

PORT CITY PROPOSAL DOCUMENTS

A photograph of a police officer in a dark uniform standing in a locker room. The officer is looking at a locker on the right side of the frame. The locker room has rows of grey lockers with black handles and numbers. The floor is made of blue and white square tiles. The walls are white with a wooden handrail. A red fire alarm pull station is visible on the wall in the background.

**Proposal for City Of Caribou's
Request For Qualifications & Fee Proposal
Professional Services - Police Station Site Selection**

Mission Statement:

Proposal Submission

Any enduring building is built on purpose. From foundation to flagpole, its form is shaped to follow the function it serves. But at Port City Architecture, we know that a building's real story starts after it opens its doors.

That's why we design with the same eye on operational costs that we use to screen the materials and methods we plan from the ground up. We founded our firm on that respect for form, function, and finance. It's our best plan for the long term success of any structure, and the partnership we'd welcome building with you.



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Proposal Submission

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Emergency Coordination Center:

With a state of the art multi media center and its own exterior entrance, this space provides the department with a large room for training staff meetings, classes, certifications, emergency event operations, and community events.





Town of Gorham, Maine
Gorham Police Station
Evidence Processing Room



Washington County Public Safety
Washington, Maine



Introduction: Letter of Interest

Proposal Submission

October 30, 2025

Attn: Penny Thompson
City Manager
City of Caribou
Municipal Building
25 High Street
Caribou, Maine 04736

RE: Site Selection for Police Station

Dear Ms. Thompson and Members of the Selection Committee:

Port City Architecture is Maine's leading expert in police station and municipal facility design. With more than forty municipal projects in the last eight years, we have designed more police stations and municipal facilities than any other firm in Northern New England. Our team provides unmatched public safety design knowledge combined with an understanding of local Maine construction common sense. We recently completed construction of the City of Augusta's new police department and are currently designing the City of Auburn's 60,000 sf public safety facility and constructing Ogunquit's 20,000 sf combined police / city hall facility.

While our experience in public safety studies is broad, we consider a study successful only when it advances to construction. Over 95% of our recent studies have received voter approval and proceeded to construction. This track record reflects our deep knowledge of police facility operational requirements, national design trends, and current Maine construction and renovation cost data. We are also very experienced with congressionally funded project requirements.

This study phase will form the foundation for determining the best path forward by identifying a suitable facility and providing an excellent design solution through a combination of renovation and possible additions. We will deliver a clear, logical, and cost-effective solution for your future facility needs.

In this RFQ response we have laid out a clear 6-step scope of work to achieve your goals. After we thoroughly understand your space needs, we will engage a commercial broker to provide an initial list of potential properties. We will gradually reduce the number of properties based on a weighted list of building criteria until we narrow the search to a final selection that best meets the city's goals. We will fully develop the final property selection with a plan indicating all required renovations and additions. We will present this information to the city with a schematic floor plan, a schematic site plan, colored renderings, and an accurate turn-key project cost estimate using our construction manager for the recently completed Washington County Sheriff's office.



Introduction: Letter of Interest

Proposal Submission

Your project will be led by our senior public safety professionals and supported by our long-standing team of engineering consultants. All senior staff listed in this proposal will provide substantial, hands-on involvement throughout the project.

To the best of our ability, all information in this RFQ is complete and accurate. We authorize the city and its representatives to contact previous clients for independent reviews of Port City and our consultants' performance. We are easy to work with, responsive to client needs, and committed to delivering excellent design with personal service.

Visit our website at www.portcityarch.com for project examples and feel free to contact us for any additional information.

Sincerely,
Andrew C Hyland, AIA



Principal
Port City Architecture

Point of Contact Information:
Andrew C. Hyland, AIA, Principal
Port City Architecture
65 Newbury Street
Email: andy@portcityarch.com
Phone: 207 761-9000 x 202



Introduction: Firm Description

Proposal Submission

Company Profile & Contact Information

Port City Architecture

65 Newbury Street, Portland, ME 04101

Office: 207-761-9000 | Cell: 207-838-4222

Email: andy@portcityarch.com | Website: www.portcityarch.com

Firm Size: 11

Professional Licenses & Accreditations

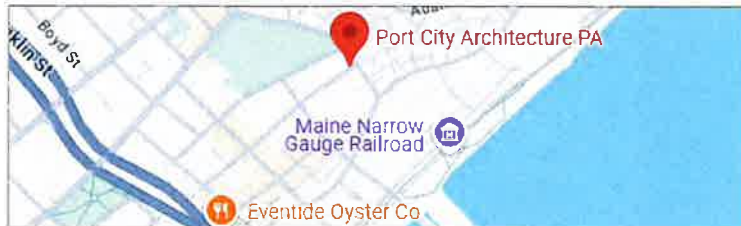
- Architect Licenses: Maine, New Hampshire
- LEED Accredited Professionals, U.S. Green Building Council

Awards

- *Fire Chief Magazine*: Saco Fire Station, Saco, ME
- *College Planning & Management Magazine*: University of New England
- *American School & University Magazine*: University of New England

Professional Affiliations

- Maine Police Association – Member
- Maine Fire Chiefs Association – Corporate Supporter
- AIA (American Institute of Architects) – National & Maine Chapter Member
- Portland Society of Architects – Member
- U.S. Green Building Council – Member
- NNECCARRAPPA – Business Member



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Since our establishment in 1989, Port City Architecture has remained steadfast in our mission to achieve the perfect balance of **form, function, and financial value** in every architectural project we undertake. Our unwavering commitment to these principles has allowed us to specialize in a variety of sectors, including public safety, higher education, laboratory facilities, commercial spaces, and residential developments. With each project, we aim not only to meet but to exceed the expectations of our clients.

Our holistic approach to design takes into account not just the aesthetics of a building, but also how it will function within its environment and the community it serves. We believe that strong, collaborative relationships among our clients, partners, and staff are essential to the success of any project. Every member of our project teams plays a crucial role, ensuring that the vision outlined by our clients is realized through meticulous planning and execution.

To achieve this, we provide personalized service that tailors our approach to the unique needs and goals of each client. This level of dedication fosters a sense of trust and transparency, allowing us to work closely with our clients throughout every stage of the project. From initial research and design concepts to comprehensive construction monitoring, we ensure that every detail is meticulously crafted.

In 2020, we expanded our footprint by opening a new office in New Hampshire, further enhancing our ability to serve clients across the region. This strategic move allows us to deepen our connections with local communities and respond effectively to the diverse architectural needs in this area. At Port City Architecture, we are passionate about creating spaces that stimulate and inspire while building lasting relationships that extend beyond the confines of construction.

