



Request for Proposals (RFP) - Housing Development Consulting Services

(amended March 6, 2026)

Date: February 16, 2026

Issued By: The Town of Damariscotta, Maine

1. Introduction and Background

The Town of Damariscotta, in partnership with Coastal Rivers Conservation Trust, is seeking proposals from qualified firms to provide comprehensive consulting services for the potential development of housing. The primary purpose of this project is to explore and plan for the creation of new housing, though the project team may look to explore complementary development (mixed use, community space, etc) to enhance the housing development. The selected firm will be responsible for a multi-phased scope of work that includes site feasibility, architectural concepts, and landscape planning.

This project utilizes grant funding that requires completion by the end of December 2026. Town staff will be available to assist with any public outreach that may be necessary and will manage any reporting requirements of the grant.

2. Scope of Services

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

- **Task 1: Site Suitability Assessment**
 - Conduct a thorough site suitability assessment on the following parcels
 - Tax Map 01 Lots 002 and 008: Contiguous parcels owned by Coastal Rivers Conservation Trust (1.43 acres)

- This includes a detailed evaluation of the site characteristics and constraints, including topography, existing wetland and floodplain data, existing easements, and access points.
- 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, and telecommunications infrastructure, including an assessment of potential extension or upgrade costs.
- **Task 2: Architectural Concepts**
 - Based on the site suitability assessment and in coordination with town staff and partners, develop architectural concepts for each designated property.
 - Concepts should be presented with illustrations of conceptual designs in both plan and perspectival views.
 - Cost estimates for each concept shall be provided.
- **Task 3: Community and Public Engagement**
 - Attend and present conceptual site designs at a Select Board meeting.
 - 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 Town reserves the right to defer, modify, or eliminate Task 4a and 4b without penalty.*
- **Task 5: Bid Alternate:** Perform wetland delineation and preliminary environmental reviews to identify any potential floodplains, sensitive habitats, or other environmental constraints. This item is listed as an alternate as the property owner has recently conducted delineation of wetlands on an adjoining property that may satisfy this requirement.
 - *The Town reserves the right to defer, modify, or eliminate this task 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 and housing projects.
- **Key Personnel:** Identification of the proposed Project Manager and key team members, with resumes detailing their qualifications and relevant experience.
- **Methodology and Timeline:** 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.
- **Proof of Insurance:** Evidence of current professional and general liability insurance.
- **References:** Names, titles, organizations, phone numbers, and email addresses for at least three client references.

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and success with similar housing assessment projects. (25%)
- Qualifications and experience of key personnel. (10%)
- Clarity and thoroughness of the proposed approach, methodology and timeline. (35%)
- References and past performance. (5%)
- Fee for services. (25%)

The reviewing party has the right to refuse any and all bids.

5. Submission Instructions and Deadline

- **Submission Deadline:** Proposals must be received no later than **March 16, 2026, at 1 PM.**
- **Submission Format:** A digital copy of the proposal will also be required from the bidders by the submission deadline. Proposals can be sent to Andrew Dorr, Town Manager at adorr@damariscotta.maine.gov. The successful bidder shall provide hard copies (not more than 5) of the proposal upon request.
- **Inquiries:** All questions regarding this RFP should be submitted in writing to **Andrew Dorr (adorr@damariscotta.maine.gov)** by **5 PM Monday, ~~February 27~~ March 2, 2026.** Responses to substantive questions will be shared with all interested firms.

BID FORM

(revised 3/6/2026)

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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 Assessment _____

Task 2: Architectural Concepts _____

Task 3: Public Engagement _____

~~Task 4: Landscape Plan _____~~

Task 4a: Preliminary Engineering and 30% Design Documents _____

Task 4b: Final Engineering and 90% Construction Documents _____

Bid Alternate

Task 5: Wetland Delineation _____

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 Town of Damariscotta reserves the right to pause, modify, or terminate services between phases without penalty.

