



REQUEST FOR PROPOSALS

**RIVERVIEW HOUSE MITIGATION ASSESSMENT
AND DESIGN**

TOWN OF BOWDOINHAM, MAINE

**RESPONSES DUE BY:
1:00PM ON SEPTEMBER 29, 2025**

TOWN OF BOWDOINHAM, MAINE
WATERFRONT PARK DESIGN FOR
REDEVELOPMENT OF PUBLIC WORKS PROPERTY

Sealed Requests for Proposals, plainly marked "Planning Consultant Services – RIVERVIEW HOUSE MITIGATION ASSESSMENT AND DESIGN" on the outside of the mailing envelope, addressed to the Yvette Meunier, Director of Planning & Development, 13 School Street, Bowdoinham, Maine 04008 will be accepted until 1pm (est) on Monday, September 29, 2025 Addenda to this proposal, if any, including written clarifications to this RFP, will be posted on the Town of Bowdoinham website under the project heading.

PROJECT FUNDING

This Project will be funded with a BRIC Grant from Federal Emergency Management Agency and the Town of Bowdoinham.

PROJECT OBJECTIVES

The Town's objective is to evaluate mitigating flood hazards at the Riverview House, associated infrastructure, and surrounding grounds (Map U01, Lot 001). The property is located on the Town's riverfront and is underutilized given the area's potential for recreation-based economic development. The Town adopted a Master Site Plan for the re-development of the property in June 2019.

The services shall prepare a scope of work, a budget, and a timeline for future planning and implementation/construction of hazard mitigation. Further, the services should also address the areas outlined in the following Scope of Services. Consultants should indicate how each of these tasks will be undertaken and the specific steps necessary to accomplish those tasks.

SCOPE OF SERVICES

Phase 1: Engineering Assessment

The consultants shall review the Master Site Plan, 2025 septic design for the building, and FEMA floodplain maps to develop an engineering assessment of the building and surrounding area at risk of damage from Flood Hazards.

- 1) CIVIL ENGINEERING ASSESSMENT
 - a. Review existing reports, plans and surveys;
 - b. Perform site reconnaissance; and
 - c. Draft a report and recommendations, along with a budget and timeline for mitigation required by undertaking an engineering assessment of the risks to the building and surrounding area from flood hazards including but not limited to (flood, wind, tidal events, ice jams, severe weather, moon phases, wave analysis, and 100-year flood).

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2) STRUCTURAL ENGINEERING ASSESSMENT

- a. Draft a report with recommendations and plans, along with a budget and timeline for possibilities for the building and surrounding area to mitigate future flood hazards including but not limited to (elevation, demolition, dry-proofing, wet-proofing, potential for building expansion, relocation, mitigation, re-construction, asbestos abatement, and mold abatement).

3) SEPTIC SYSTEM DESIGN

- a. Design an engineered pre-treatment septic system to supplement the existing design so that we can increase the capacity of the current design.

Deliverables: During the process, it would be expected that the consultant create the following materials including, but not limited to:

- reports; and
- conceptual plans and renderings; and
- a supplemental engineered septic system plan to increase the capacity of the current plan to serve the building, the bathhouse across Rt. 24 at the Maily Waterfront Park and future bathhouse at the new park.

PROJECT SCHEDULE

The Town anticipates conducting the project with the following milestones:

Request for Proposals advertised	August 18, 2025
Proposals Due	September 29, 2025
Interviews	October 2025
Contract Signing	October 2025
Project Completion	March 1, 2026

The project's reports, recommendations, plans and design must be completed by March 1, 2026, per the FEMA Grant requirements.

TOWN ROLE

Town Planning Department staff will be responsible for administering the project and overseeing the consultant's work on this project.

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PROPOSAL REQUIREMENTS

Proposals shall include the following:

A. Firm Description - Provide a brief description of the firm including firm size and area(s) of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.

B. Project Team - Provide names and resumes of key professionals who would be assigned to the project. Each team member's education and experience shall be listed. The project manager shall be clearly identified and a description of his/her relevant previous projects listed.

C. Relevant Experience – Provide a list and brief description of past projects within the state of Maine that have included relevant components. Proposed project staff must have been involved with said projects.

D. Statement of Project Understanding & Scope of Services - The consultant shall state in succinct terms their understanding of the scope of services that is to be addressed as a result of selection pursuant to this Request for Proposals, and provide a description in narrative form of the consultant's approach and technical plan for accomplishing the work.

E. Schedule - The Consultant shall submit a proposed schedule for completing the scope of services associated with the project.