Services Include:

- Master Planning
- Project Planning & Feasibility Studies
- Programming building functions
- ADA and Life Safety Code Review
- Permitting and Community Outreach
- Cost Estimating
- Project Design and Engineering
- Construction Document Preparation
- Construction Administration
- General Architectural Consulting





Port City Architecture has been **dedicated to sustainable design since its inception**, actively embodying this commitment through its membership in the United States Green Building Council (USGBC) since 2001. The firm's expert team includes **four LEED-accredited professionals** who leverage their extensive knowledge and experience to exceed industry sustainability standards in every project.

The principals, Andrew Hyland and Lita Semrau, **play pivotal roles in promoting sustainable practices within the architecture community**, exemplified by their involvement on the Board of the Maine Chapter of the USGBC. This leadership further emphasizes the firm's dedication to developing a culture of sustainability and advocating for eco-friendly policies.

Port City Architecture integrates **sustainable principles throughout the design process, from initial concepts to project completion**. Their efforts have led to the successful completion of five LEED Silver-certified projects in Maine, showcasing their ability to create environmentally responsible buildings that align with client goals and benefit local communities.

Additionally, the firm collaborates with organizations such as Efficiency Maine, allowing clients to access various **financial incentives for energy-efficient designs**. This partnership not only aids clients financially but also supports broader initiatives to reduce energy consumption and minimize environmental impact. Port City Architecture remains steadfast in its mission to foster a sustainable future for all.



Andrew C. Hyland, AIA, LEED AP

U.S. Green Building Council: Member 2002-2017
 Maine Chapter of U.S. Green Building Council: 2002-2015
 · Board Member: 2002-2008
 · Secretary on the Executive Board: 2006-2007
 · Treasurer on the Executive Board: 2007-2008



Lita Anne Semrau, AIA, LEED-AP

U.S. Green Building Council: Member from 2002 to 2017
 Maine Chapter of the U.S. Green Building Council: 2002-2015
 · Vice Chair from 2010 to 2012
 · Chair from 2013 to 2014

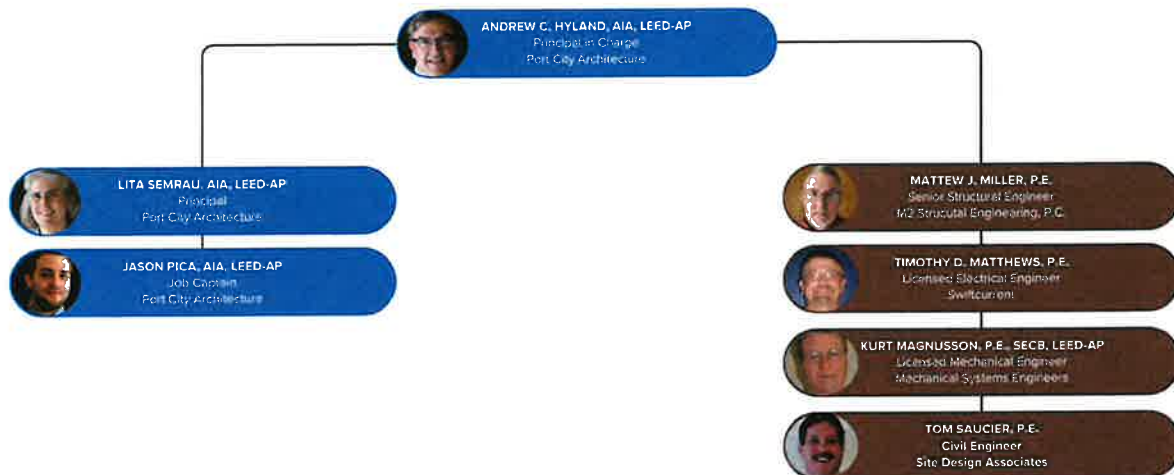




Project Team and Relevant Experience

Project Team and Relevant Experience: Teach Chart

Proposal Submission



Project Team and Relevant Experience: Port City Team

Proposal Submission



Licenses: Architect: Maine #2037,
Architect: New Hampshire #2295

Education: University of Colorado:
Bachelor of Architecture and
Environmental Design

USGBC: LEED Accredited Professional



Andrew C. Hyland, AIA, LEED-AP
Port City Architecture
Maine Licensed Architect / Principal in Charge



Andrew "Andy" Hyland is a senior principal at Port City Architecture with over 30 years of experience in **architectural design, planning, and project management**. He is widely recognized for his exceptional work in **public safety design** across Maine, having led the design teams for numerous projects in this sector.

Andy is passionate about his field and stays current with the latest trends in public safety design, relevant codes, and innovative, **energy-efficient construction methods**. His extensive experience in project planning and collaboration with various committees allows him to integrate diverse perspectives, which helps build strong community support for each project. He is skilled at ensuring that every project addresses current community needs, anticipates future growth, and utilizes **durable, sustainable materials**—all within a realistic budget.

Professional and Civic Affiliations:

- Maine Chiefs of Police Association: Member
- American Institute of Architects: Member
- United States Green Building Council: Member
- Maine Chapter of the U.S. Green Building Council: Secretary, Executive Board; Treasurer, Executive Board
- Trainrider's Northeast: Executive Board Member
- NNECERAPPA: Member



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Project Team and Relevant Experience: Port City Team

Proposal Submission



Licenses: Architect: Maine #2667;
NCARB; LEED Accredited Professional
(LEED-AP), Massachusetts

Education: Master of Architecture,
University of NY Buffalo; BA/
Mathematics, Earlham College



Lita Semrau, AIA, LEED-AP Port City Architecture Maine Licensed Architect / Principal



Lita Semrau is an experienced architect with more than twenty-five years in the field, specializing in a variety of projects such as **schools, municipal buildings, and commercial spaces**. She excels at working closely with clients throughout the entire construction journey, from early programming and design all the way to project completion.

One of Lita's key strengths is her thorough approach to the programming process. She conducts extensive research to help clients maximize their budgets while ensuring all their space needs are met. Her impressive background in **green design and the LEED certification process** highlights her passion for sustainability. Lita is dedicated to creating buildings that not only achieve financial goals but also support **environmental health and the well-being of the people who use them**.

Beyond her professional work, Lita is actively involved in several organizations. She is a member of the **American Institute of Architects** and the **United States Green Building Council**. She has also played a significant leadership role in the Maine Chapter of the US Green Building Council, serving on the Finance and Sponsorship Committee and holding positions as both **Vice Chair and Chair**. In all her efforts, Lita is committed to designing spaces that are functional, efficient, and positively contribute to our environment.



