Town of Old Orchard Beach Maine



Town of Old Orchard Beach, Maine NOTICE OF REQUEST FOR PROPOSALS PROFESSIONAL CONSULTING SERVICES ADDENDUM # 2

September 20, 2024

Diana Asanza, Town Manager Town of Old Orchard Beach 1 Portland Ave. Old Orchard Beach ME 04064

Town of Old Orchard Beach

Request for Proposal – Professional Consulting Services – Addendum #2

The Town of Old Orchard Beach is seeking proposals from professional consulting firms with experience to assist the Town with a variety of services, as needed. The desired services include the following specialties:

- A. General Engineering Services, including civil engineering, stormwater systems, and site and subdivision development review.
- B. Peer Review Services.
- C. Construction Inspection Services.

Firms shall provide consulting services on an "on-call" basis for projects determined during the term of the contract.

Town of Old Orchard Beach

Request for Proposal – Professional Consulting Services – Addendum #2

All proposals will be reviewed by a review panel. Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and their respective weights are as follows:

Experience / References / Qualifications: 25%

Proposed Approach: 25%

Fee Proposal: 50%

Total: 100%

To better understand how each applicant administers the peer review process, we request you provide the following information for the project attached to the addendum:

- 1. Total cost estimate of entire review (see below for review steps)
- 2. Cost estimate breakdown, including hours
- 3. Staff involved (position titles)
- 4. Turnaround time for preliminary and final plan review. Turnaround time is how long it will take you beginning on the day staff submit the information to you (assume it's the morning) to the day you submit comments to staff.
- 5. What do you provide staff? If you have a sample peer review memo, please include with your response.

Please note: Most projects have a process that involves several steps. The typical steps are sketch plan/pre application, preliminary review, and final review. Some projects require a development meeting where we invite you to meet in-person with town staff and the applicant. For the purposes of your cost estimate, please include one development meeting. We do not require attendance at planning board meetings.



West Grand Multi-Use Building Sketch Plan Review Package

Date Issued: August 22, 2024



Project Title: West Grand Multi-Use Building

Owner: Durp LLC

Site Location: 95 West Grand Ave. Old Orchard Beach, ME



Attachments

- A. Sketch Plan Application Form
- B. Project Narrative
- C. Deed
- D. Agent Authorization Letter
- E. Site Plans + Architectural Drawings



A. Sketch Plan Application Form

TOWN OF OLD ORCHARD BEACH

Current Planning Services:

SKETCH PLAN REVIEW

ARTICLE IV-Sec. 74-121

Page 1 of 3							
Subdivision Fee: \$100 + \$10 per lot							
OR							
Site Plan Fee: \$200							

Date Received:

Application Fee PAID: \$200.00

Application and Submittal Requirements

This application and all accompanying submissions shall conform to the applicable provisions of the Old Orchard Beach Zoning Ordinance.

Parcel No.	M:	313	B:	3	L:	4	Zoning Dist.:	DD-2
Project Name:	West Grand Multi-Use Building							
Project Address								
or Location:	95 West Grand Ave, Old Orchard Beach							
Record Owner:		Durp LLC					sdurepo@gmail.com	
Mailing Address:						Phone:	207-405-4440	
J	PO Box 883, Cumberland, ME 04021				04021	Fax:		
Agent for Owner:	Trillium Engineering Group)	E-mail:	ericd@trillium	eg.com	
Mailing Address:				Phone:	207-307-0872			
	189 Main St. Yarmouth, ME 04096					Fax:		

Existing Use of Property:

Parking lot

Acceptance of a Sketch Plan does not constitute final Planning Board approval.

No application shall be accepted without completion of this application and submittal of required documents.

OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207 934 5714 x233 Fax: 207 934 5911

TOWN OF OLD ORCHARD BEACH **Current Planning Services:** Page 2 of 3 **SKETCH PLAN REVIEW** ARTICLE IV-Sec. 74-121 Application and Submittal Requirements 1. ATTACH A SKETCH PLAN OF THE PROPOSED PROJECT, AND INCLUDE: Number of residential lots; typical lot width and depth; playgrounds, park areas and other public areas; street improvements DESCRIBE THE PROPOSED PROJECT AND INCLUDE (attached separate sheet if necessary) 2. a. Data on existing covenants, if any. b. Availability of utilities for project. 3. ATTACH A COPY OF THE PROPERTY DEED. SIZE OF PROPERTY: SF or 0.26 acres 4. IDENTIFY ANY AND ALL EASEMENTS ON THE PROPERTY. ATTACH COPIES OF 5. EASEMENT DEEDS. Classify Proposal: Major Subdivision Minor Subdivision 6. X Site Plan **OOB Planning Department** One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207 934 5714 x233 Fax: 207 934 5911

