sullivan
 - o Hire consultant for feasibility study
 - Schoodic Peninsula Regional Housing Forum
- Letters of support were included from several partner organizations

Criteria 4: Budget \$121,450, total budget is \$136,450

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Winthrop

DATE: 3/20/2024

EVALUATOR NAME: Brianne Hasty

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information:

Criteria 2: Capacity, Expertise and Previous Experience

Town staff can complete the work on the grant.

Criteria 3: Scope of Work

- Seeking funds to hire consultant to develop a plan for housing development for three communities of Winthrop, Readfield and Manchester

Criteria 4: Budget (\$175,000)

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Winthrop (Readfield and Manchester)

DATE: March 11, 2024

EVALUATOR NAME: Hilary Gove

EVALUATOR DEPARTMENT: Department of Economic and Community Development

Individual Evaluator Comments:

Criteria 1: General Information:

- Missing signature on coverpage and non-collusion form

Criteria 2: Capacity, Expertise and Previous Experience

- Town has staff to support the work of the project
- Would have liked to see links or additional information about recent relevant projects

Criteria 3: Scope of Work

- Seeking funds to hire consultant to develop a plan for housing development for three communities of Winthrop, Readfield and Manchester
 - o Align land use ordinances
 - o Standardize regulatory processes, and
 - o Identify land that could be used for affordable housing
- Would have liked to see more detail about timeline (when would applicant like to see a final product),
- Included information about community outreach and need for the project

Criteria 4: Budget (\$175,000)

- Regional housing plan: \$100,000
- Winthrop: \$25,000
- Manchester: \$25,000
- Readfield: \$25,000
- Included a 12.5% match of staff and volunteer time (\$21,989)

How were consultant fees determined/anticipated? There is no breakdown of costs for the report as a final product. It would have been helpful to have more detail about the project in phases: data collection, qualitative/quantitative analysis, community outreach, final report etc.

**STATE OF MAINE
INDIVIDUAL EVALUATION NOTES**

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

BIDDER NAME: Winthrop

DATE: 3/15/24

EVALUATOR NAME: Benjamin Averill

EVALUATOR DEPARTMENT: DECD

Individual Evaluator Comments:

Criteria 1: General Information:

- Missing signature on coverpage and non-collusion form

Criteria 2: Capacity, Expertise and Previous Experience

Town staff can complete the work on the grant.

Criteria 3: Scope of Work

- Seeking funds to hire consultant to develop a plan for housing development for three communities of Winthrop, Readfield and Manchester

- I liked that there was information on community outreach on the project

Criteria 4: Budget (\$175,000)

- Regional housing plan: \$100,000
- Winthrop: \$25,000
- Manchester: \$25,000
- Readfield: \$25,000
- Included a 12.5% match of staff and volunteer time (\$21,989)



**STATE OF MAINE
DEPARTMENT OF Community and
Economic Development**

Janet T. Mills
Governor

Heather Johnson
Commissioner

**AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants**

I, Benjamin Averill accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Economic and Community Development do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.



Signature

3/11/24

Date



STATE OF MAINE
DEPARTMENT OF Economic and
Community Development

Janet T. Mills
Governor

Heather Johnson
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT
RFP #: 202312254
RFP TITLE: Housing Opportunity Program Municipal Grants

I, Brianne Hasty accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Economic and Community Development. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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Signature

3/20/2024

Date



STATE OF MAINE
DEPARTMENT OF Economic and
Community Development

Janet T. Mills
Governor

Heather Johnson
Commissioner

AGREEMENT AND DISCLOSURE STATEMENT

RFP #: 202312254

RFP TITLE: Housing Opportunity Program Municipal Grants

I, Hilary Gove accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Economic and Community Development. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

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Signature

3/15/24
Date