



Request for Proposals (RFP) First Responder Housing Development Consulting Services

Date: February 13, 2026

Issued By: The Towns of Damariscotta and Newcastle

1. Introduction and Background

The Towns of Damariscotta and Newcastle are seeking proposals from qualified firms to provide comprehensive consulting services for the potential development of housing on two town-owned properties. The purpose of this project is to explore and plan for the creation of new housing that meets the needs of the local first-responder agencies (particularly the Damariscotta and Newcastle Volunteer Fire Departments). The selected firm will be responsible for a multi-phased scope of work that includes site suitability and feasibility, conception site and architectural design, community and public engagement, and pending funding availability, phased engineering and construction documents. This project is funded through a grant received from the State of Maine's Housing Opportunity Program, part of the Maine Office of Community Affairs (MOCA).

Selected sites include:

- A. Damariscotta Fire Station (Map 1, Lot 62-1)
- B. Newcastle Fire Station (Map 11, Lots 24 and 25)

2. Scope of Services

The contracted firm will be expected to perform the following tasks:

- **Task 1: Site Suitability and Feasibility Assessment**

- Conduct a thorough site suitability assessment on town-owned properties to be designated by the Towns of Damariscotta and Newcastle.
- This includes a detailed evaluation of each site's characteristics and constraints, including topography, existing easements, and access points.
- Perform wetland delineation, on relevant parcels, and preliminary environmental reviews to identify any potential floodplains, sensitive habitats, or other environmental constraints.
- Conduct a preliminary geotechnical assessment by reviewing available soil data to identify foundation considerations and the need for further investigation.
- Investigate utility availability and capacity for water, sewer, electricity, natural gas, and telecommunications infrastructure, including an assessment of potential extension or upgrade costs.

- **Task 2: Conceptual Site and Architectural Design**

- Based on the site suitability assessment and in coordination with town staff, explore architectural concepts for each designated property, compliant with local land use / zoning ordinances.
- For each site, provide one preferred and one alternate option for the architectural design of the housing development.
- Concepts should be presented with illustrations of conceptual designs in both plan and perspectival views.
- The selection of a preferred concept under Task 2 is a prerequisite to authorization of Task 4a.
- Task 2 deliverables are conceptual in nature and are intended for design exploration and public discussion. They are not based on engineered base mapping and shall not be used for permitting, cost estimating, or construction.

- **Task 3: Community and Public Engagement**

- Attend and present conceptual site designs to a joint Select Board Workshop.
- Working with Staff, host 2 public engagement sessions to gather feedback from residents and community stakeholders.
- Refine designs based on input and feedback.

- **Task 4: Phased Engineering and Construction Documents (Subject to Funding Availability and Written Authorization)**

- Task 4a: Preliminary Engineering and 30% Design Documents.
 - Prepare preliminary engineering and design documents sufficient to define the project scope, identify permitting requirements, and develop a reliable planning-level cost estimate.
 - Build upon the Town-approved preferred concept developed under Task 2 and refined through Task 3. No new conceptual alternatives are required at this stage.
 - Deliverables may include:
 - Preliminary civil, structural, and utility design
 - Conceptual grading and drainage approach
 - Preliminary site layout and infrastructure plans
 - Identification of required local, state, and federal permits
 - Opinion of probable construction cost (+/- 20-30%)
 - Refinements based on community engagement outcomes
 - No construction-ready details or final engineering calculations are required at this phase.

- Task 4b: Final Engineering and 90% Construction Documents
 - Advance the approved preliminary design to near-final (90%) construction documents suitable for permitting, bidding, and cost confirmation.
 - Deliverables may include:
 - Final civil and utility engineering plans
 - Grading, drainage, and erosion control plans
 - Final landscape and lighting plans
 - Technical specifications
 - Engineer's opinion of probable construction cost (+/-10%)
 - Responses to permitting agency comments (up to one round)

- The Towns reserve the right to defer, modify, or eliminate this phase without penalty.

3. Submission Requirements

Firms interested in this project should submit a proposal that includes, at a minimum, the following information, organized in the order listed:

- **Cover Letter:** A brief introduction to the firm, including the name, title, address, phone number, and email of the primary contact person.

- **Firm Profile:** An overview of the firm, including its history, size, organizational structure, and location.

- **Relevant Experience:** Detailed descriptions of at least three similar projects completed within the last five years, preferably in Maine or New England. Highlight experience with site assessments, housing projects, funding analysis, and legal solutions for workforce or affordable housing.

- **Key Personnel:** Identification of the proposed Project Manager and key team members, with resumes detailing their qualifications and relevant experience.

- **Approach and Methodology:** A brief description of the firm's approach to conducting the specified tasks, including a timeline of milestones.

- **Fee Proposal:** Provide a detail of the cost proposal. Please use the bid form included in this RFP.
- **References:** Names, titles, organizations, phone numbers, and email addresses for at least three client references.
- **Proof of Insurance:** Evidence of current professional, general liability, and errors & omissions coverage.

4. Evaluation Criteria

Proposals will be evaluated based on a matrix with the following criteria:

- 20% - Demonstrated experience and success with similar site suitability, architectural, landscape, funding analysis, and legal projects.
- 10% - Qualifications and experience of key personnel.
- 30% - Clarity and thoroughness of the proposed approach and methodology, including timeline.
- 10% - References and past performance.
- 30% - Fee for services.

