

**City of Caribou - Request for Proposals
Comprehensive Housing Needs Assessment and Action Plan
RFP 2025 - 07**

Release Date: July 7, 2025

Questions are due: Thursday, July 24, 2025, at 2pm

Questions and Answers posted on City website by Monday July 28, 2025, at 2pm

Proposals are due: Monday August 11, 2025, by 2 pm

Background:

The City of Caribou is seeking proposals for a comprehensive housing needs assessment and housing action plan. The goal of the project is to develop a strategy that will guide the City in housing policy decisions, encourage public-private collaboration, and assist in leveraging grant funding and capital investment in the future.

This project is funded by a grant from the State of Maine, Department of Economic and Community Development Housing Opportunity Program (as described in [5 M.R.S. § 13056-J](#).) to encourage and support the development of additional housing units in the State, including housing units that are affordable for low-income and moderate-income individuals, and targeted to community workforce housing needs. It is intended to support the creation of housing development plans, including municipal ordinances and policy amendments to support those plans for increased housing development.

Responses to this Request for Proposals will be accepted on or before Monday August 11, 2025, at 2:00 PM. Sealed bid proposals shall be submitted to the City Manager's Office Attn: "Housing Needs Assessment" 25 High St, Caribou, Maine, 04736. Sealed bid proposals must be physically received in the Office of the City Manager by this date and time. Bidders assume the risk of any failed or undelivered bid proposals. No electronic bids will be accepted. Questions and answers, along with this RFP will be posted at www.cariboumaine.org/RFPS. Any proposal received after 2 p.m. on August 11, 2025, will be rejected. FMI: esanderson@cariboumaine.org

Project Scope:

Task 1: Housing Needs Assessment

The City of Caribou seeks to have a better understanding of the housing stock and needs city-wide. The Housing Needs Assessment task must:

- Engage the public to identify needs and challenges in housing choice

- Provide economic, demographic, and real estate data and trends, to create an analysis of future housing needs.
- Summarize existing housing stock and initiatives
- Address quality, safety, and blight issues by identifying vacant and underutilized housing
- Identify critical gaps and issues in the housing supply
- Develop an on-going procedure for the collection of housing data within Caribou

Deliverable: Housing Needs Assessment report detailing data on the current housing supply, needs for the future, and a procedure for the continued collection of housing data.

Task 2: Housing Action Plan

The City of Caribou seeks to have a better understanding of next steps to increasing housing choices in the community. The Housing Action Plan task must:

- Create actionable steps towards improving existing housing conditions, and decreasing blight, including vacant and abandoned properties
- Propose new housing choices that match the needs of the community
- Identify specific new housing development locations along with an analysis of infrastructure needs for those locations.
- Assess city ordinances that may prove to be a barrier for the creation of additional housing of all types
- Recommend appropriate housing policies and financing strategies, encouraging public-private investment to successfully leverage future funding.

Deliverable: Housing Action Plan report providing guidance on how to advance housing goals, attract new resources, and address challenges.

Proposal Content:

The proposer must include the following:

1. Cover Letter

A description of the proposer's history, experience, and qualifications, including names of principals, with the contact information for the project manager.

2. Qualifications and Experience

Identification of Principal in Charge/Project Manager, and roles of other key personnel, if applicable. Include resumes and relevant project experience.

3. Project Understanding

Describe what elements of the process will require extraordinary focus to achieve meaningful recommendations and meet the schedule.

4. Approach

Provide a detailed description of the proposer's approach and list specific tasks with goals and objectives. Include the number of anticipated public meetings, and if they will be facilitated in person or virtually.

5. Timeline

Include expected time to complete each task, with schedules and milestones to demonstrate ability to complete the project on time. The City's goal is to have the study completed no more than 12 months following contract execution.

6. References

Provide three references from entities familiar with your work, including last project name and the date(s) that the proposer worked with the reference contact.

7. Budget and Justification

Provide a description of costs, with a detailed breakdown of the total fee, including fee for services, the hourly rate for all personnel assigned to this project as well as rates for travel time and mileage.

Technical proposals must be submitted as follows: six (6) copies of the technical proposal must be submitted in hard copy format accompanied by one (1) electronic copy in .pdf format.

Evaluation Criteria and Selection Process:

- Quality of consultant team – (25 points) How strong is the project team; are key personnel on staff or if subcontracted, are relationships well established? Has the consultant adequately defined the human resources necessary to complete the project? Who will be performing the key elements of the project? How will information be presented or published during the process?
- Understanding of project scope and objectives – (25 points) How well does the consultant understand all aspects of the project? Has the consultant identified potential challenges/opportunities and included possible best practices that have produced results in similar projects? How will the public be included in the project?
- Prior Experience and references – (25 points) Has the consultant presented a proven history of study like that set forth in the scope of work? Has the proposer included contact information for similar projects completed within the past five years? Similar projects performed by personnel for this study will be evaluated more favorably. Respondents should focus on projects that have progressed beyond planning to implementation.
- Schedule Quality – (15 points) The proposal should demonstrate that the team has the availability and necessary human resources to respond and deliver this project. The proposal should lay out timelines for the various elements and identify the responsibilities of all parties as they relate to schedule guidelines.
- Fee for Service – (10 points) The proposal should be within the budget for this project.

Award of Contract

City staff will make their final recommendation to the City Council at the August 25, 2025, City Council meeting.

The award will be given to the most qualified proposer after review and evaluation of proposal and qualifications, negotiation and acceptance of fee. The City of Caribou reserves the right to accept or reject any or all bid proposals at its sole discretion. The Caribou City Council will consider bids at the August 25, 2025, City Council meeting.