TOWN OF OLD ORCHARD BEACH

Current Planning Services: SKETCH PLAN REVIEW ARTICLE IV-Sec. 74-121

Page 3 of 3

Application and Submittal Requirements

Submit 10 copies of Applications, Checklists, Plans, etc. to OOB Planning Department.

VERIFY SUBMITTAL DEADLINES WITH THE PLANNING DEPARTMENT.

LATE SUBMITTALS WILL NOT BE ACCEPTED

- PRIOR TO THE SIGNING OF FINAL PLANS BY THE PLANNING BOARD, THE APPLICANT SHALL MEET ALL CONDITIONS OF APPROVAL, SECURE PERFORMANCE ASSURANCES AND ESCROW AGREEMENTS (PURSUANT TO ARTICLE IV, SECTION 78-211) AND PAY ALL OUTSTANDING PEER REVIEW FEES. ALL CONDITIONS OF APPROVAL SHALL BE INCLUDED WITHIN AN APPROVAL BLOCK ON THE RECORD REPRODUCIBLE PLAN.
- X ATTACH A CHECK PAYABLE TO THE TOWN OF OLD ORCHARD BEACH FOR APPLICATION FEES.

The Undersigned hereby makes application to the Town of Old Orchard Beach for approval of the attached plans and declares the foregoing document to be true and accurate to the best of his/her knowledge.

If not the owner, the agent must provide a letter of authorization from the owner stating that they are authorized to represent the owner in all matters pertaining to this application.

<u>Eric Dube</u> Owner, Applicant, or Agent 08/20/2024 Date

OOB Planning Department

One Portland Avenue, Old Orchard Beach, ME 04064 Phone: 207 934 5714 x233 Fax: 207 934 5911

CURRENT PLANNING SERVICES:

ASSESSOR'S CERTIFICATION for MAP BLOCK and LOT

Page 1 of 1

The following certification of the correct Map Block and Lot Number(s) of the subject property must be obtained from the Assessing Office and must accompany all applications submitted to the Planning and Code Enforcement Departments.

NO APPLICATION will be deemed complete without this certification.

PROJECT NAME:	West Grand Multi-Use Building						
PROJECT APPLICANT:	Trillium Engineering Group						
Application Type (Check app	propriate boxes)						
Site Plan	Design Review	Subdivision					
Variance	Miscellaneous Appeal	Amend to Subdivision					
Sign Permit	x Sketch Plan	Sewer Connection					
Dumpster Permit	Street Opening	Other					
Property owned by 95 West Grand A Stre	and located at is identified on the						
Old Orchard Beach Assessor's Maps and within the Town Assessing Records as having the following Map, Block and Lot number:							
MAP 313 BLOCK 3 LOT 4							
Date	OOB Planning Departmen	Assessing Offical					



B. Project Narrative



August 22, 2024

Town of Old Orchard Beach 1 Portland Ave. Old Orchard Beach, ME 04064

RE: West Grand Multi-Use building Sketch Plan Application

Dear Planning.

Trillium Engineering Group (TEG) is providing this project narrative for the proposed project located at 45 West Grand Avenue (Tax Map 313, Block 3 Lot 4) in the DD-2 district. The project proposes 11 residential condominium units and 1 office unit.

The existing site is currently used as a paved parking lot with a shed located on site. The existing parking lot and shed are to be removed. There are 3 existing curb cuts on the site, the two along West Grand Ave will be closed and the one curb cut on Bay Ave is to be relocated and reconfigured. There are no existing curb cuts on Camp Comfort Ave.

The project proposes a 4 story multi-use building with 11 residential condominium units and 1 office unit. The first level will consist of an enclosed parking garage containing (19) parking spaces. Level 2 will have (5) 1-bedroom units, and (1) office unit. Levels 3 and 4 will consist of (6) total 4-bedroom units. There will be an additional (6) parking spaces located outside of the parking garage on the site. Based on Sec. 78-689 – off-street parking and loading requirements, the requirement for residential use "Multifamily Residential Units" is one space per bedroom, with a maximum of two spaces per unit, resulting in a required 17 spaces. On site parking standards for "All other uses" is not required. To satisfy the parking requirements for both the residential parking and office parking, the required number of parking spaces is 17 spaces. The project is proposing a total of 25 spaces.