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Project Team and Relevant Experience: Port City Team

Proposal Submission



Jason Pica, AIA, LEED-AP
Port City Architecture
Licensed Architect / Job Captain



Licenses: Architect: Maine #4572;
LEED Accredited Professional (LEED-AP)

Education: Bachelor of Arts &
Architecture, University of Maine

Professional and Civic Affiliations:
United States Green Building Council:
Member; Maine Green Building
Council: Member; American Institute
of Architects: Member

Jason Pica possesses two decades of professional architectural expertise, with a strong track record in managing **public safety building projects**. Over the last five years, he has been a pivotal figure in designing and renovating several key municipal facilities. His notable projects include the **New Police Station and Fire Station for the Town of Yarmouth**, which he helped design and renovate, and the successful completion of the **Augusta Police Station**. Additionally, he has provided valuable oversight for **feasibility studies in the Town of Gorham and the Town of Cumberland**, demonstrating his expertise in initial project assessment and planning.

Mr. Pica is deeply involved in the entire design process, from **initial programming to the final construction stages**. He is a firm believer in the power of collaboration, working to bring design concepts to life by fostering strong relationships between the owner and the contractor. His commitment is to assemble a cohesive team that consistently delivers outstanding projects, surpassing client expectations and building long-lasting trust and satisfaction.





Office Spaces:

Today's office work environment needs to be flexible. For each of our clients, we identify every employee's type of work; collaborative public interactive or heads down, and design their office space accordingly. We make sure that departments who work closely together are adjacent to one another. We encourage our clients to plan their space to be a safe, fun and appropriate atmosphere for everyone. We stay on top of the successes of the latest trends and help to implement them creatively and cost effectively.





Matthew J. Miller, P.E.
M2 Structural Engineering, P.C.
Senior Structural Engineer



Licenses: Professional Engineer: ME,
 NH, MA, VT, NY, CT, R

Education: B.S., Civil Engineering,
 Clarkson University

Matthew J. Miller has **over 25 years of progressive structural engineering experience**, spanning a diverse portfolio of building projects of all types and sizes. Throughout his career, Matthew has developed the technical and management skills necessary to successfully **lead structural design** from conception through final project closeout.

Mr. Miller provides quality engineering services that are well-managed and thoughtfully designed. His past work with **owners, architects, and contractors** has made him sensitive to all aspects of the design and construction process, enabling him to effectively **balance design, functionality, and cost**. Whether the project is a small residential addition or a multi-million-dollar commercial, educational, or industrial facility, Matthew has the expertise to deliver successful, **cost-effective solutions** in a timely manner.

Matthew's experience includes, but is not limited to, the structural design and analysis for projects across the commercial, educational, industrial, and residential sectors. He specializes in providing engineering services that ensure **structural integrity, efficiency, and constructability**.



Project Team and Relevant Experience: Subconsultants

Proposal Submission



Licenses: Registered Professional Engineer in Maine, Massachusetts, New Hampshire, New Jersey, Rhode Island, Vermont

Education: Plymouth State College: Master of Business Admin.
University of Vermont: BS in Electrical Engineering

Timothy D. Matthews, P.E.
Swiftcurrent Engineering
Licensed Electrical Engineer
Principal



Timothy D. Matthews is a highly experienced Licensed Electrical Engineer with a career spanning over 25 years. As a Principal in his field, he has worked on various electrical engineering projects, guiding them through the engineering, design, and construction phases.

His expertise includes a variety of electrical systems, such as power distribution, lighting design, and fire alarm systems. Timothy has handled projects across a diverse range of sectors, including commercial, industrial, municipal, institutional, and academic facilities.

In addition to his technical skills, Timothy is actively involved in professional organizations. He is a member of the Institute of Electrical and Electronics Engineers (IEEE), the National Fire Protection Association (NFPA), and the Illuminating Engineering Society of North America (IESNA).

Timothy's combination of education and extensive experience makes him a valuable asset in the field of electrical engineering.





Licenses: Professional Engineer:
Maine, New Hampshire, Vermont,
Massachusetts

Education: Iowa State University:
B.S. in Aerospace Engineering

Iowa State University: B.S. in
Engineering Operations

United States Green Building Council:
LEED Accredited Professionals

Kurt Magnusson, P.E., SECB, LEED-AP
Mechanical Systems Engineers
Licensed Mechanical Engineer
Principal



Kurt Magnusson is a highly experienced mechanical engineer, currently serving as a principal and owner of his firm. He joined the company in 2004 and brings with him over 30 years of expertise in design-build mechanical contracting. Prior to this, Kurt owned and operated a mechanical contracting business in Connecticut from 1976 until 2003, where he honed his skills and built a strong reputation in the industry.

Kurt is a dedicated professional and is actively involved in several prestigious organizations. He is a Life Member of the American Society of Heating, Refrigeration and Air Conditioning Engineers and also a member of the National Fire Protection Association and the American Society of Plumbing Engineers. His commitment to his profession is further reflected in his numerous licenses as a Professional Engineer in states such as Maine, New Hampshire, Vermont, and Massachusetts.

In terms of education, Kurt received a Bachelor of Science degree in Aerospace Engineering as well as a Bachelor of Science in Engineering Operations, both from Iowa State University. He is also recognized as a LEED Accredited Professional by the United States Green Building Council, showcasing his dedication to sustainable building practices.

Kurt's blend of practical experience, professional involvement, and educational background make him a respected leader in the field of mechanical engineering.





Tom Saucier, P.E.
Site Design Associates
Civil Engineer

Tom Saucier is the founder and president of Site Design Associates, bringing **more than 30 years of civil engineering experience** to his projects. His professional expertise is centered on **site development design and environmental permitting**.

Mr. Saucier's current work is highly diverse and includes:

- **Engineering peer review services** for municipalities across Midcoast and Southern Maine.
- Serving as a **Project Manager** for development projects on several institutional campuses.
- Managing new store development for a major **convenience store chain** with locations in Maine, New Hampshire, and Vermont.

Tom's comprehensive background ensures that projects are designed not only for functionality but also for compliance and environmental sustainability.

Licenses: Registered Professional Engineer: ME #6095, NH, OH

Affiliations: American Society of Civil Engineers and the Southern Midcoast Maine Chamber

Education: B.S. in Forest Engineering from the University of Maine, Orono, along with training received in 2009 for the Cutlec Stormwater Containment Seminar, the Stormwater Compliance LLC LID and Stormwater Treat Seminar, and the Congress for New Urbanism/ Urban Design Workshop, following his 2008 MDEP Training (Delegated Authority).