The reviewing towns have the right to refuse any and all bids.

5. Submission Instructions and Deadline

- **Submission Deadline:** Proposals must be received no later than **Monday, March 16, at 1 PM.**
- **Submission Format:** Digital submission of the proposal must be submitted by the submission deadline to Andrew Dorr, Town Manager (adorr@damrisotta.maine.gov). Hard copies of the proposal may be required from the bidders following the bid opening.
- **Inquiries:** All questions regarding this RFP should be submitted in writing to **Andrew Dorr (adorr@damariscotta.maine.gov) by 5 PM Monday, February 27, 2026.** Responses to substantive questions will be shared with all interested firms.

BID FORM

Request for Proposals (RFP) - First Responder Housing Development Consulting
Services

Please provide a summary of your RFP bid on this form. All supporting documentation noted in the RFP should be included

Company Name: _____

Contact Person: _____

Base Bid

Task 1: Site Suitability and Feasibility Assessment _____

Task 2: Conceptual Site and Architectural Design _____

Task 3: Community and Public Engagement _____

Task 4a: Preliminary Engineering and 30% Design Documents

Damariscotta Fire Station Site _____

Newcastle Fire Station Site _____

Task 4b: Final Engineering and 90% Construction Documents

Damariscotta Fire Station Site _____

Newcastle Fire Station Site _____

NOTE: Proposers shall provide separate, not-to-exceed fees for Task 4a and Task 4b. No fees for Task 4a and 4b shall be incurred unless expressly authorized in writing by the Towns.

Appendix A: Landscape and Site Design –

Phased Design Advancement

This appendix defines the scope, content, and level of completion for landscape and site design services performed under **Task 4: Phased Engineering and Construction Documents**.

It is expressly intended to advance the Town-approved preferred concept developed under **Task 2** and refined through **Task 3**.

No new conceptual alternatives are required under this appendix.

All work is subject to written authorization and funding availability.

Phase 1: Preliminary Landscape and Site Design (30%)

The 30% phase translates the approved conceptual design into a coordinated, engineering-informed layout sufficient for funding applications, regulatory consultation, and preliminary cost estimating.

Plans shall remain preliminary and not construction-ready.

A. Base Mapping and Site Control

- Development of a coordinated base plan using available survey, GIS, and utility information
- Confirmation of property boundaries, setbacks, and known easements
- Refinement (not redesign) of site layout to reflect real-world constraints

B. Refined Site Layout

- Advancement of the approved building and site layout into scaled plans
- Refined vehicular and pedestrian circulation
- Preliminary parking geometry and access points
- Coordination with architectural footprints and civil concepts

C. Preliminary Landscape Framework

- Refinement of landscape areas identified in Task 2
- General planting zones and screening areas
- Identification of planting types and performance goals
- No final plant selections or quantities required

D. Preliminary Grading and Drainage Strategy

- Narrative and diagrammatic description of grading and stormwater approach
- Identification of drainage patterns and constraints
- Coordination with civil engineering concepts
- No final contours, spot elevations, or engineered drainage structures required

E. Preliminary Site Amenities and Lighting Concepts

- Conceptual locations of site furnishings, amenities, and pedestrian lighting
- Fixture types identified at a conceptual level
- No photometric analysis required

F. 30% Deliverables

- Preliminary site and landscape plans
- Coordination exhibits with architectural and civil disciplines
- Preliminary opinion of probable site-related construction costs (planning-level)
- Summary memo describing assumptions, constraints, and next steps

Phase 2: Final Landscape and Site Design (90%)

The 90% phase advances the approved preliminary design into **near-final construction documents** suitable for permitting, bidding, and final cost confirmation.

A. Final Site and Landscape Plans

- Fully coordinated site and landscape plans
- Dimensioned layouts aligned with architectural and civil engineering plans

B. Planting Plan and Schedule

- Final planting plan with specific plant locations
- Plant schedule including botanical/common names, quantities, sizes, and spacing
- Final screening and buffering details

C. Grading, Drainage, and Stormwater Plans

- Final grading plans with contours and spot elevations
- Engineered stormwater management feature
- Coordination with permitting requirements

D. Hardscape and Site Amenities

- Final layouts and material specifications for:
 - Walkways and plazas
 - Parking areas
 - Walls, fencing, and site furnishings

E. Lighting, Irrigation, and Utilities

- Lighting plan with photometric analysis
- Irrigation plans where applicable
- Utility coordination within landscape areas

F. Erosion Control and Permitting Support

- Erosion and sediment control plans
- Landscape-related permit drawings and narratives
- Response to one round of regulatory review comments

G. Construction Details and Specifications

- Typical landscape construction details
- Technical specifications for materials and installation

H. 90% Deliverables

- Near-final landscape and site construction documents
- Updated opinion of probable construction cost ($\pm 10\%$)
- Permit-ready drawings suitable for bidding advancement

General Conditions

- Advancement from Phase 1 (30%) to Phase 2 (90%) is not guaranteed for both or either communities project and is subject to funding availability and written authorization.
- No redesign of the approved concept is anticipated under Task 4 unless directed by the Towns.
- The Towns of Damariscotta and Newcastle reserve the right to pause, modify, or terminate services between phases without penalty.

Parcel A: Damariscotta Fire Station
27 Massasoit Drive, Damariscotta, ME 04543
Map 1, Lot 62-1



