

South Portland City Council
Position Paper of the Interim City Manager

Subject:

ORDER #78-16/17 – Award of bid #16-17 to Greater Portland Council of Governments of Portland, ME, for West End Master Plan consulting services. Passage requires majority vote.

Position:

The City is seeking the services of a consulting firm or consulting team to assist the City's Comprehensive Plan Implementation Committee in developing a Master Plan for South Portland's West End Neighborhood.

The bid was advertised, emailed to 34 vendors, went out to approximately 100 members of the Maine Association of Planners (MAP) and was posted on the City's web page. The City received two proposals.

The Comprehensive Plan Implementation Committee assisted by Councilor Fox interviewed both GPCOG along with Maine Design Workshop.

Each proposal was evaluated using the following criteria:

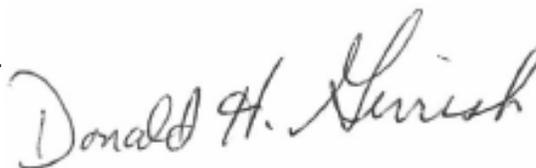
- Qualifications and Capability
- Experience and Expertise
- Personnel Information

Greater Portland Council of Governments, of Portland, ME, was the unanimous choice of the committee.

Included is a memorandum from Planning and Development Director, Charles Haeuser, regarding this item. He will be at Monday's meeting to answer any questions.

Requested Action:

Council passage of ORDER #78-16/17.



Interim City Manager

To: Don Gerrish, Interim City Manager
From: Tex Haeuser, Planning Director
Date: November 3, 2016
Re: West End Master Plan Award of Bid

Purpose

The purpose of the West End Neighborhood Master Plan is to engage residents and businesses in the West End Neighborhood in developing land use, public improvements, and other recommendations that will have the effect, among others, of making the neighborhood feel more connected with the rest of the City, creating more housing opportunities, and making available more goods and services within easy walking distance.



Consulting Services

As described in the enclosed Request for Proposals, the overall responsibility and scope of work for the consultant is to prepare a West End Neighborhood Master Plan containing a neighborhood vision, objectives, and implementation measures. The consultant will also provide meeting facilitation services

for the Comprehensive Plan Implementation Committee and for the public outreach process. The consultant shall provide professional services to support the following tasks:

1. Review and analyze existing demographic, housing, economic, transportation, and land use data.
2. Review the recommendations of the PACTS Transit Supportive Development Study.
3. Based on input from the forum and Advisory Committee stakeholders, create a vision statement to guide the Master Plan.
4. Based on the forum, stakeholders input, and the PACTS Transit Supportive Development Study, develop objectives and implementation measures, including zoning recommendations and recommendations for public improvements. The zoning recommendations need to include details regarding permitted and special exception uses, space & bulk standards, other relevant standards, and a proposed zoning map.
5. Creation of color graphics for a minimum of 3 sites depicting possible new buildings should the land owners choose to (re-)develop based on the new zoning. The type of graphic used is not prescribed but should provide the viewer with an accurate sense of the location and have enough detail to make the image attractive. At the discretion of the Advisory Committee, a recommended public improvement can be substituted for one of the building sites.
6. With assistance from the South Portland Planning Department, research, map, and propose improvements for existing pedestrian easements, trails, walkways, bike routes, bus routes, and other facilities that could provide better connections between the West End Neighborhood and the rest of the City.

Funding

The City Council allocated \$30,000 for this project in the FY 2017 CIP: \$15,000 from Fund Balance and \$15,000 from CDBG.

Consultant Selection

After reaching out to Maine planning firms through the Maine Association of Planners listserve, as well as through direct emails and notice on the City's website, the City received two proposals: one from the Greater Portland Council of Governments and the other from the Maine Design Workshop. The Comprehensive Plan Implementation Committee interviewed both teams on October 20th (see enclosed minutes). It was the unanimous decision of the group to recommend the Greater Portland Council of Governments team to the City Council for this project.

Enclosures

1. Request for Proposals
2. GPCOG Proposal and Résumés
3. Minutes of the Comp Plan Implementation Committee's 10-20-16 meeting.



CITY OF SOUTH PORTLAND

496 Ocean Street
P.O. Box 9422
South Portland, Maine
04116-9422
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Fax (207) 767-2197
chaeuser@southportland.org

TEX HAEUSER, AICP
Planning & Development
Director

REQUEST FOR PROPOSALS

Purpose

The City of South Portland, Maine, is seeking proposals from qualified consultants to assist the Comprehensive Plan Implementation Committee, West End Master Plan Advisory Committee, interested parties, and City staff in developing a master plan for the West End Neighborhood area of South Portland. The purpose of the master plan is to engage residents and businesses in the West End Neighborhood in developing land use, public improvements, and other recommendations that will have the effect, among others, of making the neighborhood feel more connected with the rest of the City, creating more housing opportunities, and making available more goods and services within easy walking distance.

Background

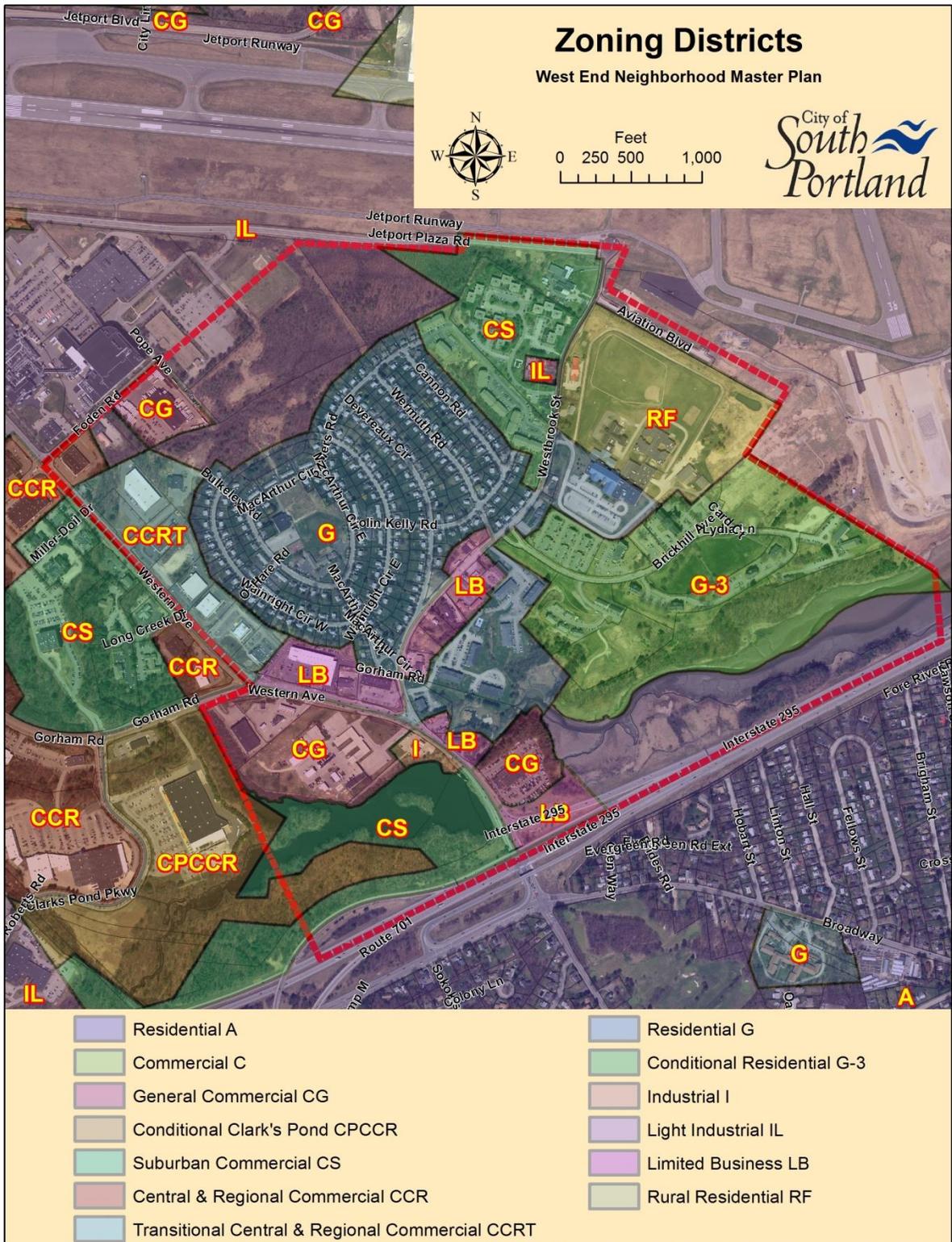
The West End Neighborhood of South Portland (see the Primary Study Area map) consists of several apartment complexes—Red Bank being the largest—the Long Creek Youth Development Center, Western Avenue Shopping Center, a portion of the Texas Instruments semiconductor manufacturing property, a Maine Air National Guard facility, the mixed-use, with some affordable housing, Brick Hill complex, Pape Chevrolet, and a variety of smaller uses primarily along Westbrook Street. It is bordered by I-295, the Portland Jetport, and, generally, by the corridor consisting of the southerly portion of Westbrook Street and Western Avenue.

