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## **Lake View Plantation- RFP Comprehensive Plan, Executive Summary, Implementation Plan and Land Use Map**

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### **1. Introduction**

The Plantation of Lake View (“the Town”) seeks proposals from qualified and experienced professional consultants or consultant firms to work with the Town, its staff, Board of Assessors and future Planning Board to prepare a Comprehensive Plan, including an Executive Summary, Implementation Plan, and Land Use Map through a public driven process. The Town is currently part of the Maine Land Use Planning Commission (LUPC) service area and does not have a previous Comprehensive Plan. The Town seeks to assume land use authority from the LUPC using the process outlined in [12 M.R.S. § 685-A\(4-A\)](#).

The purpose of the Comprehensive Plan (“the Plan”) is to provide a foundation for determining effective public policy, master planning, and land use decisions for the future. It will guide future growth, development, zoning changes, and capital investments as well as provide an ongoing framework for informed and directed development and decision-making. The Plan must include goals, objectives, and strategies utilizing maps, graphs, and other imagery tools to analyze, assess, and recommend best practices for planning, economic development, environmental protection, housing, infrastructure, and other improvements. The overall objective of the Plan is to reflect and respond to priorities, values, and requirements of Lake View’s residents while safeguarding the Town’s history and sense of place.

The purpose of the Plan is to have a clear and consistent document to serve as a statement of the Town’s vision, a base for capital improvement plans, and a legally defensible foundation for its actions, policies, and regulations for the next decade and beyond. The Plan must address contemporary issues such as climate change, sustainable development policies and best practices, how the Town fits into the growing paradigm shift to work from home/anywhere, technological advancements such as competitive access to broadband throughout the community, stewardship of natural resources within the Town’s boundaries, renewable energy as it might apply to land use, and attracting and retaining younger families. The Plan must also guide the Town in balancing intense development pressure, while preserving the Town’s character and assuring protection of and public access to its abundant natural resources and pristine lake conditions.

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## **2. Background**

Lake View Plantation is a Plantation in Piscataquis County, which became organized and incorporated on March 5, 1895 from Township T4 R8 NWP. The Town contains most of Schoodic Lake and part of Seboeis Lake, which are both widely known for outdoor recreation and fishing.

Lake View is made up of mostly seasonal, secondary lakefront homes with a growing permanent population. The 2020 US Census data indicates that the total population was around 150 people at that time. The Town saw a quick increase of year-round residents with the COVID-19 pandemic and full-time residency has continued to climb since. The Town currently has 167 registered voters as of the November 5<sup>th</sup> presidential election.

The “Village” of the Plantation is accessed through the town of Milo and is served by 1.3 miles of town-maintained, tarred roads. These roads lead to the private roads which host the south and east ends of Schoodic Lake. The north and west ends of Lake View are accessed through the DOT-maintained “Schoodic Lake Road” in the town of Brownville follow by privately owned roads.

There is a state owned public boat launch on the south end of the lake and a town-owned boat launch off “Knights Landing Road” situated on the Lake View/Brownville town line. These boat launches allow for boating access to Schoodic Lake and many year-round recreational water activities, including swimming, water skiing, fishing, and ice fishing. Schoodic Lake boasts the second-most clear water of all lakes and ponds in Maine and is known for its low temperature deep water which is great for catching salmon, brook trout and togue. Lake View is also home to many miles of ATV and snowmobile trails which connect to state trail systems, furthering access to Maine’s beautiful outdoor recreation.

Lake View is also a short commute to other popular outdoor destinations like Katahdin Iron Works and Mount Katahdin where hiking and wildlife are abundant.

The Town has a 3 member, annually elected Board of Assessors.

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### **3. Statement of Purpose**

Lake View Plantation seeks proposals from qualified and experienced professional consultants or consulting firms (“the Consultant”) to work with the Town staff, Board of Assessors, and future Planning Board to prepare a Comprehensive Plan through a public-driven process. The Town currently does not have an existing comprehensive plan and falls under Land Use Planning Commission jurisdiction.

The purpose of the Comprehensive Plan is to guide Town-wide growth and development patterns, and initiatives. It is the foundation for determining effective public policy, master planning, and guide land use decisions for the future. It will provide an ongoing framework for informed and directed development. It serves as the guiding policy document for many of the Town’s most critical decisions. The plan should reflect the needs, values, and priorities of the community while safeguarding the Town’s sense of place, history, and natural resources. To this end, the Comprehensive Plan needs to be a realistic document with goals, policies, and guidance that can be holistically and collaboratively implemented.