Port City Architecture has adequate staff to absorb your project.

We maintain a strategically sized, flexible team to ensure your project receives dedicated attention without delays caused by staff overcommitment.





Augusta Police Station
Augusta, Maine



Project Team and Relevant Experience: Projects Experience

Proposal Submission

Auburn, Maine

- Community Center: Renovation
- Dispatch 911: New Facility
- Public Safety Building: New Facility

Arundel, Maine

- Fire Station: Study
- Municipal Building: New Facility
- Municipal Building: Study
- Town Hall: New Facility
- Town Hall: Study

Augusta, Maine

- Police Station: New Facility

Berwick, Maine

- Fire Station: New Facility
- Fire Station: Study
- Police Station: Renovation
- Police Station: Study

Blue Hill, Maine

- Fire Station: Study
- Fire Station: Renovation

Brunswick, Maine

- Town Hall: Renovation
- Town Hall: Study

Buckfield, Maine

- Fire/Rescue Station: New Facility
- Fire/Rescue: Study

Castine, Maine

- Fire Station: Study

Caribou, Maine

- Public Safety: Study

Casco, Maine

- Fire Station: Study

Chebeague Island, Maine

- Public Safety: Study
- Town Hall: Renovation

Cumberland, Maine

- Council Chambers: Renovation
- Fire Station: Addition and Renovation
- Fire Station: Study
- Police Station: Study
- Public Works Buildings: Renovation
- Public Works Buildings: Study
- Town Hall: Study

Eliot, Maine

- Town Hall: Renovation/Addition
- Town Hall: Study
- Police Station: Renovation

Falmouth, Maine

- Central Fire Station: Addition and Renovation
- Central Fire Station: Phase II Addition
- Police Station: New Facility
- Public Works: Study
- Wastewater Department: Study
- West Falmouth Fire Station: Study

Franklin County

- Sheriff Station: New Facility

Fryeburg, Maine

- Fire Station: Study
- Town Hall: Study
- Police: Study
- Town Hall: Study

Gardiner, Maine

- Public Safety: Study
- Public Works: Study
- Town Hall: Study

Gorham, Maine

- Fire Station: Addition and Renovation
- Police Station: New Facility
- Public Safety: Study

Gray, Maine

- Full Town Facility: Study



Project Team and Relevant Experience: Projects Experience

Proposal Submission

Harpswell, Maine

- Fire Station: New Facility

Kennebunkport, Maine

- Police Station: Addition
- Police Station: Study

Lisbon, Maine

- Police and Fire Study

North Yarmouth, Maine

- Fire Station: Study

Ogunquit, Maine

- Community Center: Renovation
- Police Station: New Construction
- Police Station: Study
- Town Hall: New Construction
- Town Hall: Study

Old Orchard Beach, Maine

- Police Station: Study
- Public Safety: Study

Portland, Maine

- Police Station: Study

Pownal, Maine

- Fire Station: Study
- Public Works: Study

Raymond, Maine

- Town Hall: Study

Rumford, Maine

- Fire Station: New Facility
- Fire Station: Study

Saco, Maine

- Central Fire Station: New Facility
- Central Fire Station: Study
- Saco Substation: Study

Sanford, Maine

- Police Station: New Facility
- Police Station: Study
- Fire Department Buildings: Study
- Town Hall: Renovation
- Town Offices: Assessment and Evaluation

South Portland, Maine

- Peer Review: 3-Year Contract
- Town Hall: Code Study
- Town Hall: Renovation/Addition

Thomaston, Maine

- Fire Station: Study

Washington County

- Sheriff Station: New Facility

Waterboro, Maine

- Fire Station: Study

Waterville, Maine

- Police Station: New Facility
- Police Station: Study

Westbrook, Maine

- Public Safety: Study

Yarmouth, Maine

- Public Safety: New Facility
- Public Safety Facility: Study

York, Maine

- Town Hall: New Facility
- Town Hall: Study



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Auburn Public Safety: Police and Fire Auburn, Maine



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Project Team and Relevant Experience: Similar Projects

Proposal Submission

Auburn Public Safety: Police and Fire Auburn, Maine



***Construction Documents to be Completed Winter 2026**

In A Snap

Client:
City of Auburn, ME

Services:
New Construction

Date of Project:
2027

Project Cost:
\$44,880,000

Size:
63,000 sf

Contact:
Jason Moen
Chief of Police
207-333-6650 Ext. 2050
jmoen@auburnmaine.gov



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Town of Ogunquit Town Hall & Police Department
Ogunquit, Maine



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Town of Ogunquit Town Hall & Police Department
Ogunquit, Maine



In A Snap

Client:
Ogunquit, Maine

Services:
New Facility

Date of Project:
2025

Project Cost:
\$11,000,000

Size:
18,785 sf

Contact:
Matthew Buttrick
Town Manager
Townmanag-
er@ogunquit.gov
(207) 646-5139



Augusta Police Station
Augusta, Maine



Augusta Police Station
Augusta, Maine



In A Snap

Client:
City of Augusta, ME

Services: New
Construction

Date of Project: 2024

Project Cost:
\$18,000,000

Size: 26,000 sf

Contact:
Jared Mills, Town
Manager, Previous Chief
of Police
207-626-2370 Ext. 3410
Jared.Mills
@augustamaine.gov



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Augusta Police Station Augusta, Maine



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**Augusta Police Station
Augusta, Maine**



**Augusta Police Station
Augusta, Maine**



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Augusta Police Station
Augusta, Maine



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Project Team and Relevant Experience: Similar Projects

Proposal Submission

Washington County Public Safety Washington, Maine



In A Snap

Client:

Washington County, ME

Services:

Feasibility Study
New Facility

Date of Project:

Spring 2025

Project Cost:

\$5,500,000.00

Size:

10,000 sf

Reference:

Betsy Fitzgerald, County
Manager
Washington County
P O Box 297, County Court-
house
Machias, ME 04654



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Project Team and Relevant Experience: Similar Projects

Proposal Submission

Franklin County Public Safety
Franklin, Maine



In A Snap

Client:

Franklin County, ME

Services:

Feasibility Study
New Facility

Date of Project:

2025

Project Cost:

\$2,700,000

Size:

10,000 sf

Reference:

