



Economic Development Strategic Plan Responses to RFP Questions

- 1. Is it assumed that there will be a steering committee or similar body that the consultants will meet with and present to as a part of this project? And if so, what is that group or what is likely to be the composition of that group?**

RESPONSE: Yes. A steering committee will be created for this project. The committee will be comprised of members from Gorham Town Council, Gorham Economic Development Corporation (GEDC), Gorham Village Alliance and other representatives of the Town.

- 2. Do you anticipate any public meetings to collect input or share results as a part of this study?**

RESPONSE: Yes. At least one public meeting is expected of the awarded consultant team to provide a forum for public input. The preferred format is in-person, although a remote format may be acceptable so long as the approach maintains a high level of public engagement and participation.

- 3. How many in person meetings (with the Town or otherwise) do you anticipate are needed for the study? Can meetings occur virtually?**

RESPONSE: The project is expected to require up to 12 months for completion. An initial in-person kick-off meeting will be held with the Steering Committee, as well as a final in-person presentation to the Gorham Town Council. In addition, minimum quarterly meetings with the Steering Committee are expected, including at least two in-person meetings.

The Department of Community Development will serve as the primary point of contact for the consultant team. Regular meetings with Town staff on a monthly or as-needed basis will help inform updates to the Steering Committee. These meetings can occur in-person or online, the preference being to meet in person.

- 4. Data Availability: What specific datasets will be available to the consultant? Will the town provide zoning and land use GIS shapefiles as well as tax assessment and property data from the Gorham Assessing Office?**

RESPONSE: Town staff will provide all local zoning and land use GIS files to the consultant team. The Town partners with the Cumberland County Regional Assessing Program for its assessing services. The Town will coordinate for property records, tax maps and other information, as necessary.

5. Project Communication: Is a video format such as Zoom/Teams an acceptable format for progress meetings?

RESPONSE: Yes. Video formats for regular progress meetings with Town staff are acceptable. The consultant team is expected to attend some meetings in person, as noted above.

6. Project Oversight: Will there be a project steering committee to oversee project progress?

Yes. A steering committee will be created for this project. The committee will be comprised of members from Gorham Town Council, Gorham Economic Development Corporation (GEDC), Gorham Village Alliance and other representatives of the Town.