Beyond the primary study area the West End Neighborhood is potentially or partially connected—in many cases inadequately—with the Mall area employment and retail centers to the west and the elementary (Skillin) and middle (Memorial) schools to the south. The South Portland's Bus Service 24B Route runs approximately every two hours between Brick Hill/Red Bank, Knightville/Mill Creek, and downtown Portland.

The total number of people living in the neighborhood in 2010 was 2,841—making it one of the most populous in the city. The total number of households was 1,139 with an average household size of 2.38. (Block Group 4, Census Tract 30, Cumberland County, Maine.)

The 2012 Census estimate of median household income for Tract 30 was \$47,365. However, Tract 30 contains two other neighborhoods south of I-295 that are more well off than the West End Neighborhood. Red Bank traditionally was a lower-cost apartment complex whose rents





are now at market rate. (There is concern that further changes may be coming due to a recent sale of the facility to an investment group.) Brick Hill has several affordable apartment developments owned and/or managed by AVESTA Housing. The Maine Opportunity Alliance staffs a resource hub trailer on Westbrook street, between Redbank and Brick Hill, that provides food and resource assistance to area residents.

As seen above, the primary study area consists of a variety of zoning districts, including zones that are residential, commercial, and industrial. (The Rural Residential zone is not agricultural but is a holdover waiting to be assigned a current zoning designation when appropriate.) A number of these zones are older, Euclidean style districts that do not reflect any particular vision for the area and are both overly restrictive in some ways and lacking in modern standards in others.

PACTS Transit Supportive Development Study

The master plan for the West End Neighborhood will build on findings and recommendations made in the December 2015 *PACTS Transit Supportive Development Study*. In this study, PACTS and six municipalities (Gorham, Portland, Scarborough, South Portland, Standish and Westbrook) explored best practices and options for community-centered planning that over time would provide transportation choices beyond automobile travel in the study area.

The study focused on how to concentrate development-supportive policies into specific growth centers in order to evolve these centers into places that are highly attractive to people of all ages for living, working and recreation. We call these places ‘Centers of Opportunity’ (centers). Other benefits of intentionally growing certain places in this way are that more undeveloped land remains available for agriculture, recreation and habitat, and the cost of providing municipal services to these compact areas is reduced. These centers typically also offer increased availability of services to residents. Several of the centers studied were located on arterial roads; how to manage development in these kinds of locations, so common to Maine, was another focus of the study. [*PACTS Transit Supportive Development Study*, p. ix]

The recommendations of the study are as follows:

Land Use Recommendations:

- ❖ The City should undertake a master planning and market feasibility effort for the area to determine whether it can support a new mixed use zone to replace some of the existing zoning districts or portions of them; this effort should also explore increasing the mix of use, as well as density/intensity of development and refine standards to create desired character.
 - Some ideas for increasing mix of use include: local retail oriented businesses such as bakeries, ice cream shops, deli’s and ethnic grocery and food service, etc.
 - Consider increasing height limits to six stories if allowed by Federal Aviation Administration.

- Expand social service offerings by utilizing land near the gymnasium at the former Redbank Village Elementary School site; combine with a new Resource Hub there.
- New developments on vacant or redeveloped parcels should include retail ground floor with residential upper floors.
- Look for opportunities to improve or increase outdoor recreation offerings for youth in the area.
- ❖ Create a comprehensive transportation and wayfinding plan to guide future transportation investments.
- ❖ Introduce a *gateway plaza* in the vicinity of the bus shelter at Westbrook Street and MacArthur Circle (East/West).
- ❖ Expand the Transit TIF District to fund desired transit improvements in this area as new value is created.
- ❖ Integrate community and economic development efforts and initiatives with planning to recruit businesses to serve local retail, service and gathering places.
- ❖ Work with PACTS and other communities and partners to identify and prioritize capital improvement projects that have a regional impact.
- ❖ Ensure that regulatory procedures in the centers are streamlined for development that meets the vision for the centers.

Transportation Recommendations – primarily Westbrook Street and portions of Western Avenue:

- ❖ Adopt Complete Street principles along Westbrook Street:
 - ✓ Add minimum 5' shoulders on both sides and stripe for bike lanes.
 - ✓ Add more crosswalks.
 - ✓ Introduce traffic calming and reduce posted speed to 25 mph.
 - ✓ Introduce wayfinding signage.
 - ✓ Add street lighting.
 - ✓ Add signage alerting travelers of vision-impaired resident(s).
 - ✓ Improve drainage with curb and gutter system.
 - ✓ Increase frequency of buses especially evenings and weekends.
 - ✓ Add park 'n ride and bicycle facilities at bus stop.
 - ✓ Expand the Long Creek Trail network to Portland using one of the alternatives outlined in the Preliminary Route Feasibility & Cost Analysis for Long Creek Bicycle/Pedestrian Trail prepared by Sebago Technics in August 2009 for South Portland.
 - ✓ Utilize access management whenever possible with new or changes to existing development.
 - ✓ Introduce shade trees and street plantings for aesthetics, shade and traffic calming.
- ❖ Adopt Complete Street principles along Western Avenue leading toward Maine Mall and from Westbrook Street leading toward Broadway and Memorial School¹:
 - ✓ Improve sidewalks on both sides of Western Avenue from its intersection with Westbrook Street to Clarks Pond Parkway.
 - ✓ Relocate or add a sidewalk on Westbrook Street across Broadway so that it falls on the golf course side and avoids the need for school children to cross both Westbrook Street and

¹ See Chapter 2 description of a **Site Walk & Bicycling Audit of the Westbrook Street Corridor - Redbank to Skillin/Memorial Schools** conducted by the South Portland Bicycle & Pedestrian Committee with assistance of the Safe Routes to School Program

Broadway on their way to school; this improvement would reduce required crossings to Broadway only.

- ❖ Add and improve sidewalks within the Redbank neighborhood.



Example from South Portland’s Mill Creek District

A previous master plan to consider as a possible model is the Mill Creek Master Plan (see <http://www.southportland.org/our-city/board-and-committees/comprehensive-plan-committee/draft-mill-creek-master-plan/>). In some respects this is a good example as it has the desired structure of vision, objectives, and recommendations. It also shows the level of zoning outline detail we are looking for. However, the budget was larger for Mill Creek than is available for this project, and the organization of the West End Master Plan may end up being different than that of the Mill Creek plan based on the difference in objectives for the two areas.

Nature of Services Requested

The overall responsibility and scope of work for the Consultant is to prepare a West End Neighborhood Master Plan containing a neighborhood vision, objectives, and implementation

measures. The Consultant will also provide meeting facilitation services for relevant committees and for the public outreach process. The Consultant shall provide professional services to support the following tasks:

1. Review and analyze existing demographic, housing, economic, transportation, and land use data.
2. Review the recommendations of the *PACTS Transit Supportive Development Study*.
3. Estimated number of meetings: 4 times, during the day, with the West End Master Plan Advisory Committee; 3 times with the Comprehensive Plan Implementation Committee. Facilitate a neighborhood forum. Attend 2 Planning Board meetings and 2 City Council meetings.
4. Based on input from the forum and Advisory Committee stakeholders, create a vision statement to guide the Master Plan.
5. Based on the forum, stakeholders input, and the *PACTS Transit Supportive Development Study*, develop objectives and implementation measures, including zoning recommendations and recommendations for public improvements. The zoning recommendations need to include details regarding permitted and special exception uses, space & bulk standards, other relevant standards, and a proposed zoning map.
6. Creation of color graphics for a minimum of 3 sites depicting possible new buildings should the land owners choose to (re-)develop based on the new zoning. The type of graphic used is not prescribed but should provide the viewer with an accurate sense of the location and have enough detail to make the image attractive. At the discretion of the Advisory Committee, a recommended public improvement can be substituted for one of the building sites.
7. With assistance from the South Portland Planning Department, research, map, and propose improvements for existing pedestrian easements, trails, walkways, bike routes, bus routes, and other facilities that could provide better connections between the West End Neighborhood and the rest of the City.