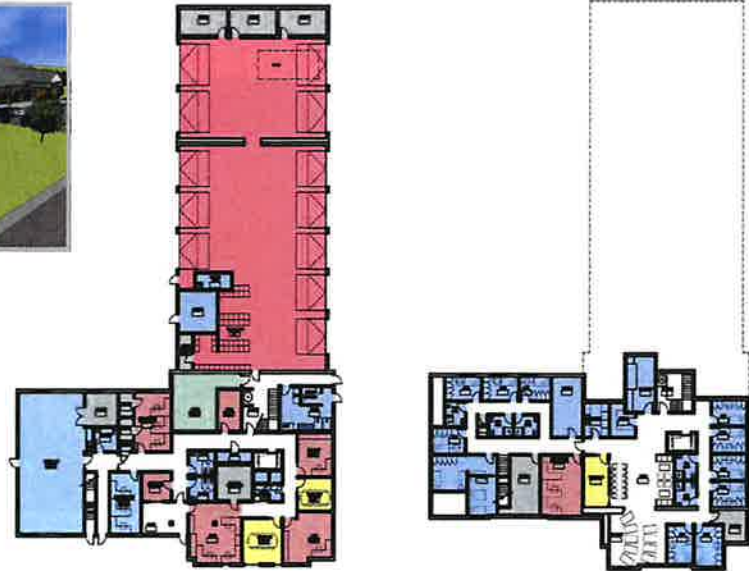
Amy Bernard
County Administrator
aber-
nard@franklincountymai
ne.gov



**Gorham Public Safety Complex
Gorham, Maine**



Port City was hired to provide a study of the existing conditions and a design to solve the departments needs. The existing facility was undersized and could not house all the functions of both departments. Our study found that there were many security and operational concerns with housing both departments in the same building. We proposed a renovation of the existing facility to house the Fire Department, and a new building on the existing site for the Police Department.



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Gorham Public Safety Complex
Gorham, Maine



Port City was hired to provide a study of the existing conditions and a design to solve the departments needs. Our study found that there were many security and operational concerns with housing both departments in the same building. We proposed a renovation of the existing facility to house the Fire Department, and a new building on the existing site for the Police Department.



Site Plan



Floor Plan



3D Model

In A Snap

Location:
Gorham, Maine

Services:
Public Safety Study
Renovation and Addition

Date of Project: 2016

Budget: \$4,990,000
Includes Fire Station and
New Police Facility

Size: 18,000 sf
includes Renovation

Contact:
Ephrem Paraschak
Town Manager
207-222-1650
berwickmaine.org



**Gorham Public Safety Complex
Gorham, Maine**



Locker Room



Training Room



Patrol Officer's Spaces



**Gorham Public Safety Complex
Gorham, Maine**



Evidence Lockers



Evidence Processing



Booking Room



**Sanford Police Station
Sanford, Maine**



Booking Room and Holding Cells



Fitness Center



Evidence Storage



Patrol Officer's Space



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Waterville Police Station Waterville, Maine



Dispatch



Booking Room and Holding Cells



Training Room



Conference Room



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Sanford Police Station Sanford, Maine



Port City Architecture was initially hired by the Town of Sanford to perform a feasibility study for the existing Town Hall which housed all the town's municipal offices as well as the Police Department in the basement. After the completion of the study, Port City Architecture was again hired to design a new Police Station on a site adjacent to the Town Hall.



Site Plan



Floor Plan



3D Model

In A Snap

Client:

City of Sanford, ME

Services:

Full Services

Date of Project:

2010

Budget:

\$5,500,000

Size:

18,000 sf

Contact:

Chief Craig Andersen

207-324-3644



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Waterville Police Station Waterville, Maine



The new facility was designed to accommodate all the needs of the Police Department, which included administrative offices, a dispatch center, a training room, a full gym and locker rooms, and a prisoner processing area.



3D Model



Floor Plans

In A Snap

Client:

City of Waterville, ME

Services:

Full Service

Date of Project:

2017

Project Cost:

\$2,500,000

Size:

11,000 sf

Contact:

Mike Roy, City Manager
207-680-4204

Greg Brown, City Engineer
207-680-4232
gbrown@
waterville-me.gov



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Falmouth Police Station Falmouth, Maine



Fitness Center



Training Room



Dispatch



Administration Spaces.



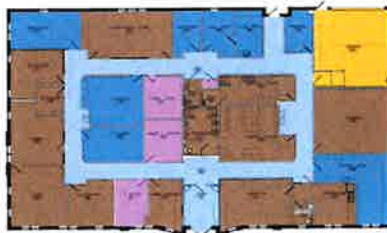
Project Team and Relevant Experience: Similar Projects

Proposal Submission

Falmouth Police Station Falmouth, Maine



The new 8,000 square foot Police Station in Falmouth, is Maine's first LEED certified Silver Public Safety building. The building has all the typical furnishing required for a Police Station a full dispatch area, offices for all police staff, a garage for vehicle maintenance, full locker rooms, and a full gym.



Site Plan



In A Snap

Client:

Town of Falmouth, ME

Services:

Full Services

Date of Project:

2010

Project Cost:

\$2,100,000

Size:

8,000 sf

Contact:

Nathan Poore
Town Manager
207-699-5335
npore@falmouthme.org



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Caribou Police Department Caribou, Maine



3D Rendering: The front elevation the building witch will be the Police Department's entrance.



3D Rendering: The back elevation the building witch will be the Fire Department's entrance.

In A Snap

Location:

Caribou, Maine

Services:

Study

Date of Project:

2018

Budget:

Study \$25,000

Size:

30,000 sf

Contact:

Scott Susi
Fire Chief
(207) 493-4205



Project Team and Relevant Experience: Similar Projects

Proposal Submission

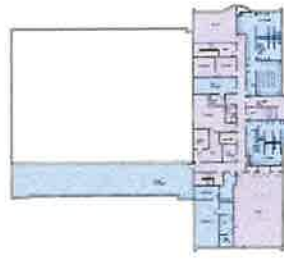
Westbrook Public Safety Westbrook, Maine



Floor Plan: First Floor



Floor Plan: Second Floor



Floor Plan: Lower level

Port City Architecture was selected by the City of Westbrook to study their use of space in the existing Public Safety Facility. Above are the recommended floor plans from the study.

