

OFFICE OF
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NEWCASTLE, MAINE

Request for Proposals (RFP):
Lincoln County Water and Sewer Feasibility and Funding Strategy

1. Introduction

1.1. Purpose:

Lincoln County seeks proposals for professional engineering services to assist the Lincoln County Regional Planning Commission (LCRPC), the County's Planning Department, in developing a feasibility study and funding strategy to explore the potential of extending sewer and water services to increase the county's housing inventory in the communities of Damariscotta, Newcastle, Waldoboro, and Wiscasset.

1.2. Background

This effort builds upon the [County's 2023 Affordable Housing Needs Assessment](#) findings, which determined that approximately 1,365 additional housing units will be required to accommodate anticipated job growth within the County. Approximately 900 of the 1,365 units will need to be designated affordable for those entering the workforce as well as for older adults looking to age in place. It also builds on the ARPA investments the County has made for sewer, water, and housing infrastructure development, and the recent release of the [Prioritized Site Inventory for Affordable Housing Development: Property Profiles Report](#), released in May 2025.

The County will engage a qualified and licensed engineering firm, to be selected through a formal request for proposals (RFP) process, to determine the feasibility, extent, and cost of potential infrastructure expansions to accommodate new housing development on municipally-identified parcels. By pinpointing opportunities for infrastructure extensions and the associated costs, Lincoln County hopes to alleviate some of the challenges in the housing development process by reducing predevelopment costs for developers and municipalities. The feasibility

study will take place between fall 2025 and late summer 2026, followed by a funding strategy report that will identify funding opportunities for municipalities and developers to better understand what financing and grants may be available for construction and/or maintenance to extend the water and sewer infrastructure identified in the feasibility assessment.

2. Scope of Work and Budget

2.1. Project Overview

This project will consist of a feasibility study that explores the potential of extending sewer and water services to expand housing and a funding strategy to successfully implement proposed extensions. The feasibility study will focus on the utility extensions to the parcels identified in Appendix A of this RFP.

2.2. Scope of Work

The selected vendor will be responsible for completing the tasks and services outlined in the below scope of work by August 2026. As the qualified and licensed engineer submitting a proposal for this work, please adapt this scope as needed while still ensuring that the stated deliverables will be met.

Task #1: Work with staff at LCRPC, water districts, and municipalities to compile necessary information to perform the Feasibility Study. This includes, but is not limited to, Google Earth data; Lidar data; existing sewer/water locations and capacity; number of units or expected capacity; and distance of expansion.

Task #2: Work with sewer and water districts that would serve identified sites to further discuss and identify system capacity and current sewer/water line locations. Discussions around needs for pump stations and other mechanisms will also occur.

Task #3: Develop route sketches for each identified site and 2-3 alternatives per scenario, which may include septic systems or on-site sewage treatment plant, if needed. Route sketches will identify rough pipe

size, need and location for sewer pump station(s) and/or water booster pump(s).

Task #4: Prepare a high-level cost estimate for the feasible route sketch for each selected site.

2.3. Budget

This project is funded by a Maine Department of Community and Economic Development (DECD) Housing Opportunity Program (HOP) grant and limited reserve funds from the County. Project proposals cannot exceed a total cost of \$225,000.

3. Proposal Format and Submission Instructions

3.1. Proposal Format

Proposals must include the following elements in the order below:

- **Name and point of contact:** Primary project manager working with LCRPC staff managing the project.
- **Project experience:** Include a list of at least three similar projects completed in the last five years. For each project, include client contact information, projected and final costs, client feedback, and timeline from start to project completion.
- **Firm experience:** Provide information about how long the firm has been providing this type of service related to water and sewer infrastructure and how the work has been conducted. Also include information about the type of clients served including, but not limited to, geographic area, types of governments served, and size of population served.
- **Project team profile:** Provide a brief profile of the team members who would be directly involved in the proposed project and their relevant experience.
- **Statement of capacity:** Provide a statement of their capacity to perform the anticipated tasks for this project.
- **Proposed timeline:** The engineer/firm shall provide a statement of the proposed timeline for this project, including major milestones and

anticipated review times. As this project is grant funded, the engineer's work must be completed by no later than August 31, 2026.

- **Deliverables:** Provide a list and description of the deliverables the engineer/firm anticipates delivering to LCRPC upon project completion.
- **Cost breakdown:** The engineer/firm shall provide a breakdown of the costs for each task, including the efforts required for each task, hourly rates, hours to complete each task, and total labor costs.

3.2. Evaluation Criteria

Proposals will be evaluated by a selection committee consisting of the Lincoln County Administrator, LCRPC staff, municipal officials, and representatives from water and sewer districts. Proposal selection will be based on qualifications, experience, capacity, timeline, deliverables, and project cost described in the proposal with the RFP.

3.3. Submission Instructions

Lincoln County, via the Lincoln County Regional Planning Commission (LCRPC), will be accepting proposals through **2:00PM on Tuesday, September 9, 2025.** Formal proposals should be sent electronically to Alex Zipparo (azipparo@lcrpc.org) and Curtis Brown (cbrown@lcrpc.org) via email, U.S. Mail, or hand-delivery. Our mailing address is: 297 Bath Road, Wiscasset, ME 04578.

4. Contract Award

The contract will be awarded based on the best combination of cost, experience, and solution. The selected vendor will be notified no earlier than Thursday, September 18, 2025, and a contract will be executed shortly thereafter.

This is a fixed-price contract, inclusive of all services rendered to Lincoln County. Contracts will be paid monthly, following receipt and review of monthly invoices to Lincoln County.

5. Contact Information

For any questions regarding this RFP, please contact:

Curtis Brown

cbrown@lcrpc.org

(207) 882-5983

or

Alex Zipparo

azipparo@lcrpc.org

(207) 882-5985

APPENDIX A

- Damariscotta
 - 003-046 Sewer
 - 001-050-003 Sewer
- Newcastle
 - 005-004 Sewer
 - 007-060 Sewer
- Waldoboro
 - R6-14 Water
 - U2-23 Water
- Wiscasset
 - R07-067 Water
 - R07-067A Water