



TOWN OF FREEPORT, MAINE
30 Main Street
Freeport, ME04032
Phone: 207-865-4743
www.freeportmaine.com

TO: Freeport Town Council
FROM: Caroline Pelletier, Interim Town Manager & Town Planner
RE: Recommendation for Consultant – Comprehensive Plan Update
DATE: Wednesday, October 11, 2023

The Town of Freeport recently issued a Request for Proposals (RFP) for the update of the 2011 Town of Freeport Comprehensive Plan. Four responses were received (see attached) and as outlined in the RFP, an Interview Committee was formed, and all four proposers were interviewed on 09/25/23 & 09/26/23.

The interview team included representatives from the Town Council, Planning Board, Project Review Board, as well as a few staff members:

Ed Bradley, Town Council
John Egan, Town Council
Rose Mary Burwell, Planning Board
Mitch Rouda, Planning Board
James Monteleone, Project Review Board
Ford Reiche, Project Review Board
Jessica Maloy, Finance Director
Caroline Pelletier, Interim Town Manager & Town Planner
Cecilia Smith, Assistant Planner

Based upon the submitted response to the RFP, documentation samples provided, the interview process, and reference checks, the Interview Committee recommends that the Town of Freeport hire NorthStar Planning to be the consultant for Comprehensive Plan Update, with the bid amount of a not to exceed \$144,726.00. *(Note: The amount budget in the Capital Plan for this project is \$150,000.00)*

Town of Freeport
RFP – Comprehensive Plan update
August 23, 2023

Time: 12:00 p.m.

Present: Judith Hawley and Caroline Pelletier from the Town of Freeport and Vanessa Farr from Principle .

The following companies submitted proposals.

1. GPCOG	\$144,849.00
2. NorthStar Planning	\$144,726.00
3. Viewshed	\$144,650.00
4. Principle	\$145,000.00

Finished 12:12pm

Recorded by
Judith Hawley