In A Snap

Client:

City of Westbrook, ME

Services:
Study

Date of Project:
2021

Project Cost:
\$26,000.00

Size:
40,000 sf

Contact:

Sean Lally, Chief of Police
207-854-0644 Ext. 2406
slally@westbrook.me.us

Andrew Turcotte, Fire Chief
207-854-0644
aturcotte@westbrook.me.us



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Saco Central Fire Station Saco, Maine



In A Snap

Client:

City of Saco, ME

Services:

Full Services
New Facility

Date of Project:

2011
On Time

Project Cost:

\$5,200,000
On Budget

Size:

22,000 sf

Reference:

John Duross
Fire Chief
207-282-3244
jduross@sacomaine.org

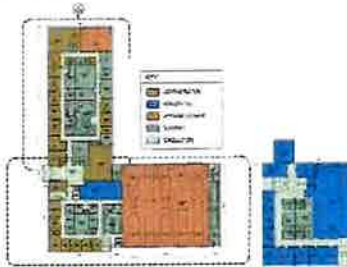


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Project Team and Relevant Experience: Similar Projects

Proposal Submission

Yarmouth Public Safety Yarmouth, Maine



In A Snap

Client:

Town of Yarmouth, ME

Services:

Study
New Facility

Date of Project:

2020

Project Cost:

\$8,500,000

Size:

28,000 sf

Reference:

Steve Johnson
Town Engineer
207-846-2401
SJohnson@yarmouth.me.us



Project Team and Relevant Experience: Similar Projects

Proposal Submission

Cumberland Central Fire Station Cumberland, Maine



Port City Architecture was selected to design a new addition and renovation to Cumberland's Central Fire Station.

In A Snap

Client:
Town of Cumberland, ME

Services:
Full services
Renovation/Addition

Date of Project:
2018
On Time

Budget:
\$4,100,000
On Budget

Size:
3,500 sf Renovation
15,000 sf Addition

Reference:
William Shane
Town Manager
207-829-5559
wshane@cumberlandmaine.com



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Town of Gorham, Maine
Gorham Police

Proposed Scope of Services

In alignment with the work outlined in both your Request for Proposal (RFP) and our project understanding and approach section, we present the following proposed scope of services for your Police Station Site Selection. The scope is structured in rough chronological order and includes the anticipated personnel and estimated time commitment for each phase. A detailed breakdown of fees for this scope will be provided separately.

Anticipated Staff:

Andrew Hyland	Port City	\$174 / Hour
Lita Semrau	Port City	\$174 / Hour
Matt Miller	Structural Engineer	\$150 / Hour
Kurt Magnusson	Mechanical Engineer	\$150 / Hour
Tim Mathews	Electrical Engineer	\$150 / Hour
Wesley Jordan	Sheridan Corp.	\$140 / Hour
Port City Staff	Port City	\$145 / Hour

1. Kick-off Meeting & Programming Needs Assessment (Space Needs Program)

Prior to our in-person meeting, we will thoroughly review all relevant previous work, including the proposed building plans and any past programming documents. This will allow us to gain a clear understanding of the steps taken thus far. During the kick-off meeting, we will meet with the City and the Police Department to review the existing programming documentation. This session will help us identify both your current and future staffing, space, and departmental needs. We will also discuss any changes or recommendations we may have, making updates to the program as needed.

Additionally, we will suggest spaces, and design concepts aimed at enhancing the facility's safety and functionality. Our team is well-versed in current Public Safety design trends that support modern public safety delivery methods. The final deliverables of this phase will be an updated space program matrix, detailing the square footage required for both current and future spaces, resulting in the total building gross square footage.

- Review Existing Materials Anticipated Hours: 8
- On-site meeting with City and Police Anticipated Hours: 15
- Update Space Program Matrix Anticipated Hours: 4
- Review Space Program Matrix with Police Anticipated Hours: 3
- **Task 1 Proposed Fee: \$5,200**



2. Property Identifications and Initial Evaluations of Potential Properties for repurposing as a Police Station

In collaboration with the city, we retain and work with a commercial broker to identify five to six potential initial properties suitable for repurposing as a Police Station. We will conduct a preliminary investigation of each property, considering factors such as purchase cost, location, building size, building construction, lot size, and initial estimated renovation costs for the existing buildings.

We will evaluate each location identified using the following criteria:

- Adequate size to meet building and site requirements.
- Proper zoning for a Police Station.
- Free from flooding and other environmental hazards.
- Reasonable price and availability.
- Estimated square foot cost to determine if the building could be a cost-effective option for repurposing.
 - Given the unique structural and security needs of a Police Station, some buildings may be cost-prohibitive to retrofit.
- Proximity to the city center for accessibility.
- Other notable features of the property that may influence suitability.

Based on the information gathered, we will provide an initial analysis of the properties to assist Caribou in determining which locations offer the most viable option for developing the Police Station. It's important to note that, due to the specialized requirements of a Police Station—including increased structural integrity and security—many of the initially considered buildings may be impractical to repurpose.

- Work with Commercial Broker to Identify Properties Anticipated Hours: 8
- Commercial Broker's Time Anticipated Hours: 14
- Review of up to Six Properties with the city.
- Anticipated Hours: 8 to 16 hours per property
- **Task 2 Proposed Fee: \$15,400**

3. Selection of Two Properties for Additional more in-depth Analysis

Once we have the initial property evaluations completed, we will meet with the City and the Police to identify two properties to provide a more in-depth exploration. We will further evaluate the criteria in section 2 and any other positive and negative aspects of each site. We will revisit the buildings and assess the condition of the structures, shells, and MEP systems. We will have remote meetings with the City to discuss the previous findings and decide on a single property for final evaluation.

- Review as a Team Potential Properties Anticipated Hours: 45
- **Task 3 Proposed Fee: \$7,100**



4. In-Depth Exploration of the final Selected Property

Once a final property has been selected, our team—working alongside structural, mechanical, electrical, and civil engineers—will conduct a comprehensive exploration and assessment of the site and existing building. This evaluation will identify deficiencies, recommend potential solutions, and provide the necessary information for more accurate cost estimating.

Our assessment will include the following tasks:

- Mechanical and Electrical Systems: Review and document the condition and capacity of existing mechanical and electrical systems.
- Structural Systems: Conduct a structural analysis of the building's major components, including the roof, walls, and floors.
- Building Documentation: Document existing plans, elevations, and other elements necessary to support schematic design and modeling.
- Schematic Plans: Develop schematic plans based on the approved space program and existing building floor plan.
- Rendering: Prepare a conceptual rendering illustrating the proposed modifications within the existing structure.
- Site Plan: Develop a schematic site plan reflecting access, parking, and site circulation improvements.

Upon completion, we will prepare a written analysis outlining all items requiring repair, upgrade, or replacement to convert the building into a functional new Police Station. This analysis will serve as the foundation for the subsequent cost estimate.