Deliverables

1. Preparation of a West End Neighborhood Master Plan document with background information and analysis, neighborhood vision, objectives, graphics, and implementation recommendations.
2. Detailed zoning recommendations and map.

- Public improvements recommendations with a budget estimate for each, including recommendations for improved multi-modal transportation connections with the rest of the City.

Project Schedule

- RFP issued: On or about September 1, 2016
- Deadline for questions about the RFP: September 23, 2016
- Proposals due: September 30, 2016
- Interviews (if held): Third or fourth week of October
- Consultant selection: End of October
- Initial meeting with the Advisory Committee: First or second week of November

Proposal Requirements

All proposals must include the following elements:

1. Qualifications of personnel to be assigned to the project. Attach résumés of all key personnel proposed for the project and estimated percentage of time to be spent on each phase of the project.
2. Consultant's understanding of, and approach to, the project.
3. At least 3 references.
4. Discussion of relevant experience and examples of similar projects.
5. A proposed project budget with an amount not to exceed \$30,000 for all tasks and deliverables proposed, and any additional anticipated reimbursable expenses.

Selection Process

The selection process may include an interview and will be based on the following criteria:

1. Project understanding and project approach 30%
2. Experience and demonstrated effectiveness with similar projects 30%
3. Work plan and timetable for completion 15%
4. Qualifications of personnel assigned to the project 15%
5. Response to questions 10%
6. Price 0%

Processing the Request for Proposals

Questions should be directed in writing to: Colleen Selberg
Purchasing Agent
City of South Portland
25 Cottage Road
South Portland, ME 04106
(207) 767-7608
cselberg@southportland.org

Questions received after September 23, 2016 will not be addressed.

Responses that substantially alter the Request for Proposal will be issued in the form of a written addendum to those who received the RFP.

Three (3) paper copies of the proposal, and an electronic file in PDF format, must be received by Colleen Selberg, Purchasing Agent, by **4:00 PM on Friday, September 30, 2016**, after which all proposals will be opened and made available for public inspection. Any interviews will be scheduled with top-identified candidates.

The City of South Portland reserves the right to accept or reject any and all proposals or parts thereof and to make further modifications as it deems in the best interest of the City. It also reserves the right to retain all proposals submitted and to use any ideas from a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance of the conditions contained within this Request for Proposals.

City of South Portland

West End Neighborhood Master Plan



Submitted to:

City of South Portland,
Tex Haeuser, Planning and Development Director
496 Ocean Street
P.O. Box 9422
South Portland, ME 04116-9422

September 30, 2016

Submitted by:

Greater Portland Council of Governments
970 Baxter Boulevard
Portland, ME 04103



September 30, 2016

Tex Haeuser, AICP
Planning and Development Director
496 Ocean Street
P. O. Box 9422
South Portland, ME 04116-9422

Re: West End Master Plan

Dear Mr. Haeuser,

The Greater Portland Council of Governments (GPCOG) and our project partners are pleased to submit this proposal for the City of South Portland's West End Neighborhood Master Plan.

GPCOG has formed an interdisciplinary team of partners for this project comprised of planning staff from GPCOG and the Southern Maine Planning and Development Commission (SMPDC), landscape architects representing Richardson & Associates, and Zoe Miller, a public health practitioner and transportation professional from the West End-based Opportunity Alliance.

The members of this team are all leaders in their chosen fields and have worked together in some combination on a variety of projects in communities throughout southern Maine. Each member brings a unique perspective to the project, and collectively the team offers expertise in land use and transportation planning, landscape architecture, public engagement and meeting facilitation, and GIS and data analysis. Additionally, as South Portland's regional planning agency, GPCOG offers access to current and historical data from a wide variety of state and federal resources, as well as close associations with the Portland Area Comprehensive Transportation System (PACTS), the metropolitan planning organization for the region.

Though all planning efforts are a unique reflection of the community's vision, our team offers demonstrated local planning experience and a thorough knowledge and familiarity with the City's previous planning efforts and future goals. Every member of our team has worked extensively with local boards and neighborhood groups throughout the state to lead successful planning processes with achievable results.

We look forward to the prospect of working with South Portland on this project. Please do not hesitate to contact us with any questions regarding this proposal.

Sincerely,

Kristina Egan, Executive Director



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Submitted by:

Greater Portland Council of Governments (GPCOG)

In Association with:

Southern Maine Planning and Development Commission (SMPDC)

Richardson & Associates, Landscape Architects

Zoe Miller, Public Health Practitioner

Understanding and Approach

The City's Comprehensive Plan envisions each South Portland neighborhood will offer its residents the choice of a variety of lifestyles in both urban and suburban settings. These neighborhoods, although unique in individual character, will share a common thread as livable, walkable environments offering diverse housing options, a variety of services, and access to open spaces and outdoor recreation opportunities. Each will possess a sense of place that comes from having an appreciation of its past, and a strong vision for its future.

The West End Neighborhood Master Plan is an exciting opportunity for the City – and residents of the neighborhood – to begin to realize the vision outlined in the Comprehensive Plan. After reviewing the City's Request for Proposals, and visiting the neighborhood, our team foresees focusing on the following themes:

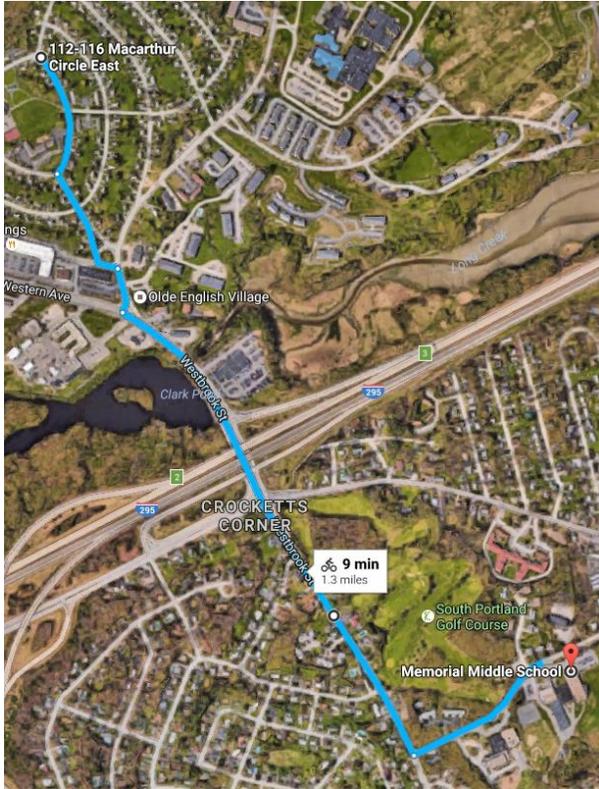
Focal Point 1: Improving Neighborhood Connectivity

Within the West End neighborhood, roads are generally interconnected and there are relatively few dead end streets and cul de sacs (with the exception of Olde English Village and parts of the Brick Hill neighborhood). Traffic volumes are also low enough so walking and biking – in particular among school age children – is a common occurrence despite a general absence of sidewalks, crosswalks, or other pedestrian amenities. While this planning process will certainly provide recommendations for greater connectivity within the study area, the current ability to get around within the West End neighborhood is quite good, especially when compared to other neighborhoods in the Greater Portland region.



Many houses in the Red Bank neighborhood share backyards without fences, creating de facto greenbelt corridors and open spaces for recreation.