The Plan must include, at a minimum: a) a snapshot of all aspects of Lake View Plantation as it is today; b) a vision for the Town for at least the next 10 years; and c) a strategic plan to achieve this vision. Components to be included in the full plan include but are not limited to: a) a vision statement; b) an inventory and analysis to include maps, graphs, and other imagery tools to assess development, open space, and other improvements; c) goals, policies, and actions; and d) an integrated sustainability component.

The Comprehensive Plan must meet the requirements set forth in Maine’s Growth Management Act ([Title 12, Chapter 187](#)) and satisfy the “not less protective” criteria under the requirements of [12 M.R.S. § 685-A\(4-A\)](#), as determined by the Maine Land Use Planning Commission.

The selected Consultant must be an expert in planning, specifically in long-range planning, research, analysis, project management, facilitation, and public engagement. Substantial opportunities for citizen participation in the planning process must be provided. Experience developing comprehensive plans consistent with the Growth Management Act is required.

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#### 4. Proposal Submission Requirements

Proposals for the Plan must be submitted to and received by the Town per the submission deadline specified below. The Town reserves the right to refuse any proposal received after the deadline. Questions and requests for additional information regarding the RFP should be directed to the Town's attention using the contact information below.

The successful proposer will be required to sign a Professional Services Agreement with the Lake View Plantation, in a form provided by the Town, no later than thirty (30) days after the awarding of the proposal, with terms and conditions including insurance and indemnification requirements. Before commencing work under the Professional Services Agreement, the successful proposer must produce evidence satisfactory to the Town that it and its subcontractor, if any, have secured public liability, automobile, and workers' compensation insurance coverage.

Proposers must submit four (4) printed proposals in a sealed package clearly labeled with the consultant's name and address and "RFP – Comp Plan 2025" to the Plantation Town Office, PO Box 708, Brownville, ME 04414; and submit an electronic version in .PDF format using the information below with the subject line "RFP – Comp Plan 2025". Proposals will not be returned and will become property of the Town. At the submission deadline, bids will be opened and available for public inspection at the Lake View Plantation Town Office, 27 Church Street, Brownville, ME 04414.

Your proposal must include responses to all requirements contained within this RFP. By submitting a proposal, your firm agrees to all applicable provisions, terms and conditions associated with this RFP. This RFP, your submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

<b>Attention:</b>	Lake View Plantation Comprehensive Plan RFP
<b>Address:</b>	PO Box 708 Brownville, ME 04414
<b>Email:</b>	<a href="mailto:lakeviewplantation@myfairpoint.net">lakeviewplantation@myfairpoint.net</a>
<b>Phone:</b>	207-965-8119
<b>Submission deadline:</b>	December 12, 2024 by 9AM
<b>Submission components:</b>	Cover Letter Project Description & Scope of Services Project Team Timeline
<b>Additional requirements:</b>	Proof of Insurance Coverage

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Questions regarding the proposal specifications should be directed to Cheryl Gormley. All questions must be submitted in writing or by email no later than Friday, December 6, 2024 by 2:00 PM. Questions and answers regarding the RFP may be shared with all consultants known to be interested in submitting a proposal.

Proposals must include a detailed, step-by-step description of the methodology intended for use in performing the scope of work as defined. This description shall include the following components:

**Cover Letter:** The cover letter should express the Consultant's interest in working with Lake View Plantation including identification of the principal individual(s) that will provide the agreed-upon services. The cover letter must state the Consultant's name, address, principal office(s), phone number(s), text and email contact information, and type of entity. Also, state the date of incorporation/organization and the state in which the Consultant is incorporated or organized. In addition, the letter should identify a contact person for questions during the selection process and provide contact information including a telephone/text number, e-mail address, and postal address.

**Work Approach/Timeline:** A description of the approach to be taken toward completion of the project, an explanation of any suggested changes to the proposed Scope of Services as outlined in this RFP, and any insights into the project gained as a result of developing the proposal. Include a proposed work program describing recommended tasks for the Plan's basic components, and a proposed schedule that indicates project milestones and overall time for completion.

**Project Team/Qualifications:** Describe the experience the key personnel collectively have in drafting comprehensive plans in the State of Maine. Provide three references from similar projects completed within the last five years that can verify the Consultant's professional qualifications.

