



City of Gardiner, Maine

Request for Proposals (RFP)

Municipal Land Use Planning Services – Comprehensive Plan Update

Issue Date: April 10, 2026

Submission Deadline: May 1, 2026, 12:00PM

Introduction

The City of Gardiner is seeking proposals from qualified consultants or consulting firms to provide municipal planning services in support of the City's Comprehensive Plan update.

The City adopted its current Comprehensive Plan and zoning framework in 2014 and is undertaking a full update to guide future growth, development, and policy decisions. The selected consultant will work closely with City staff, the City Council, the Comprehensive Plan Committee, and community stakeholders to prepare an updated plan for adoption.

Gardiner is a historic riverside city in Kennebec County, with a population of approximately 6,088 as of 2026. Situated at the head of navigation on the Kennebec River, Gardiner is recognized as a nationally accredited Main Street America community, celebrated for its beautifully preserved 19th-century architecture and vibrant arts scene.

Gardiner is a lively riverside community with a rich heritage, offering residents and visitors a strong sense of community and belonging. Water Street, the city's centerpiece, dazzles with elaborate brick and stone buildings housing excellent shops, enticing restaurants, and cultural attractions. These unique physical and historic assets are central to Gardiner's identity and charm.

Project Purpose

The Comprehensive Plan will serve as Gardiner's primary policy document guiding:

- Land use and development patterns
- Capital investments and infrastructure planning
- Economic development strategies
- Environmental protection and resource management

The Plan will establish a clear vision for Gardiner's future and provide a legally defensible framework for municipal decision-making over the next decade and beyond.

Scope of Services

The selected consultant will provide professional planning services to support the Comprehensive Plan Committee, including but not limited to:

a) Plan Development

Prepare a complete Comprehensive Plan document, including:

- Vision statement
- Executive summary
- Inventory and analysis
- Goals, policies, and implementation strategies
- Future land use plan and maps

b) Data Collection and Analysis

Conduct research and analysis using:

- Maps, GIS data, and spatial analysis
- Demographic and economic trends
- Housing, transportation, and infrastructure assessments

c) Public Engagement

Design and implement an inclusive public participation process, which may include:

- Public meetings and workshops
- Surveys and online engagement tools
- Stakeholder interviews

d) Coordination

Collaborate with:

- Comprehensive Plan Committee
- City staff and elected officials
- Regional organizations (e.g., KVGOG)

e) Drafting and Finalization

- Prepare draft chapters for review
- Revise documents based on feedback
- Deliver a final, user-friendly Comprehensive Plan

f) Regulatory Compliance

Ensure the Plan complies with:

- Maine statutes (30-A M.R.S. § 4326)
- Requirements for State certification (30-A M.R.S. § 4347-A)
- Maine Comprehensive Plan Review Criteria Rule

g) Contemporary Planning Issues

The Plan must address:

- Climate change and resilience
 - Sustainable development practices
 - Natural resource protection
 - Renewable energy considerations
 - Housing needs across age groups
 - Strategies to attract and retain younger families
 - Aging-in-place for older residents
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Consultant Qualifications

The City seeks a consultant with the following qualifications:

- Bachelor's degree, Certification (or higher) in Land Use Planning or related field
- Demonstrated experience in municipal and comprehensive planning, preferably in Maine
- Knowledge of Maine land use laws and regulations
- Experience with public engagement and facilitation
- Strong project management and communication skills
- Ability to interpret and apply municipal land use ordinances
- Familiarity with Robert's Rules of Order

Deliverables

The selected consultant will provide:

- Draft and final Comprehensive Plan document
- Supporting maps, graphics, and analysis
- Public engagement materials and summaries
- Implementation plan with clear action steps

Proposal Submission Requirements

Interested parties must submit:

- Cover letter
- Resume and/or firm qualifications
- Description of relevant experience
- Professional references
- Hourly rate and/or proposed fee structure
- Statement of availability
- Proposal length- Maximum 10 pages

Submission Instructions

Proposals must be received no later than May 1, 2026 at 12:00PM.

Submission options: Mail or Email

Clearly marked:

“Municipal Planning Services”

Attn: Angelia Christopher- Planning Coordinator

Email: achristopher@gardinermaine.com

Mail: City of Gardiner, 6 Church St., Gardiner, ME 04345

Evaluation Criteria

Proposals will be evaluated based on:

- Qualifications and experience
- Relevant past work and references
- Understanding of Gardiner’s planning needs
- Cost of services
- Availability

Selection Process

Proposal review and consultant selection: May 1–15, 2026

Interviews may be conducted with selected respondents.

The City of Gardiner reserves the right to accept or reject any proposal, waive informalities, or reopen the RFP process if it is in the best interest of the City.

Additional Information

The selected consultant will work with the City of Gardiner to ensure the updated Comprehensive Plan achieves State approval and reflects the community’s vision while preserving Gardiner’s character, history, and natural resources.

Questions

All inquiries should be directed to:

Angelia Christopher- Planning Coordinator

Email: achristopher@gardinermaine.com Phone: (207) 582-6892