Problems arise, however, in the connection of the neighborhood to the rest of the City. Geographically, the West End neighborhood is hemmed in by the Jetport to the north, I-295 to the east, and Western Ave (a high volume minor arterial) to the south and west. Compounding these issues, the ability to enter or exit the neighborhood is confined to just a few locations – Jetport Plaza Rd., James Baka Dr., and Westbrook St. The overarching effect is a cluster of residential developments, with limited services internally, that are isolated from other areas of South Portland and Portland.



The only available route for school children to get to/from the elementary and middle schools requires crossing several major intersections on very busy roads.

Of particular concern is the route school children need to travel in order to walk or bike to school. Even though the elementary and middle schools are within minimal walking or biking distance (approximately 1 – 1.5 miles), students would need to negotiate two major intersections, a series of on/off ramps for I-295, a highway overpass, and a sidewalk on the opposite side of Westbrook St., which requires two additional street crossings.

These, and other issues, will be addressed in the planning process. Our team will explore Complete Streets and traffic calming opportunities both within the West End neighborhood, and on the major roads and intersections bordering the neighborhood. We will also scope the feasibility of alternative street and trail connections to improve neighborhood circulation.

Focal Point 2: Enhancing Public Transportation

Another opportunity for improving the neighborhood's connection to the rest of the City is via public transportation. Our project team will evaluate how public transportation is currently provided to the neighborhood, and develop a suite of recommendations and strategies to make the service more useful, and convenient, to residents of the neighborhood. Towards this end, a number of opportunities for transit improvements can be gleaned from the recent *PACTS Transit Supportive Development Study*, as well as from our project team's association with the region's transit planners at GPCOG. Additional ideas will certainly come from residents of the neighborhood, as well as from the public transportation agencies themselves.

Focal Point 3: Zoning that Reflects a New Neighborhood Vision

The West End neighborhood is not as well defined as many others in the City. Accordingly, the existing zoning does not reflect any particular vision for the area – as mentioned in the RFP – and at times is either overly restrictive or lacking in standards.

As such, a large portion of our proposed planning process is devoted to working with City staff, and residents, to develop a more up-to-date, cohesive vision for the neighborhood. This vision will then serve as the basis for any recommended zoning changes. Based on our initial

observations of the area, and review of the RFP, our zoning recommendations will likely focus on incorporating opportunities for infill development, as well as a mixture of uses to bring a greater variety of goods and services to the neighborhoods.

Focal Point 4: Options for Preserving Affordable Housing

For now, the West End neighborhood is relatively affordable, especially considering housing costs in many areas of Greater Portland are spiraling out of control.

However, as the economy continues to recover, and development pressures find new frontiers, how will the community grow and evolve? As discussed in the RFP, rents in the Red Bank neighborhood, traditionally a

lower-cost apartment complex, are now at market rate and there is concern that changes in ownership may lead to further increases. Preserving an appropriate mix of affordable housing is likely a concern in other parts of the neighborhood as well. Our project team will seek ways to incorporate these concerns into our discussions, as well as in our final recommendations.

Focal Point 5: Involving the West End Neighborhood Community

The community engagement portion of the West End Master Plan will benefit greatly from the neighborhood's strong network of community groups and associations. Since there is already a platform of involved residents, our task will be to tap into this spirit, engage these groups, and incorporate their ideas and feedback into the plan. For example, the Wednesday Night Neighborhood Connection Dinner, put on by the South Portland West End Neighborhood Association, is attended by roughly 175 people per month and would be an excellent venue for the project team to attend, discuss the project, and receive valuable feedback.

Our project team member, Zoe Miller, has worked in the neighborhood for many years as a public health practitioner at the Opportunity Alliance. In addition to knowing the layout of the neighborhood, Zoe is in a good position to make connections with Opportunity Alliance staff that work at the resource hub, as well as with other groups in the area, such as AVESTA, Greater Portland Health, One Tree Wholistic Learning Center, the Red Bank Community Center, and the South Portland West End Neighborhood Association, among others.



Red Bank Park, adjacent to the Redbank Community Center, is an attractive green space in the center of the Red Bank neighborhood, and a valuable community asset for residents.

In Summary

Through this master planning process, the City has an opportunity to create and implement a new vision that will define the long term sustainability and livability of the West End neighborhood and its relationship to the rest of the City. Our project team will work with community members to develop this vision, and transform it into a useful planning document with zoning recommendations and high quality visual representations that will serve as the basis for future improvements. If selected, our project team looks forward to working with the City of South Portland, residents of the West End neighborhood, and each other, to concentrate our efforts and expertise on ways to bring about positive change to the neighborhood.

Key Project Members

Project Management			
Stephanie Carver, AICP			
Land Use & Zoning	Transportation Planning	Landscape Design & Graphics	Public Engagement
Stephanie Carver	Stephanie Carver	Todd Richardson	Stephanie Carver
Lee Jay Feldman	Lee Jay Feldman	David Maynes	Lee Jay Feldman
Rick Harbison	Rick Harbison		Todd Richardson
	Zoe Miller		Rick Harbison
			Zoe Miller

Stephanie Carver, AICP

Stephanie has been a planner at GPCOG since 2010. In her capacity as Senior Planner, she has managed numerous planning studies, analyzing current state and local policies impacting economic development, transportation, and land use in Maine. She currently provides technical assistance to GPCOG’s member communities, and manages GPCOG’s state contracts for land use and transportation planning. Prior to her position with GPCOG, she worked as a municipal land use planner in Massachusetts, overseeing permitting and development review, and managing long range planning initiatives for two communities in the Greater Boston area.

Stephanie will serve as Project Manager, coordinating staff, dealing with invoicing, and ensuring the project stays on schedule and within budget. She will oversee and assist with the drafting of the plan document, and lead the facilitation of the neighborhood forum as well as board, committee, and council meetings.

Lee Jay Feldman

Lee Jay has worked in the public sector as a professional planner for several communities and regional agencies throughout Maine. He has worked extensively with local planning boards to review a number of highly visible and sensitive development projects, as well as many private developments proposals. He has also worked in the private sector as a consultant with Sebago Technics, providing design support on numerous development projects. In his current role as Director of Land Use Planning at SMPDC, Lee Jay manages contracts with state agencies, assists communities with comprehensive planning efforts, and development review.

Lee Jay's role on this project will focus on the development of effective zoning language and policy, as well as meeting facilitation.

Rick Harbison, AICP

Rick provides land use and transportation planning services to Cumberland County communities in the areas of grant writing, bicycle and pedestrian planning, climate and energy planning, environmental policy, and Geographic Information Systems (GIS). Rick has also recently completed the federal certification process and is a commercially certified drone pilot, now using the drone to provide aerial imagery on several local and state projects.

Rick will manage all data analysis, research, and GIS aspects of the project. He will also assist with meeting facilitation and the drafting of the final planning document.

Todd Richardson, MLA

Founder and Principal of Richardson & Associates, Todd is involved in all aspects of the firm's work. Responsibilities include marketing, proposal writing, site analysis, planning and design, cost estimation, development of grading, utility, drainage, layout, planting, and detail plans, securing local, state, and federal approvals, public meetings, graphics, and site construction observation and compliance. Project types include master planning, park planning and design, urban design, residential gardens, natural resource planning, community planning, and site-specific campus design.

Todd will manage all aspects of the design work, assist with zoning and infrastructure recommendations, the drafting of the final plan, and public facilitation.

David Maynes, MLA

David is a Project Manager at Richardson & Associates. His responsibilities include project planning, design and overall project management. Job duties include client interaction, project scheduling, planning and design development, development of construction documents, coordination of community and advisory committee involvement, cost estimation, on-site observation and compliance, approvals and permitting, and illustrative rendering and modeling.

David will assist with the creation of design work, and public facilitation.

Zoe Miller

Zoe has worked as a community organizer and coalition director in public health programs at the Opportunity Alliance for 16 years. Since 2009, she has focused on increasing walkability, bikeability, and access to public transportation in Cumberland County. She has extensive experience providing strategic facilitation, conducting community health assessments, and leading community engagement initiatives. She has a strong reputation for initiating and maintaining effective collaborations with a diverse range of partners and individuals – including town officials, neighborhood associations, and members of the refugee and immigrant community. She is committed to integrating health impacts into local planning and policy-making and has served in an advisory capacity on this issue for Bridgton, Windham, and Portland.

