



Planning Decisions, Inc.
Think, Plan, Act
477 Congress St. Suite 1005
Portland, Maine 04101-3406
V 207-799-2226
F 207-767-6432
www.planningdecisions.com

Contract for Services

To conduct an analysis of the costs and benefits to the Cape Elizabeth town budget of development versus retention of open space.

This is a contract for services between Planning Decisions, Inc., referred to below as PDI, and The Town of Cape Elizabeth, referred to below as Town.

PDI agrees to conduct a sixteen-step process listed below to engage and educate the Cape Elizabeth Future Open Space Preservation Committee (FOSP) while preparing a report on the costs and benefits to the town budget of development versus retention of open space; PDI recognizes that the extent of the work involved in each of the steps may vary from that indicated in the budget presented with its response to the RFP and is prepared to reallocate time based on discussions with the FOSP committee and within the total budget presented. In particular, PDI recognizes that the extent of work on item #9 concerning possible commercial development may vary. PDI also recognizes that any reports or presentation material developed as a result of this project will be the property of the Town of Cape Elizabeth.

1. Prepare for and conduct a "kick off" meeting;
2. Conduct a literature review on residential development and open space;
3. Gather and analyze revenue & cost data on the land use alternatives listed in Part A of the RFP describing this study;
4. Write Part 1 -- impact of development alternatives;
5. Meet with FOSP committee to discuss Part 1;
6. Collect & analyze land cost data;
7. Write Part 2 - comparing subdivision vs. municipal purchase impacts;
8. Meet with FOSP committee to discuss Part 2;
9. Conduct literature review on fiscal impact of commercial development;
10. Write Part 3 -- anticipated effects on town budget of commercial development;
11. Meet with FOSP committee to discuss Part 3;
12. Identify and analyze possible changes in town land use regulations;
13. Write Part 4 -- methodology for land use change analysis;
14. Present Draft Report to FOSP committee;
15. Prepare Final Report;
16. Present Final Report to Town Council.

Following execution of this contract and pending agreement with the FOSP committee, PDI intends to conduct this work according to the timetable presented in PDI's proposal of June 24, 2011, recognizing that the beginning date will be delayed until execution of the contract but expecting that the Final Report will still be delivered to the Town Council by December 5, 2011.

Town agrees to:

1. Assist PDI in obtaining fiscal data from the town (financial data; assessing data; municipal service delivery and demand data);
2. Assist PDI in obtaining information on existing and potential open space arrangements (location, size, ownership, permitted uses, financing);
3. Review and comment on material prepared by PDI as part of the work process identified above;
4. pay PDI following presentation of invoices documenting the portion of work completed up to the total budget of \$17,275 as presented in PDI's proposal of June 24, 2011.

Signed this day by:

Charles Lawton, PDI

Michael McGovern, Town Manager
Town of Cape Elizabeth, Maine



8/1/2011
date

date