**Project Cost and Fees:** Include a cost proposal consisting of: i) a schedule of direct labor hours with a breakdown of hourly rates for each person who will be assigned to the project; ii) an overall not-to-exceed bid price for completing the project and include a fee schedule describing all charges and hourly rates for additional services not included in the Scope of Services with a description; and iii) itemized schedule of expenses including both labor and direct expenses. If the use of a sub-contractor is proposed, a separate schedule of expenses must be provided for each sub-contract.

In any of the above calculations, please include any other fees associated with the project including but not limited to mileage and other fringe benefits. Any potential conflict of interest information must be disclosed within the Proposal.

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## 5. Procedures for Selection

The Lake View Plantation Board of Assessors will open bids on Thursday, December 12<sup>th</sup> at 9AM. The bids will be scored and ranked based on criteria that include but are not limited to:

- Technical approach to the project.
- Budget
- Professional qualifications, expertise, quality and depth of key personnel with similar projects.
- Previous experience, and successful record with similar projects.
- Resumes of the personnel who will be assigned to this project, including relevant experience.
- Proposed approach to soliciting meaningful public input and public participation methods.
- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

The contract will be awarded at a special meeting of the Board of Assessors held on Thursday, December 19<sup>th</sup> at 9AM. The Board of Assessors will then request an interview with the selected contractor. The proposer's assigned staff person who will lead the project must be present at the scheduled interview. The Board will want to learn more about the proposed scope of services; the approach to an inclusive public engagement process; the approach to achieve the desired project outcome; the personnel that will work on the project; any components of the project that will be outsourced; in-house technical capabilities of the proposer; and details on how they will comply with the project schedule and make sure the project stays on track. The Town reserves the right to seek additional information from the Consultant and/or their references.  
RFP Schedule:

- Release RFP: November 22, 2024
- Questions due: December 6, 2024 by 2PM
- Proposals Opened : December 12, 2024 at 9AM
- Contract awarded: December 19, 2024 at 9AM
- Interview with selected Contractor: Week of December 23<sup>rd</sup> if not able to attend award meeting
- Work begins: January 2, 2025

Respondents shall provide a proposed project schedule that may be subject to modifications during negotiation of the contract. It is expected that completion of the project and delivery of the Comprehensive Plan should take no longer than twelve months.

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## **6. Scope of Services/ Deliverables**

This project is expected to include close interaction and collaboration with Town staff, residents, and other applicable future boards. It is anticipated that this project will require the following tasks. The Scope of Services is not limited to these tasks, which are meant only to be illustrative in nature. As part of the response, proposals should identify any additional items not indicated below. The Town recommends expanding on these tasks and suggesting additional tasks not necessarily identified below that would be beneficial.

### **Project Status Meetings**

The Consultant is expected to meet regularly with town staff to discuss project progress, direction and tasks given by the Board of Assessors.

### **Comprehensive Plan Committee**

The Consultant will work closely with the town staff to synthesize community vision into a plan. The Consultant will be expected to provide updates and collect the town staff input and feedback.

### **Board Meetings**

The Consultant will be expected to coordinate meeting presentations and attendance with Planning staff to solicit input and feedback from the Board of Assessors, Town staff, future planning board, and shall provide interim reports, presentations, and updates to each as required and appropriate; the Consultant is also expected to attend the Plan's formal presentation to the Board of Assessors and future planning board at an open to the public town meeting.

### **Public Engagement and Communications**

Public participation is essential to this planning effort and must include an outreach and public participation process designed to engage the public and specific stakeholders in visioning the future of Lake View Plantation. The Consultant will be expected to collaborate with office staff to ensure best opportunities for public engagement.

The Consultant will be expected to prepare materials for various methods of public engagement, ranging from facilitating public meetings, to email platforms and social media, to pamphlets, and other means to ensure broad community outreach occurs. The purpose of this plan is to capture the community's vision and goals, and therefore, the Consultant should propose as inclusive a process as possible.

Staff anticipate that public meetings will be held in order to seek the opinions and views of the public at large, report on progress as the plan develops, solicit comments on specific ideas or concepts and identify problems or barriers that must be acknowledged and overcome. Public involvement in the planning process and acceptance of the final plan is critical to the success of this effort, and consultants should explain their approach and public participation plan in detail in their responses.