For this project, Zoe will help with meeting facilitation as well as the development of a final planning document. Zoe’s familiarity with the neighborhood (from working at the Opportunity Alliance) will be a valuable perspective for the planning team, and will help forge connections with community groups in the area.

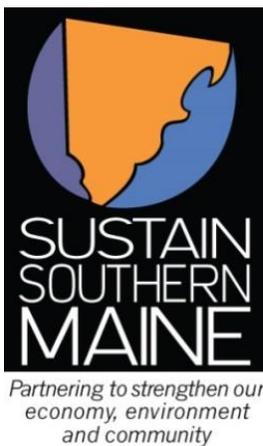
Relevant Experience

The following projects illustrate the ability of our team to execute a high quality planning process and master plan for the West End neighborhood.

Sustainability Planning

Sustain Southern Maine (SSM)

GPCOG, SMPDC, Richardson & Associates



Sustain Southern Maine (SSM) is an effort initially funded in 2010 by the U.S. Department of Housing and Urban Development to conduct regional planning with an emphasis on sustainability. The SSM initiative has led to the creation of a formal partnership of over 40 organizations comprised of municipal, county, and state governments, non-profit agencies, and private entities, representing a variety of fields. The geographic scope of SSM covers 42 municipalities from Kittery to Brunswick and as far west as Acton and Standish.

To examine the opportunities and challenges local communities face in dealing with population growth and demographic changes over the next several decades, the SSM team worked with eleven communities throughout the region that volunteered specific portions of their town or city to serve as “Pilot Centers of Opportunity.” These pilot centers were existing neighborhoods and market centers the SSM team identified as having the potential to be highly competitive for the next generation of job and housing growth in Southern Maine.

Through a series of public workshops and forums, the SSM team collaborated with these communities to better understand how they could position themselves to absorb more growth and economic development over the next 25 years. The hope being that the right mix of housing and development will help revitalize these pre-existing centers, spur economic growth and

stability in the region, and protect the surrounding rural landscape and character from over-development.

In South Portland, the Mill Creek area was chosen as one of the eleven pilot Centers of Opportunity.

SSM Centers of Opportunity:

- Porters Landing | Freeport
- Gray Village | Gray
- West Kennebunk Village | Kennebunk
- Kittery Foreside | Kittery
- India Street | Portland
- Main Street | Saco
- Dunstan Corner | Scarborough
- **Mill Creek | South Portland**
- Steep Falls Village | Standish
- Transportation Center | Wells
- Prides Corner | Westbrook

Comprehensive Planning

City of Portland Comprehensive Plan | 2016

GPCOG staff is assisting the City of Portland with its comprehensive plan update, providing data analysis, public facilitation materials, and drafting inventory chapters.

North Yarmouth Comprehensive Plan | 2016

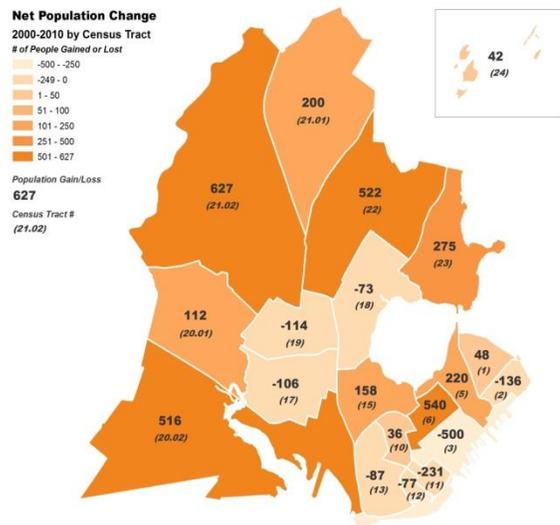
GPCOG staff is providing assistance to North Yarmouth staff as they update their town’s comprehensive plan. Specifically, GPCOG is providing assistance with meeting facilitation, research and data, the creation and analysis of survey results, GIS mapping, and plan writing.

Kennebunk Comprehensive Plan | 2016

SMPDC was chosen through a competitive process to develop a major update to the current plan and add chapters to address sea level rise and aging in place issues. Lee Jay Feldman is the project manager of this plan which will be completed for adoption in the spring of 2017. Several ordinance re-writes will also be incorporated into this effort.

Wells Comprehensive Plan | 2015

In 2015 the Town of Wells undertook a comprehensive plan update and turned to SMPDC and Lee Jay Feldman to run the process for the plan development. The plan has been completed and is awaiting state consistency.



Graphic from Portland’s Comprehensive Plan

Fryeburg Comprehensive Plan | 2013

The Town of Fryeburg asked SMPDC to update their plan in 2013. Working with a small committee Lee Jay Feldman drafted the plan and ran a series of public forums on the plan. The plan was adopted at town meeting in November of 2014.

City of Auburn Comprehensive Plan | 1998

In 1998 the City of Auburn undertook a new comprehensive plan called *Auburn Tomorrow*. Lee Jay, as a staff member of the Auburn Planning Department, served as project manager of this initiative. The plan was found consistent by the State Planning Office.

Downtown, Neighborhood, and Village Planning

Oak Hill Pedestrian Plan | 2014

Richardson & Associates, in close collaboration with Alta Planning, studied existing pedestrian infrastructure within the Oak Hill district of Scarborough, and made recommendations on how to improve the pedestrian experience throughout the district. The Oak Hill district is a busy retail hub surrounded by extensive residential uses, including parks, schools, and other public buildings. High volumes of traffic, combined with insufficient pedestrian infrastructure, presented a significant challenge to those traveling on foot. Richardson & Associates proposed a comprehensive set of recommendations including the implementation of sidewalks, traffic calming measures, lighting, planted buffers, and intersection improvements to increase the safety and enjoyability for all users.



Gardiner Downtown Revitalization Plan

Richardson & Associates developed an overall master plan for the revitalization of Gardiner's Downtown, which addressed circulation patterns for pedestrians and automobiles within the Downtown Center. Links between distinct areas of the Downtown were developed to encourage revitalization of underutilized areas. Issues of identify and civic pride were also addressed through the inclusion of gateways, street trees, and amenities, as well as a unified wayfinding system.

City of Lewiston Downtown Residential Master Plan | 2008

While employed by Sebago Technics, Inc. Lee Jay won the competitive bid process to develop a Downtown Residential Master Plan for the city which was adopted in 2008.

Land Use Planning

Raymond Ordinance Assistance | 2012-Present

Since 2013, GPCOG staff has provided contract planning services to the Town of Raymond, preparing and drafting zoning ordinance updates for the Raymond Planning Board, and assisting with other zoning and land use tasks.

City of Auburn Downtown Performance Standards

After the Auburn Downtown Action Plan for Tomorrow (ADAPT) was created, Principal Planner Lee Jay Feldman was given the task to develop new performance standards for the City that would carry out the intent of the Plan. These were completed and approved by the City Council within one year of the start of the process.

City of Auburn Mall Area Zoning

Lee Jay Feldman, acting as Project Manager for the City of Auburn, led a team of consultants through the development of a Master Plan for the Auburn Mall area. Many of the recommendations from that plan have been implemented including the use of roundabouts to act as a notification to the public that they are entering the mall shopping area of the community.

Waterboro Design Standards and Guidelines

Lee Jay Feldman, acting as the part time planner to the Town of Waterboro, introduced both design guidelines and standards to the community, which had never had them before. This was due to recent developments in the community that were not accepted well.

Transportation Planning

Complete Streets Policies | Ongoing

GPCOG staff have helped several member communities draft Complete Streets policies, including the Towns of Windham and Scarborough, both of which are now adopted.

Walkability Studies | Ongoing

To help communities identify gaps in their pedestrian network, GPCOG staff have conducted walkability audits for a variety of downtowns and neighborhoods. Audits are typically accompanied by detailed GIS mapping and an analysis of existing pedestrian conditions with recommendations for improvements. Recent walkability studies include Downtown Bridgton, North Windham, Windham Center, and Gorham Village.

