



March 6, 2026

To: Interested Parties

From: Andrew Dorr, Town Manager, Town of Damariscotta and
Kevin Sutherland, Town Manager, Town of Newcastle

RE: **RFP - First Responder Housing Consulting Services Questions**

1. Is the deadline for questions **Friday, Feb 27th**? The RFP said questions are due on a Monday so we are submitting what we have now to not miss the deadline.
 - a. **Questions will be due by Monday, March 2nd at 5 PM.**
2. What is the anticipated timing of the tasks? Are there funding milestones that should be considered when developing a project schedule?
 - a. **The most important milestone for us is to be completed with all work before the end of the calendar year.**
3. Is MOCA fully funding this project, or are there other funding sources?
 - a. **There will be some in-kind match, mostly in the form of labor/materials.**
4. Is there a desired number of housing units being pursued as part of this funding?
 - a. **We are looking to get a minimum of 4 and a maximum of 12 on each site.**
5. There is no mention of a boundary, existing conditions, and topographic survey for final design. Existing conditions based on aerial photography, GIS, lidar, etc. is acceptable for the 30% design but generally not for final design (in our opinion). Does the town want to include scope and fee for a boundary, existing conditions, and topographic survey for the final design phase?
 - a. **These components will be required for the 90% designs, please include those in the scope for the final design phase.**
6. Do the towns have design plans for the respective fire station projects that can be shared?
 - a. **Both buildings have their respective design plans available in hard copy form, viewable at the town offices upon request.**
7. It appears that there are significant wetlands on the Damariscotta Fire Station site. Should wetlands and vernal pool delineations be included in the scope of services for this parcel?
 - a. **Yes.**

8. Please confirm if the preparation and submission of permit applications is included in the scope of services.
 - a. **We will expect preparation and submission before the end of the calendar year.**
9. Per the RFP, this proposal will be submitted to both the Towns of Damariscotta and Newcastle. Will this project contract be held under both Towns, or will one be the main contract holder?
 - a. **Damariscotta will hold the primary contract for this project. Both towns will be involved in the review of the submissions and will together make a selection.**
10. It appears from the RFP that a Geotech desktop evaluation is the only review requested for existing subsurface information. Will additional phases of Geotechnical Investigations (preliminary with recommendations for final investigations and reporting) be contracted separately from this RFP?
 - a. **Working with our chosen partner, based on their recommendations, additional geotechnical investigations will be contracted separately.**
11. What is the goal for housing – are these dormitories for shifts, apartments, family style housing?
 - a. **This will be determined with the successful bidder and the stakeholders, but will likely include a combination of shared-housing and apartments.**
12. Will the approach vary between the two sites?
 - a. **No, the approach will be the same, though the solutions and exact scope may vary depending on the site conditions.**
13. What is the assumed architectural scope – does the 90% CD's include developed architectural drawings? Or is architectural to remain at the concept level?
 - a. **Architectural drawings should be completed for task 4b.**
14. What team is considered the lead for the project?
 - a. **While Damariscotta will hold a single contract for both sites, each site will be responding to questions and comments by its own team consisting of, at least, the Town Manager and Fire Chief from each respective community.**
15. What available soil data is there?
 - a. **Damariscotta: Unknown**
 - b. **Newcastle: Unknown**
16. What survey is available?
 - a. **Damariscotta: Unknown**
 - b. **Newcastle: Unknown**
17. Can referenced available data for the site/lot be shared?
 - a. **Damariscotta: Yes**
 - b. **Newcastle: Yes**
18. We see there's an opportunity to hold a combined Select Board meeting. Are the two public engagement sessions also joint sessions or intended to be one in each town?
 - a. **The two public engagement sessions should be one in each town.**
19. How many building types are you looking for us to provide a preferred and an alternative for?
 - a. **Two building types for each site**