



The Town of Lincoln is soliciting proposals from qualified professional firms to assess the future needs of Lincoln for a Town Office. Currently the Town has a short-term lease space in a Main Street building which is owned by and houses the local Masonic organization. The current office space is seen as too small and greatly out dated. The space as currently configured also may fail in areas like ADA compliance.

The Town seeks a professional firm to:

- 1) Define the current and future Town Office space needs.
- 2) Define the best way to acquire better larger meeting and voting space.
- 3) Identify the best way for Lincoln to appear better through the presentation it makes with its office appearance to the residents and help attract future economic developers.
- 4) Identify how to best develop a long term, very safe and efficient office and public space.

The selected firm will be free to bring forward their best ideas in answer to these questions but must also address the following ideas that could be possible solutions to the problem. Among those ideas; rehabilitate the current space in a longer-term lease / purchase of the current building, move to some other currently existing building or a new purpose-built building.

The final product from the consultant / contractor should include prices ranges for all the alternatives presented as well as possible time tables for the various proposed projects to be completed. The final product should also include concept drawings of both floor plans and exterior views.

The selected firm may operate entirely from their own in-house staff or may also employ sub-contractors but the selected primary consultant / contractor must take full responsibility for the work of any sub-contractors.

Responses to this request for proposals should be forwarded to Rick Bronson, Town Manager. Questions about this RFP should be forwarded to the Town Manager by email or phone. Town Manager's email address is town.manager@lincolnmaine.org

Due by March 30, 2018