PACTS Planning Support | Ongoing

GPCOG staff frequently assist or take on transportation planning projects conducted by the Portland Area Comprehensive Transportation System (PACTS). Recent initiatives include assistance with the mapping and data analysis for *Destination 2040*, PACTS' long range

transportation plan. Other projects include developing a detailed regional bicycle wayfinding plan, and implementing a bike rack program.

Transit Planning | Ongoing

As the federally designated transit planning agency for the greater Portland region, each year GPCOG receives federal funds to develop transit plans, carry out passenger surveys, and develop feasibility studies to improve customer service throughout the system. GPCOG also provides staff support to the PACTS Transit Committee, a regular meeting of the area's public transportation providers. While Steph and Rick are not GPCOG's primary transit planning staff, they are regularly updated on transit initiatives and have an informed understanding of transit related goals and issues.

Town of Gray Bicycle and Pedestrian Plan | 2013

GPCOG worked with the Gray Bicycle/Pedestrian Planning Committee to create a town-wide Bicycle and Pedestrian Plan.

Proposed Schedule and Budget

Proposed Budget

Task	Stephanie Carver	Lee Jay	Rick Harbison	Todd Richardson	David Maynes	Zoe Miller	Cost	% Time
1. Review existing data	X	X	X	X	X	X	\$500	2%
2. Review PACTS Study	X	X	X	X	X	X	\$500	2%
3. Meeting attendance*	X	X	X	X	X	X	\$6,000	20%
4. Vision statement**	X	X	X	X	X	X	0\$	0%
5. Zoning and improvement recs	X	X					\$10,000	33%
6. Graphics			X	X	X		\$10,000	33%
7. Research/map alternative connections			X	X	X		\$3,000	10%
Total project cost							\$30,000	100%

*Depending on meeting topic, not all project team members will attend every meeting; however, all team members will attend the neighborhood forum.

** Time and cost estimates for developing a vision statement are incorporated into meeting attendance.

Proposed Schedule

Our proposed schedule assumes completion of the project in 12 months and is based on our current knowledge of the project. If selected we would revisit this schedule to meet the needs of the City of Portland.

Task	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
1. Review existing data	■	■											
2. Review PACTS Study	■	■											
3a. Advisory Committee mtg	■			■			■			■			
3b. Comp Plan Committee mtg		■				■				■			
3c. Planning Board mtg		■									■		
3d. City Council mtg												■	■
3e. Public Forum					■								
4. Vision statement					■	■							
5. Zoning & improv. recs					■	■	■						
6. Graphics							■	■	■				
7. Alt. connections research									■	■			

References

Greater Portland Council of Governments:

Reference Name	Contact Information
Matt Sturgis Town Council Chair, Town of Gray	207-657-2190 msturgis@graymaine.org
John Duncan Executive Director, PACTS	207-774-9891 jduncan@gpcog.org
Jeff Levine Director of Planning & Urban Development, City of Portland	207-874-8720 jlevine@portlandmaine.gov

Southern Maine Planning and Development Commission

Reference Name	Contact Information
Gary Lamb Town Administrator, Town of Waterboro	207-247-6166 administrator@waterborome.gov
River Payne 1 st Selectwoman, Town of Hollis	207-929-8552 rpayne@hollismaine.org
Matthew Eddy Economic Development, Town of Kennebunk	207-985-2102 meddy@kennebunkmaine.us

Richardson & Associates

Reference Name	Contact Information
Nancy Carmer Economic Development, City of Portsmouth	603-610-7220 nmcarter@cityofportsmouth.com
Rick Knowland Senior Planner, City of Portland	207-874-8725 rwk@portlandmaine.gov
Alex Jaegerman Planning Director, Town of Yarmouth	207-846-2401 ajaegerman@yarmouth.me.us

Zoe Miller

Reference Name	Contact Information
Jaime Parker Active Transportation Manager, Portland Trails	207-329-6180 Jaime@trails.org
Jack De Beradinis Executive Director, RTP	207-774-2666 jackd@rtprides.org
Ben Smith Director of Planning, Town of Windham	207-712-1069 bwsmith@town.windham.me.us

STEPHANIE M. CARVER, AICP

PROFESSIONAL EXPERIENCE

GREATER PORTLAND COUNCIL OF GOVERNMENTS (GPCOG), Portland, ME

December 2010 - Present

Senior Planner

Currently manage planning projects and junior planning staff under the Maine Department of Transportation (MaineDOT) and the Maine Department of Conservation, Agriculture, and Forestry (DACF) planning contracts for the Cumberland County Region. Provide transportation and land use planning expertise to GPCOG member communities, including assistance with development review, ordinance preparation, grant writing, transportation planning, and climate adaptation planning.

February 2010-December 2010

Contract Planner

Managed several regional transit studies including surveying public transit ridership patterns and obtaining customer feedback regarding the quality and capacity of transit options in York and Cumberland Counties. Assisted senior staff with research and analysis on a variety of regional land use and transportation initiatives.

CITY OF SALEM, DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT, Salem, MA

April 2002- June 2003

Senior Planner and Harbor Coordinator

Evaluated and managed proposals for development projects under review by the Salem Planning Board. Facilitated planning board meetings and monitored the construction of approved development projects throughout the city. Managed the local planning process and subsequent implementation associated with long-range land use, transportation, and economic development planning initiatives.

TOWN OF WESTFORD, DEPARTMENT OF PLANNING, Westford, MA

July 2001 – April 2002

Assistant Town Planner

Assisted Planning Director with administrative responsibilities related to several municipal boards, and development review. Monitored the construction of approved development projects determining compliance with approved site plans. Assisted with the development of long range planning initiatives in coordination with neighborhood groups, boards, and committees.

PUBLIC SERVICE

CAPE ELIZABETH TOWN CENTER PLANNING COMMITTEE, *Chair*

September 2013-October 2014

ROSLINDALE VILLAGE MAIN STREETS, *Chair Design Review Committee*

January 2004 – February 2007

EDUCATION

UNIVERSITY OF NEW ORLEANS. New Orleans, LA, *Master of Urban and Regional Planning (M.U.R.P)* 2004

WHEATON COLLEGE. Norton, MA, *B.A., International Relations*, 1993

RICK HARBISON, AICP

Greater Portland Council of Governments
970 Baxter Boulevard, Portland, ME, 04103
(207) 774-9891 | rharbison@gpcog.org

EDUCATION

Penn State University, State College, PA Certificate Expected 2016/Masters 2018
Program: Masters in GIS

University of Southern Maine, Portland, ME Certificate 2014
Program: Applied GIS

Muskie School of Public Service, Portland, ME M.A. 2012
Program: Community Planning and Development (Economic Development track)

Colby College, Waterville, ME B.A 2003
Major: Cultural Anthropology

WORK EXPERIENCE

Greater Portland Council of Governments (GPCOG), Portland, ME 2011-Present
Planner and GIS Specialist: Provide planning support and technical assistance to Cumberland County communities in the areas of grant writing, bicycle and pedestrian planning, climate and energy planning, environmental policy, workshop facilitation, and Geographic Information Systems. Responsible for the development of numerous plans and studies spanning topics from municipal wind power development to long-range transportation planning. Provide data management and GIS assistance to the Portland Area Comprehensive Transportation System (PACTS) and member municipalities on an as-needed basis.

USM Muskie School of Public Service, Portland, ME May 2012
Capstone Project: Created a guidebook for developing community wind projects in Maine to help farmers, small businesses, municipalities, and others understand the development process.

Greater Portland Council of Governments (GPCOG), Portland, ME Summer 2011
Intern: Assisted in the drafting of the Climate and Energy Plan for Cumberland County, the result of a two year effort to identify ways in which the County can reduce energy costs, energy consumption, and emissions.

Coastal Enterprises Incorporated (CEI), Portland, ME Summer 2010
Intern: Researched workforce development activities for “green jobs” in Maine and conducted a comprehensive survey of building efficiency businesses throughout the state.

Portland West Youth Building Alternatives, Portland, ME 2005-2007
Teacher: Team-taught all major subjects and a life skills curriculum to a diverse group of at-risk, adjudicated youth.

Hyde Wilderness School, Bath, ME

2003-2005

Trip Leader/Teacher: Created and led character based wilderness trips ranging from six days to seven weeks with students and families in Northern Maine.