- Develop existing conditions plan to work from Anticipated Hours: 8
- Architectural and Civil inspection and analysis of two properties Anticipated Hours: 40
- Structural inspection and analysis of two properties Anticipated Hours: 35
- Mechanical inspection and analysis of two properties Anticipated Hours: 35
- Electrical inspection and analysis of two properties Anticipated Hours: 35
- Combine Written Analysis Anticipated Hours: 8
- **Task 4 Proposed Fee: \$21,000**

5. Develop Schematic Plans and Rendering for Final Selected Property

we will prepare a preliminary floor plan of the existing property to serve as the basis for developing schematic floor, and site plans for the proposed Police Station. Using this information, we will design and produce schematic renovation plans for the selected site. We will provide a rendered site plan for the proposed renovation. We will also produce a color rendering of the project to visually convey the project's design concept and overall appearance.

- Develop Schematic Floor Plan(s) Anticipated Hours: 14
- Develop Schematic Rendering Anticipated Hours: 24
- **Task 5 Proposed Fee: \$5,800**



6. Provide a turn-key project cost estimate

Our partner, Sheridan Corp, will utilize the information gathered in the previous task to develop a detailed cost estimate. This estimate will include all components necessary to provide an accurate, turn-key project cost. In addition to construction expenses, we will account for associated items such as security systems, furniture, engineering fees, and other related costs.

- **Task 6 Proposed Fee: \$9,200**

Total Cost for all tasks

1. Kick-off Meeting & Programming Needs Assessment:	\$5,200
2. Property Identification and Initial Property Evaluations:	\$15,400
3. Selection of two properties for Initial Analysis:	\$7,100
4. In-Depth Exploration of the Selected Property:	\$21,000
5. Develop Schematic Plans and Rendering:	\$5,800
6. Project turn-key Cost Estimate:	\$9,200
Total Cost:	\$63,700

Study Deliverables

The purpose of this study phase is to identify an appropriate building for the new Police Department and to establish a clear vision for how the selected property can meet the needs of the City of Caribou. This study will provide both a conceptual understanding of the project vision and insight into the associated cost implications.

We will provide the following deliverables:

- **Schematic Site Plan** for the selected building and site.
- **Schematic Floor Plan(s)** illustrating the proposed building layout.
- **Schematic Rendering** depicting the proposed building and site.
- **Existing Building / Site Report** focusing on:
 - Preliminary code review, including building size, zoning requirements, emergency systems, and other relevant regulations.
 - Overall condition of existing finishes.
 - Structural system conditions.
 - Mechanical system conditions.
 - Electrical system conditions.
- **Schematic Cost Estimate** summarizing projected costs based on the schematic design and existing building conditions. This will also include soft costs – engineering fees, furniture, security systems, and similar items.





Port City Architecture

65 Newbury Street, Portland, ME 04101

207-761-9000

www.portcityarch.com

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November 10, 2025

Attn: Penny Thompson
City Manager
City of Caribou
Municipal Building
25 High Street
Caribou, Maine 04736



RE: Site Selection for Police Station Additional Questions

Dear Ms. Thompson and Members of the Selection Committee:

Thank you for your interest in Port City Architecture. We are very pleased to provide this additional information to the committee. We have provided a schedule below showing a 22-week process. If we were able to start by Thanksgiving, we would anticipate study completion around the end of April 2026.

Along with the schedule we have expanded the scope information on many of our completed projects. Almost all of our projects began with a study that typically included a site location search for the project where our team began with 5-10 possibilities and pragmatically narrowed them down to a single choice. Other studies compared renovation/additions to the existing facilities to new construction on a new site. The purpose of all of these studies is to provide a site plan, a floor plan, a rendering, and a cost estimate to allow the voters or council to make an informed decision on whether to proceed to final construction.

While less common, when the opportunity does arise to repurpose an existing building for use as a public safety building, it can be a very successful endeavor. In a very recent study for Blue Hill Fire Station our team examined 5-6 potential sites in town. One of these sites had an existing dorm building that had been used for international students and was now for sale. Our study showed that the repurposing of this building along with the addition of a four-lane drive through apparatus bay on the rear would save the town over \$2-\$3 million dollars compared to new construction of a similar facility on a vacant site.

We have also been working with the town of Fryeburg for two years to provide their police, fire, and town hall with adequate facilities to function. The original new construction project on town owned land was estimated at \$12.5 million. The opportunity just arose to purchase a 6,000 square foot medical clinic across the street. We were able to repurpose the clinic to accommodate the town hall with an addition that accommodates the police department for \$5 million (including purchase cost) leaving \$2.5 million to provide an addition on the existing fire station for a total project cost of \$7.5 million.

We take great pride in working collaboratively with our clients to ensure their budgets are utilized to their fullest potential. Our process begins by identifying both the available budget and the project requirements early on. From there, we work closely with our clients to align these factors and develop the most effective, efficient, and fiscally responsible solutions. We would be honored to work with the Town of Caribou to help

bring its vision for a new Police Department to fruition. In addition to searching for a suitable facility to repurpose, we would also like to reexamine a new construction scenario with our own public safety construction techniques well suited to Maine. Similar recent high-performance public safety building designs have been constructed in the \$550/sf to \$570/sf turnkey project cost. Whichever direction we take, we are confident in our ability to maximize the value of Caribou's current fixed budget.

We appreciate the opportunity to share this information and look forward to the possibility of working with Caribou. Please let us know if you would like any additional details or clarifications.

Sincerely,
Andrew C Hyland, AIA
Principal
Port City Architecture

Point of Contact Information:

Andrew C. Hyland, AIA, Principal
Port City Architecture
65 Newbury Street
Email: andy@portcityarch.com
Phone: 207 761-9000 x 202

Preliminary Project Schedule

As requested, please see our preliminary schedule as follows:

1. Kick-off Meeting and Programming Needs
 - 2 Weeks
 - Includes contracts
2. Property Identification and Initial 5-6 Property Evaluations
 - 6 Weeks
 - 4 Weeks to identify potential properties on-line
 - 2 Weeks vetting potential properties on-line
 - This would include discussion with Building Committee and in-house research on each potential property
3. Selection of two properties for Initial Analysis
 - 3 Weeks
 - Visiting the buildings with Design Team
 - This would involve two zoom meetings with the Building Committee to make first selection and then allowing a week to research any outstanding issues and a second meeting

4. In-Depth Exploration of the Selected Property
 - 4 Weeks
 - In-depth Investigation of the building
 - Preliminary Report with focus on existing conditions
5. Develop Schematic Plans and Rendering
 - 4 Weeks
 - PCA to provide Schematic Plans and Rendering
 - Updating the report with any facts gathered
6. Project turn-key Cost Estimate
 - 3 Weeks
- **Total: 22 Weeks**

Additional Information on Port City Architecture’s Municipal Project Experience

We appreciate your request for additional information about our municipal projects, as referenced on pages 26–27 of our brochure. Over the past eighteen years, Port City Architecture (PCA) has completed more than forty-five municipal and governmental projects that have proceeded to referendum. Of these, only two were not approved by voters—reflecting a 95% approval rate for PCA studies.