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## **Comprehensive Plan – Development**

The Town anticipates draft documents will be made available throughout the plan development. This process will include, but not be limited to the following:

- a) Develop an inventory and baseline review of existing conditions, land use ordinances, codes and policies, demographic and census data.
- b) Develop an existing conditions inventory and projected needs analysis, including a population analysis, existing land use and capital facility (town owned community building) assessment, and residential/commercial growth patterns; and a projection of Lake View’s population and housing trends to 2040.
- c) Develop an inventory and assessment of issues and opportunities based on work with staff and the public participation process.
- d) Develop a vision with the staff which will serve as a focal point for goals, policy and strategy decisions.
- e) Specific attention shall be given to: population growth, sustainability, natural resource protection, and climate change. Consultant should consider climate adaptation planning and how such elements of this planning would be incorporated into the Comprehensive Plan.
- f) Produce a final draft of the Comprehensive Plan, organized in a user-friendly format (see the following section for a list of chapters). The final draft will be a compilation of the various drafts and documentation, maps, goals and objectives reviewed throughout this process. Each of these chapters is to be reviewed and formalized with the boards as appropriate. Consultant will ensure compliance and consistency with 30-A MRSA, Chapter 187 and Chapter 208 of the State of Maine’s Comprehensive Plan Review Criteria Rule.

## **Comprehensive Plan – Final Document**

The final Comprehensive Plan shall be organized in a user-friendly format with an emphasis on good graphic design. Consultant shall provide digital, editable, and printable copies of all final documents including reports, maps, and final plans. Final plans shall be in a format that is user-friendly in both electronic and paper formats. The Town also requires that all final electronic files be provided in their original file formats. The Future Land Use Map should be provided to the Town in ESRI format.

The State of Maine has published an optional self-assessment checklist for Comprehensive Plans. Consultant is expected to use the self-assessment checklist tool and to ensure that the following chapters are provided and written in compliance with the self-assessment checklist:

- Historic and Archaeological Resources
- Natural Resources
- Agricultural and Forest Resources
- Population and Demographics
- Economy
- Existing Land Use
- Future Land Use Plan/Map



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The Consultant is required to seek State approval of the 2025 Comprehensive Plan on behalf of the Town of Lake View Plantation.

## **7. What Lake View Plantation Will Provide**

- a) Existing documents to the Consultant as requested and when not overly burdensome.
- b) Assistance in scheduling, coordinating, publicizing, and making necessary arrangements for plan-related meetings.
- c) Assistance with other local and community outreach as needed.

Cheryl Gormley will serve as the primary contact and coordinator between the Town's committees, boards and the successful consultant.

## **8. Budget**

The Town of Lake View Plantation has allocated a maximum of \$50,000 to prepare the 2025 Comprehensive Plan. All Consultants must provide a fixed price fee, as a "not to exceed" quotation for the total project.

## **9. Summary of Deliverables**

As part of the Scope of Services, the Consultant must provide the following deliverables:

- Five bound copies of the Final Comprehensive Plan and all appendices
- Five bound copies of the Executive Summary.
- Five bound copies of Implementation Plan with Land Use Map.
- Electronic versions of the Final Comprehensive Plan, Implementation Plan with Land Use Map (including underlying GIS data), and Executive Summary in both Word and PDF formats.
- An existing conditions inventory and projected needs analysis.
- Vision Statement and associated goals and outcomes.

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## 10. Disclaimers

- The Town will review all responses to the RFP that are timely submitted.
- The Town reserves the right to waive any informalities in proposals, to accept any proposal or portions thereof, and to reject any and all proposals, should it be deemed in the best interest of the Town to do so. The Town reserves the right to substantiate any proposer's qualifications, capability to perform, availability, past performance record.
- The Town reserves the right to request clarification of and/or solicit additional information of any Consultant, to have Consultants make presentations to the Board of Assessors; and/or to negotiate with any Consultant regarding any terms of their proposal, including but not limited to the cost and/or scope of services, with the intent to achieve the best proposal that shall result in a contract that is deemed by the Town to be in its best interest.
- The Town is not bound to select the 'most qualified' submittal or the lowest cost proposal.
- The Town will enter into a contract for professional consulting services based on a not-to-exceed price to be negotiated and finalized once the consultant is chosen. The contract will not be considered executed unless signed by the Board of Assessors.
- The Town is not liable for any costs incurred by a Consultant in responding to this RFP or for any costs associated with discussions required for clarification of items related to the RFP or the proposal selection process.
- Proposals must contain responses to all requirements outlined in this RFP, and Consultants shall ensure the accuracy of all information submitted. Provision of inaccurate information or failure to provide all information required may be sufficient cause for rejection of the proposal or rescission of an award.
- The Consultant must produce evidence satisfactory to the Town that it and its subcontractors/consultants, if any, have secured public liability, automobile, and workers' compensation coverage.
- The Consultant must comply with invoicing, billing and payment requirements of Lake View Plantation.