AFFILIATIONS AND VOLUNTEER EXPERIENCE

Northern New England Chapter of the American Planning Association (NNECAPA), American Planning Association (APA), Maine Association of Planners, Maine GIS Users Group, MaineDOT Strategic Highway Safety Plan Committee, Portland Bicycle and Pedestrian Advisory Group.

PRESENTATION EXPERIENCE

NNECAPA Conference (9/2/2015) "Returning to our Roots: Reinvigorating the Role of Public Health in Planning."

MAINE PUBLIC HEALTH ASSOCIATION Conference (9/6/2015) "Returning to our Roots: Reinvigorating the Role of Public Health in Planning."

CERTIFICATIONS

FAA Remote Pilot Certification

Sept. 2016



Lee Jay Feldman

Professional Profile

Career Objective

To continue my growth in the professional planning, economic development and town management field while assisting a community and/or clients with the ability to grow and achieve their desired outcomes.

Personal Profile

I have been very successful at these positions. I have helped clients achieve success due to my guidance. I enjoy working everyday and helping others, both; staff, clients and tax payers achieve success based on my guidance. If I can help others be successful, than I have attained my goals for the day. I take one day at a time.

Skills Summary

- Budgeting
- Public Policy
- Personnel Management
- Tax Increment Financing
- Certified Economic Developer
- Marketing
- Operation Streamlining
- Public Boards Management
- Negotiations
- Understanding Code Structure
- Full Use of MS Products
- Certified ARCView GIS User
- Business Development
- Transportation Planning

Professional Experience

Primary Functional Expertise

- Staff to numerous municipal boards
 - Planning Boards
 - Boards of Adjustment
 - Municipal Liquor Committee
 - Historic District Commission
- Project Management of Development Projects and Long-Range Plans
 - Key Bank, Lewiston Maine
 - Velaro Gas/Convenience Store, Standish, Maine
 - Sebago Heights 100 lot residential subdivision, Windham, Maine
 - Downtown Residential Master Plan, Lewiston, Maine
 - Bike and Pedestrian Master Plan, Lake Auburn Watershed Commission
 - Kitty Hawk Industrial Park, Auburn, Maine
 - Ordinance work for Ogunquit, South Berwick, Lovell and Alfred
 - Comprehensive Plan Assistance for Alfred, Fryeburg and Lebanon
 - Project Manage Sea Level Rise issues for Scarborough, Old Orchard Beach, Saco and Biddeford
- Budgeting
 - Oversight of a \$700,000.00 budget with the City of Auburn
 - Develop budget for Kitty Hawk Industrial Park Construction
 - Develop and administer budgets for all development projects
- Economic Development
 - Develop Tax Increment Financing Districts
 - Develop budget for Kitty Hawk Industrial Park Construction
 - Negotiate positions for development agreements on behalf of the City

Lee Jay Feldman

Secondary Functional Expertise

- Customer Service Programming
 - Reorganize the City of Auburn staff of 10 to provide better customer service
 - Redefine the permitting process within the City of Auburn to streamline the permitting process
 - Member of the award winning Customer Service Coordinating Committee with the City of Auburn
- Tracking of all legislative bills effecting the local government process
 - Review all legislation that would affect the City of Auburn
 - Act as liaison to the Maine Association of Planners and represent them at the legislative committee level to establish our position impact to the State of Maine

Additional Functional Expertise

- Marketing coordination for the City of Auburn in relation to all Economic Development activities
- Attend trade shows on behalf of my employers to represent the organization
- Assist with the development of marketing strategies on behalf of Sebago Technics, Inc.

Current/Previous Positions

- Director of Land Use Planning- Southern Maine Planning and Development Commission
- Senior Planner- Southern Maine Regional Planning Commission
- Principal Planner – City of Portsmouth, NH
- Director of Planning – Sebago Technics, Inc., Westbrook, ME
- Director of Planning and Permitting – City of Auburn, ME
- Principal Planner – City of Auburn, ME

Education

UNIVERSITY OF MAINE, FARMINGTON, ME
B.A. GEOGRAPHY/LAND USE PLANNING – 1984
GEORGIA INSTITUTE OF TECHNOLOGY IMPACT FEE DEVELOPMENT
THOMAS COLLEGE CONTINUING EDUCATION
NEW ENGLAND ECONOMIC DEVELOPMENT COURSE
ECONOMIC DEVELOPMENT COUNCIL OF MAINE – CERTIFIED MAINE ECONOMIC DEVELOPER
ANDROSCOGGIN LEADERSHIP DEVELOPMENT INSTITUTE (ALDI)

Interests

Camping
Golf
Skiing

David Maynes, Associate

EDUCATION

MLA, University of Massachusetts, Amherst, Massachusetts

Master's Project: 'Designing the phytoremediation landscape: Exploring multi-process phytoremediation systems fused with multi-context succession models for the design of urban brownfields in a post-industrial city.'

BS Landscape Horticulture & Design, University of Maine at Orono

ACADEMIC POSITIONS

University of Massachusetts, Amherst-

Landscape Architecture Department:

Teaching Assistant: Plants in the Landscape, 2008

PROFESSIONAL AFFILIATION

ASLA

CURRENT EXPERIENCE

Richardson & Associates, Inc., Saco, Maine,

Project Manager – June 2012 - Present

Responsibilities include project planning, design and overall project management. Job duties include: client interaction, project scheduling, planning and design development, development of construction documents, coordination of community and advisory committee involvement, cost estimation, on-site observation and compliance, approvals and permitting, illustrative rendering and modeling making.

PROJECT TYPES

Urban Design	Parks and Recreation Areas
Parks and Plazas	
Communities and Downtowns	Institutional and Civic
Streetscapes	

Parks, Trails and Open Space Planning	Residential Design
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Environmental and Reclamation; Remediation and Brownfields

Botanical Gardens and Arboretums

PREVIOUS EXPERIENCE

Tract Consulting, St. John's Newfoundland, Canada,

Landscape Architect, March 2010 – May 2012

David Maynes Design, Bangor, Maine

Principal Designer, Project Manager, and Craftsman, February 2003 – May 2009

Pioneer Valley Planning Commission, Springfield Massachusetts

Independent Consultant, September 2007 – June 2009

HONORS & COMPETITIONS

Sustainable-Equitable SMART! International Ideas Competition for the Pioneer Valley, Western MA., 2010

PV-SUSTAIN Art Competition Finalist. 'Representing Sustainability in the Pioneer Valley with Art' 2008

EXHIBITIONS AND PRESENTATIONS

Lecturer : New Directions in the American Landscape Symposium: 2016 "Context Driven Design Site Design Process"

Exhibitor : Bangor Garden Show – 'IPM-Based Landscape Design & Low-Input Resilience'; 2006

Lecturer :Garden clubs and Horticultural Organizations; 2006

RESEARCH AND PUBLICATIONS

Bangor Daily News: "Getting off the Ground." Business, Page 1: July 2-3, 2005.

Todd A. Richardson, Principal

EDUCATION

MLA University of Massachusetts, Amherst, Massachusetts
Master's Project: Public Art: The Integration of Art into the Public Environment

BS Natural Resources/Land Use Planning, University of Maine at Orono

ACADEMIC POSITIONS

The Landscape Institute at Boston Architectural College, Boston, Massachusetts
Visiting Faculty Member, 2009 - Present

Landscape Institute at Harvard University, Cambridge, Massachusetts
Visiting Faculty Member, 1992 - 2009

Rhode Island School of Design, Providence, RI
Visiting Critic, 1995

Bowdoin College, Brunswick, ME
Visiting Adjunct Professor

University of Massachusetts, Amherst, Landscape Architecture Department
Adjunct Assistant Professor, 1990 - 1996

RESIDENCIES & FELLOWSHIPS

Design Residency, University of Massachusetts Arts Council 1989
The Rhoades Endowment Fund, Department of Landscape Architecture, University of Massachusetts, Amherst, MA 1987

PROFESSIONAL AFFILIATION

Council of Fellows, ASLA
BSLA
COG

REGISTRATION

Maine #130
Massachusetts #1058

CURRENT EXPERIENCE

Richardson & Associates, Inc., Saco, Maine,
Principal and Landscape Architect, 1991-Present
Founder and Principal involved in all aspects of the firm's work. Responsibilities include marketing, proposal writing, site analysis, planning and design, cost estimation, development of grading, utility, drainage, layout, planting, and detail plans, securing local, state, and federal approvals, public meetings, graphics, and site construction observation and compliance. Project types include master planning, park planning and design, urban design, residential gardens, natural resource planning, community planning, and site-specific campus design.

