



Request for Proposals (RFP)
Public Works Facility Feasibility Assessment
Old Orchard Beach, Maine

Issue Date: April 27, 2026
Proposal Due Date: May 20, 2026

Issued By:
Town of Old Orchard Beach
Diana H. Asanza, Town Manager
1 Portland Ave., Old Orchard Beach, ME 04064
dasanza@oobmaine.com, 207.937.5626

1. Introduction

The Town of Old Orchard Beach is soliciting proposals from qualified engineering and design firms to provide assessment and concept level design services for a new Public Works Complex that includes administration offices, equipment storage building and garage, salt and sand storage building, and a transfer station. The location of the buildings are currently decentralized at different locations and consolidating locations would be beneficial. The work will identify the layout of the various functional areas in order to develop options for a preferred arrangement.

2. Project Overview

The Town seeks to evaluate the feasibility, site conditions, programming needs, and preliminary layouts for a new public works campus. The intent of this assessment is to develop conceptual options and associated costs that will allow the Town to make informed decisions regarding the location, scope, and potential future development of the facilities.

3. Scope of Services

The selected consultant will be responsible for the following:

A. Kick-Off Meeting & Site Visit

- Conduct a kick-off meeting with Town staff to review goals, gather input, and understand operational requirements.
- Perform a site visit of each location to observe existing conditions and photograph the area.

B. Programmatic Assessment & Space Needs Analysis

- Facilitate discussions with Town and Public Works staff to understand current and projected operational workflows, staffing, and equipment needs.
- Identify functional requirements for the facility, including types and quantities of equipment, support spaces, and circulation needs.
- Develop a space needs matrix that outlines required square footage for each program element (e.g., storage bays, office, workshop, wash bay, etc.).
- Align space needs with operational priorities and future growth considerations.

C. Schematic Building and Site Layouts

Develop up to three (3) conceptual site and floor plan layouts that accommodate the identified programmatic elements. Site assessments should address:

- Use of Town-provided materials including ROW and tax maps to identify Town-owned land

- ADA and accessibility requirements
- Life safety, security, and site lighting
- Building footprint requirements and potential constraints
- Vehicle turning radii and site access (ROW)
- Drainage, grading, and stormwater considerations
- Electrical, water, and wastewater connection needs
- Local environmental permitting requirements
- Local zoning and site plan ordinance compliance

D. Assessment Technical Memorandum

- Prepare a narrative report summarizing the assessment and schematic design work. The memorandum shall include:
 - Conceptual floor plan options and site configurations
 - Utility connection strategies
 - Concept-level cost estimates for each layout
- Deliver a **Draft Assessment Report** to the Town in PDF format for review
- Incorporate Town comments and submit a **Final Assessment Report** in PDF format

4. Assumptions and Exclusions

The following services are **not** included in this scope but may be added at a later phase if required:

- Wetland delineation or environmental field surveys
- Geotechnical investigations
- Topographic, boundary, or location surveys
- Permitting or permit applications
- Final construction drawings

5. Proposal Requirements

Interested firms should submit a proposal that includes the following:

1. **Cover Letter** – Introduction to the firm and expression of interest
2. **Project Understanding** – Summary of your understanding of the project goals and challenges
3. **Approach and Methodology** – Outline of how your team will complete the scope of services
4. **Team Qualifications** – Resumes and roles of key personnel
5. **Relevant Experience** – Examples of similar projects completed within the last 5 years
6. **Proposed Schedule** – Estimated timeline to complete the scope of work
7. **Fee Proposal** – Lump sum or not-to-exceed cost for the defined scope
8. **References** – Contact information for at least three (3) municipal or public agency clients

6. Submission Instructions

- **Proposal Due Date:** May 20, 2026
- **Submit to:**
Diana Asanza, Town Manager

Town of Old Orchard Beach
 1 Portland Ave., Old Orchard Beach, ME 04064
dasanza@oobmaine.com 207.937.5626

- **Subject Line: RFP –Public Works Facility Feasibility Assessment**

Electronic submissions (PDF format) are preferred. Late submissions may not be considered.

7. Evaluation Criteria

Proposals will be evaluated based on the following:

- Demonstrated understanding of the project
- Qualifications and experience of proposed team
- Approach and methodology
- Past performance and relevant project examples
- Proposed schedule
- Cost-effectiveness of the fee proposal

The Town reserves the right to reject any or all proposals, waive informalities, and select the proposal deemed to be in the best interest of the Town.

8. Questions

Questions regarding this RFP must be submitted in writing by May 11, 2026 to:

Diana Asanza

Email: dasanza@oobmaine.com

Phone: 207.937.5626

9. Anticipated Project Schedule

Milestone	Date
RFP Issued	April 27, 2026
Deadline for Questions	May 11, 2026
Proposals Due	May 20, 2026
Firm Selection & Notification	On or around May 27, 2026
Project Kick-Off	On or after June 3, 2026
Draft Report Submitted	4 Months after contract award
Final Report Submitted	At least 30 days after draft submission