Please see the following updated list from our brochure, which outlines the funding sources and current status of each municipal project in our portfolio.

Auburn, Maine - Study by others and currently in design

- Community Center: Renovation
- Dispatch 911: New Facility
- Public Safety Building: New Facility

See Pages 28 – 29 of Brochure for additional Information

Arundel, Maine - Voter Approved Town Hall & Municipal Building which are completed- Fire vote is expected next Fall

- Municipal Building: New Facility
- Municipal Building: Study
- Town Hall: New Facility
- Town Hall: Study

Augusta, Maine - Study by others, Voter approved, and Design by PCA

- Police Station: New Facility

See Pages 32 – 37 of Brochure for additional Information

Berwick, Maine - Voter Approved both Fire & Police which was completed

- Fire Station: New Facility
- Fire Station: Study
- Police Station: Renovation
- Police Station: Study

Blue Hill, Maine - Voter Approved and currently in design

- Fire Station: Study
- Fire Station: Renovation of existing building with new Apparatus Bay

Brunswick, Maine - No vote required – Construction completed

- Town Hall: Renovation
- Town Hall: Study

Buckfield, Maine - Voter Approved – Construction completed

- Fire/Rescue Station: New Facility
- Fire/Rescue: Study

Castine, Maine - Study is still on-going

- Fire Station: Study

Caribou, Maine - Study only and Council decided to do two separate buildings

- Public Safety: Study

See Page 50 of Brochure for additional Information

Casco, Maine - Study is still on-going

- Fire Station: Study

Chebeague Island, Maine - Voters approved Town Hall Study which is completed – Fire vote is expected this summer

- Public Safety: Study
- Town Hall: Renovation

Cumberland, Maine - Voters approved Fire, Public Works, & Town Hall – Police vote is expected in two years

- Council Chambers: Renovation
- Fire Station: Addition and Renovation
- Fire Station: Study
- Police Station: Study
- Public Works Buildings: Renovation
- Public Works Buildings: Study
- Town Hall: Study

See Page 54 of Brochure for additional Information on the Fire Station

Eliot, Maine - Voters approved Fire and Police – Construction completed

- Town Hall: Renovation/Addition
- Town Hall: Study
- Police Station: Renovation

Falmouth, Maine - Voters approved Police which is completed – Voters approved Public Works last week and PCA is designing – Fire vote is expected this June

- Central Fire Station: Addition and Renovation
- Central Fire Station: Phase II Addition
- Police Station: New Facility
- Public Works: Study
- Wastewater Department: Study
- West Falmouth Fire Station: Study

See Pages 48 - 49 of Brochure for additional Information on the Police Department

Franklin County - Grant so no vote involved

- Sheriff Station: New Facility

See Page 39 of Brochure for additional Information

Fryeburg, Maine - Study is still on-going

- Fire Station: Study
- Town Hall: Study
- Police: Study
- Town Hall: Study

Gardiner, Maine - Study was just complete – Council considering options

- Public Safety: Study
- Public Works: Study
- Town Hall: Study

Gorham, Maine – Voters approved and both Police & Fire – Construction Completed

- Fire Station: Addition and Renovation
- Police Station: New Facility
- Public Safety: Study

See Pages 40 – 43 of Brochure for additional Information

Gray, Maine - This was a facility study only so no construction

- Full Town Facility: Study

Harpswell, Maine - Voter Approved last week and starting design documents

- Fire Station: Study
 - Fire Station: New Facility

Kennebunkport, Maine - Voters Approved - Construction completed

- Police Station: Addition
- Police Station: Study

Lisbon, Maine - Study is on hold due to local taxation shortfalls not pertaining to this project

- Police and Fire Study

North Yarmouth, Maine - Study is still on-going

- Fire Station: Study

North Berwick, Maine - Study has been completed but project is waiting for federal spending to be allocated

- Fire Station: Study

Ogunquit, Maine - Voters approved – New building completed next week of existing building in two weeks

- Community Center: Renovation
- Police Station: New Construction
- Police Station: Study
- Town Hall: New Construction
- Town Hall: Study

This project consisted of renovating existing building with a new building next to it. See Pages 30 – 31 of Brochure for additional Information

Old Orchard Beach, Maine - Voters approved but other architect did design

- Police Station: Study
- Public Safety: Study

Portland, Maine - Study is still on-going

- Police Station: Study

This project included working with Portland to locate an appropriate site. Site was selected last month and will be moving for a vote in a year.

Pownal, Maine - Study is still on-going

- Fire Station: Study
- Public Works: Study

Raymond, Maine - Study is still on-going

- Town Hall: Study

Rumford, Maine - Voters approved – Completed construction

- Fire Station: New Facility
- Fire Station: Study

Saco, Maine - Voters approved Central Fire Station and completed construction – Substation vote expected in two years

- Central Fire Station: New Facility
- Central Fire Station: Study
- Saco Substation: Study

See Pages 52 - 53 of Brochure for additional Information

Sanford, Maine - Voters approved Police Station & Town Hall which are completed – Voters approved Fire Station but being design by another firm

- Police Station: New Facility
- Police Station: Study
- Fire Department Buildings: Study
- Town Hall: Renovation
- Town Offices: Assessment and Evaluation

See Pages 40 -45 of Brochure for additional Information

South Portland, Maine - Service contract so no votes involved

- Peer Review: 3-Year Contract
- Town Hall: Code Study
- Town Hall: Renovation/Addition

Thomaston, Maine - Voters approved – Currently waiting for Federal Government Allocation

- Fire Station: Study

Washington County - Grant so no vote involved

- Sheriff Station: New Facility

See Page 38 of Brochure for additional Information

Waterboro, Maine - Vote is expected in next year

- Fire Station: Study

Waterville, Maine - Voters approved – Completed construction

- Police Station: New Facility
- Police Station: Study

[See Pages 46-47 of Brochure for additional Information](#)

Westbrook, Maine - Study is still on-going

- Public Safety: Study

[See Page 51 of Brochure for additional Information](#)

Yarmouth, Maine - Voters approved – Completed construction

- Public Safety: New Facility
- Public Safety Facility: Study

York, Maine - Voters approved – Completed construction

- Town Hall: New Facility
- Town Hall: Study