PROJECT TYPES

Urban Design	Intuitional and Civic
Parks and Plazas	Churches, Schools, Libraries and Museums
Communities and Downtowns	Campus Planning
Streetscapes	Historical
Parks and Recreation Areas	Environmental and Reclamation
Parks, Trails and Open Space Planning	Remediation and Brown Fields
Botanical Gardens and Arboretums	Residential Design

PREVIOUS EXPERIENCE

Mitchell & Associates, Portland, Maine,
Landscape Architect, September 1988 - October 1991
Michael Singer's Studio, Whitingham, Vermont
Design Team Member, October 1990 - May 1991

HONORS

Awards and Competitions

Merit Award Residential & Garden Design, Professional Awards Program: BSLA 2013, 2014, 2015
Merit Award Commercial & Institutional Design, Professional Awards Program: BSLA 2015
Award of Excellence in Residential Design, ASLA, 2010
Merit Award, Memorial Design, Professional Awards Program: BSLA, 2010
Honor Award, Design, Professional Awards Program: BSLA, 2009
Merit Award, Design, Professional Awards Program: BSLA, 1995, 1998, 2001, 2011
Merit Award, Planning, Professional Awards Program: BSLA 1999, 2001
Merit Award, Design, Professional Awards Program: ASLA 1992
Merit Award, Institutional Landscapes, Professional Awards Program: BSLA 1986
Award of Excellence in the Study of Landscape Architecture, ASLA 1988
Honor Award, Community Waterside Facilities, Maine AIA Ideas Competition 2009
Award of Excellence, William Smith Clark Memorial International Design Competition 1987
Award of Excellence, Hampden Court Design Competition 1985

Publications

Scarborough Love Story, Maine Home + Design, December 2015
Maine Attraction, Dwell Outdoor, Summer 2014
Lakeside Ledge, Maine Home + Design, July 2009
An Organic Design, Maine Home + Design, August 2008
Landscape Design Considerations for Monuments; Stone in America, April 1996
Materials Matter; Perspectives in Landscape Design, Radcliffe College, April 1996
World of Today's Architecture and Design, project contributor; Links International, 1996
World of Environmental Design, Volume 9, project contributor; Arco Editorial, 1995
Access Plan for the Hudson River National Estuarine Research Reserve, project illustrator; National Park Service/New York State Department of Environmental Conservation, 1994
Computer Aided Manufacturing of Design Elements; Landscape Architecture Magazine, March 1994
Garden Design: There's More than Meets the Eye; Perspectives in Landscape Design, Radcliffe College, February 1993
Sawangunk Ridge: Conservation and Design Guidebook, illustrator; The Catskill Center for Conservation and Development, Inc., 1993
A Design Guideline Manual for Sustainable Development on Cape Cod; Center for Rural Massachusetts and Cape Cod Commission, 1992
A Land Ethic Revisited; MSLA Newsletter, Spring 1990

Richardson & Associates, Landscape Architects

11 Middle Street, Saco, Maine 04072 / t. 207.286.9291 / www.richardsonassociates.com

ZOE MILLER

ZOE.MILLER@MAINE.EDU

207-838-8382

PORTLAND, MAINE

PROFESSIONAL EXPERIENCE:

The Opportunity Alliance – 50 Lydia Lane, South Portland, Maine

Healthy Lakes Healthy Maine Partnership, Coalition Director

2010-present

- Provide strategic project management for multi-sector, public health initiatives.
- Focus on policy and systems changes within school districts, towns, and the region.
- Deliver facilitation, training, grant writing, data analysis, and strategic planning.
- Supervise a staff of four.
- Provide representation and advocacy for needs of nine rural Lakes Region towns.

Notable achievements:

- Convened partners to launch and sustain Lakes Region Explorer bus service which now runs between Bridgton and Portland – provided 6,000 rides in 2015.
- Led effort to adopt and implement a “Complete Streets” policy in Windham (population 17,000), the third of its kind in Maine.
- Chair and co-founder of the Public Health in Transportation Coalition, which works for public policy and investments that promote walking, bicycling, public transportation for mobility and health.

Substance Abuse Prevention Program, Program Coordinator

2009-2010

- Led coalition partners in implementing evidence-based strategies.
- Provided technical assistance to schools and community organizations.
- Developed “Parent Meet-Ups” approach to engaging parents and caregivers.

Parkside Neighborhood Center, Director

2005-2009

- Launched a multi-service community center in Portland’s most ethnically diverse and economically challenged neighborhood.
- Designed and implemented programs to build connections and increase social and educational assets for youth and families.
- Worked closely with families and youth living in poverty.
- Supervised a staff of four.

Peer Leader Program, Supervising Program Manager

2003-2005

- Managed neighborhood-based program for ethnically diverse youth ages 5-18 with locations at four Portland Housing Authority properties.
- Supervised a staff of 12 in using positive youth development and resiliency theory to build personal assets among youth and their families.

Neighborhoods For Youth, Program Manager

2002-2004

- Oversaw development of Parkside Neighborhood Center in downtown Portland, including fundraising, program planning and partnership development.

Peer Leader Program, Front Street Neighborhood Site Coordinator

2000-2002

Casco Bay Weekly Alternative Newsweekly, Portland, Maine

Staff Writer and Associate Editor

1995- 1999

EDUCATION:

Muskie School of Public Service, University of Southern Maine (Graduating Spring 2017)

Master of Public Health

- Focus on transportation and public policy
- Graduate Assistantship in Program Evaluation, Spring 2015

Bates College, Lewiston (1995)

Bachelor of Arts in Women's Studies, concentration in Psychology

COMMUNITY LEADERSHIP AND VOLUNTEER EXPERIENCE:

Portland Invest Health, 2016-present

Co-coordinator of this multi-sector project focused on integrating public health into community development. Part of a 50 city cohort for this Robert Wood Johnson Foundation initiative.

Placemaking Fellowship, Portland Trails, Spring/Summer 2016

Developed placemaking promotion materials, assessed new opportunities and coordinated trail activation events for Portland's urban land trust

Health Expert Panel, United Way of Greater Portland, 2016-present

Member, representing transportation access issues

Transit Committee, Portland Area Comprehensive Transportation System, 2016-present

At-Large Appointee

Portland Public Schools, Lyseth Elementary, 2013-present

Parent classroom volunteer

Cultivating Community, 2012-present

Member, Board of Directors

Public Health in Transportation Coalition, 2011-present

Founder and Chair – The PHiT Coalition focuses on public policy and infrastructure investments that improve equitable access to transit, walking and biking.

Maine State Breastfeeding Coalition, 2012-2016

Co-coordinator and Delegate to United States Breastfeeding Committee

SPIRAL Arts, Portland, 2004-2007

Member, Board of Directors; Teacher for special events and classes

AWARDS:

- Advocacy Award at The Opportunity Alliance, 2012
- Children's Prevention Award, Cumberland County Children's Advocacy Council, 2009
- Community Leadership Award, Living With Peace and Munjoy Hill Neighborhood Organization, 2009



CITY OF SOUTH PORTLAND

THOMAS E. BLAKE
Mayor

DON H. GERRISH
Interim City Manager

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

EMILY F. SCULLY
City Clerk

IN CITY COUNCIL

ORDER #78-16/17

District One
CLAUDE V. Z. MORGAN

District Two
PATRICIA A. SMITH

District Three
EBEN C. ROSE

District Four
LINDA C. COHEN

District Five
BRAD FOX

At Large
MAXINE R. BEECHER

At Large
THOMAS E. BLAKE

ORDERED, that award of bid #16-17 be and hereby is made to Greater Portland Council of Governments, of Portland, ME, to provide consulting services for the Comprehensive Plan Committee regarding the West End Neighborhood Master Plan.

\$15,000 shall be charged to the FY CIP West End Master Plan Account #415665-651824-17565.

\$15,000 shall be charged to the CDBG West End Master Plan Account #211562-628800-17560.

Fiscal Note: \$30,000

November 7, 2016