F. Fee Proposal - The Consultant shall submit a proposed budget for performing the scope of services, stated as a not-to-exceed.

G. References – Provide three (3) references, including current contact name and phone number, for projects with relevant components.

NUMBER OF COPIES

Three (3) bound copies of the proposal must be submitted no later than the date and time identified above.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Responsiveness to submission requirements. 25 points
2. Qualifications of firm and project team members. 25 points
3. References and past Community experience. 25 points

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4. Understanding of required project work. 25 points

5. Proposal price. 25 points

6. Project timeline. 25 points

The Town of Bowdoinham reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Town.

OTHER REQUIREMENTS

The successful Consultant will be required to maintain insurance in such form as will protect the Consultant from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract. The Consultant shall also be required to maintain professional liability insurance. Amounts and coverages shall be subject to contract negotiations.

The Town of Bowdoinham reserves the right to negotiate directly with the firm(s) selected for additional project work including assistance with implementation of portions of the resulting Master Plan

The Town of Bowdoinham reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Consultant and to evaluate its submittal. All concepts, designs, information and ideas that may be generated during the selection process shall become the property of the Town of Bowdoinham.

Requests for additional information or clarifications should be directed to Yvette Meunier, Director of Planning & Development, at (207) 666-5531 or planning@bowdoinham.com by September 15, 2025. Any questions and their answers will be posted on the Town's website by September 22, 2025.

ADMINISTRATIVE INFORMATION AND CONDITIONS FOR SUBMITTAL

- I. Compliance:** all participating Offerors shall agree to comply with all conditions, requirements and instructions of this RFP as stated or implied herein. Should the Town of Bowdoinham omit anything from this packet which is necessary to the clear understanding of the requirements, or should it appear that various instructions are in conflict, the Offerors shall secure instructions from the Planning Department prior to the date and time of the submittal deadlines shown in this RFP.

- II. Altering Proposals:** Any alterations made prior to opening date and time must be initialed by the signer of the proposal, guaranteeing authenticity. Proposals cannot be altered or amended after submission deadline without express approval from the Town of Bowdoinham.

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- III. Withdrawal of Proposal:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror prior to the sixty-first (61st) day following the submittal deadline date and only prior to award.
- IV. Acceptance of Proposal Content:** the contents of the proposal of the successful Offeror shall become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a contract shall result in cancellation of the award.
- V. Exceptions and Substitutions:** All proposals meeting the intent of this RFP shall be considered for award. Offerors taking exception to the specifications shall do so at their own risk. The Town of Bowdoinham reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, Offeror must state these exceptions separately. Exceptions/substitution, if accepted, must meet or exceed the stated intent and/or specifications. The absence of such a list shall indicate that the Offeror has not taken exceptions, and if awarded a contract, shall hold the Offeror responsible to perform in strict accordance with the specifications or scope of work contained herein.
- VI. Minimal Standards for Responsible Prospective Offerors:** a prospective Offeror must affirmably demonstrate their responsibility. A prospective Offeror must meet the following requirements:
- a. Have adequate financial resources, or the ability to obtain such resources as required
 - b. Be able to comply with the required or proposed completion schedule
 - c. Have a satisfactory record of performance
 - d. Have a satisfactory record of integrity and ethics
 - e. Be otherwise qualified and eligible to receive an award and enter into a contract with the Town of Bowdoinham
 - f. Be able to pass a background check as may be conducted by the Town of Bowdoinham
- VII. Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract.
- VIII. Assignment:** The Contractor shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written approval from the Town of Bowdoinham
- IX. Contract:** This Request for Proposal, submitted documents, and any negotiations, when properly accepted by the Town of Bowdoinham, shall constitute a contract equally binding between the Town of Bowdoinham and the Contractor. Any and all verbal communications and/or commitments made during negotiation process that are deemed agreeable to both the Town of Bowdoinham and selected Offeror shall be submitted in written form and made part

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of any resulting contract. No different or additional terms shall become a part of the Contract with the exception of an Amendment.

- X. **Contract Termination:** this contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of services; (3) acceptance of services, or, (4) for convenience terminated by either party within a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.
- XI. **Indemnification:** Contractor shall defend, indemnify and save harmless the Town of Bowdoinham, and all its officers, employees, insurers and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Contractor, or of any Contractor's agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Contractor shall pay any judgment with cost which may be obtained against the Town of Bowdoinham growing out of such injury or damages.
- XII. **Costs of Response:** All costs borne by the Offeror in submitting a response to this RFP shall remain the sole responsibility of the Offeror.