

MEMORANDUM

TO: Cape Elizabeth Town Council
FROM: Ordinance Committee
DATE: March 24, 2022
SUBJECT: Housing Diversity Study consultant recommendation

Introduction

At the March 16, 2022 special meeting, the Town Council referred to the Ordinance Committee review of the Housing Diversity Study proposals.

Process

The Ordinance Committee interviewed 5 consultant teams at the March 23, 2022 meeting. Each of the teams has substantial experience in performing housing studies. The Ordinance Committee was joined by Councilors Nicole Boucher and Tim Reiniger, and members of the public.

Each consultant team gave a 5 minute presentation, after which the committee and town councilors asked questions. Overall, the committee was pleased with the strong field of consultants from which to choose and appreciated the time invested by the consultants in submitting proposals and participating in the interviews.

At the completion of the interviews, the committee discussed ranking and eliminating consultants from further consideration. Rankings based on submitted proposals and interviews shifted, however, all committee members and town councilors agreed that Camion Associates was ranked #1, with most ranking Utile second. As discussion continued, committee members agreed that Utile, with its emphasis on graphics presentations, might be a good fit if the town proceeds to “phase 2” with the formation of an affordable housing committee.

Recommendation

The Ordinance Committee voted 3-0 to recommend that [Camoin Associates](#) be selected to perform the Housing Diversity Study.