The proposed project will require new connections to existing Town utilities on West Grand Avenue.

Thank you for taking the time to review this. Please see all attached documentation and drawings for additional information. Should you have any future questions or require any additional information, please do not hesitate to ask.

Sincerely,

Eric Dube, PE

Trillium Engineering Group



C. Deed

NANCY E HAMMOND, REGISTER OF DEEDS E-RECORDED Bk 19017 PG 194 Instr # 2022019425

05/04/2022 08:08:31 AM YORK CO Pages 2

DLN: 1002240192228

QUITCLAIM DEED WITH COVENANT

VENETIA LLC, a Maine limited liability company with a mailing address of 93 West Grand Avenue, Old Orchard Beach, Maine 04064, for consideration paid, GRANTS to DURP LLC, a Maine limited liability company with a mailing address of P.O. Box 883, Cumberland, Maine 04021, with QUITCLAIM COVENANT, those certain lots or parcels of land situated in the Town of OLD ORCHARD BEACH, County of YORK and State of MAINE, commonly known and 93 and 95 W. Grand Avenue, Old Orchard Beach, Maine and more particularly described on **EXHIBIT A** attached hereto and made a part hereof.

IN WITNESS WHEREOF, VENETIA LLC has caused this instrument to be signed and sealed in its company name by VENETIA KOUZOUNAS, its manager, thereunto duly authorized on the May of April

Venetia LLC

STATE OF MAINE April 29, 2022 COUNTY OF Cumberland

Personally appeared the above-named VENETIA KOUZOUNAS, manager of VENETIA LLC and acknowledged the foregoing instrument to be her free act and deed in her said capacity, and the free act and deed of VENETIA LLC.

Before me,

Notary Public/Attornev-at-Law

Print Name: Man

Mary A. Sawtelle Notary Public - Maine My Commission Expires April 1, 2029

EXHIBIT A

Parcel One:

A certain lot or parcel of land with the buildings thereon, situated in Old Orchard Beach in said County of York, bounded and described as follows: Commencing at the junction of Grand Avenue and Camp Comfort Avenue in said Old Orchard Beach; thence Southerly along said Camp Comfort Avenue Sixty (60) feet; thence at right angles Easterly Forty (40) feet; thence at right angles Northerly Sixty (60) feet; thence Westerly at right angles Forty (40) feet on said Grand Avenue to the point of beginning. Said lots have been erroneously referred to in prior deeds as being a part of lots number two (2) and four (4) on a Plan of Lots made by the Camp Comfort Association and recorded in the Registry of Deeds for said County of York, Plan Book 2, Page 26.

Parcel Two:

A certain lot or parcel of land with the buildings thereon, situated in said Old Orchard Beach and being lots numbered Two (2) and Four (4) on Bay Avenue, so called, according to Plan of Camp Comfort Association, recorded in York County Registry of Deeds, Plan Book 2, Page 26.

Parcel Three:

A certain lot or parcel of land with the buildings thereon, being two (2) lots situated on the Southerly side of Camp Comfort Avenue, so-called, in said Old Orchard Beach, and described as follows: Lots One (1) and Three (3) according to Plan of Lots of Camp Comfort Association, recorded in York County Registry of Deeds, Plan Book 2, Page 26, to which Plan and record thereof reference is hereby made for further description thereof.

Being the same premises described in a Quitclaim Deed conveyed to Grantor herein dated June 11, 2007 and recorded in the York County Registry of Deeds in Book 15185, Page 601.



D. Agent Authorization Letter





August 20, 2024

To Whom It May Concern:

We hereby authorize

Trillium Engineering Group 189 Main Street Yarmouth, ME 04096

As our agent to act on our behalf in all matters relating to all town/city processes required for the proposed project located at 95 West Grand Ave. in Old Orchard Beach, ME.

This certification commences on the date of signing and is valid for two years from August 20, 2024 to August 20, 2026.

This certificate will become null and void unless it is agreed between both parties to make an extension.

Sincerely,

Eric Dube, P.E.

Trillium Engineering Group

Scott Durepo

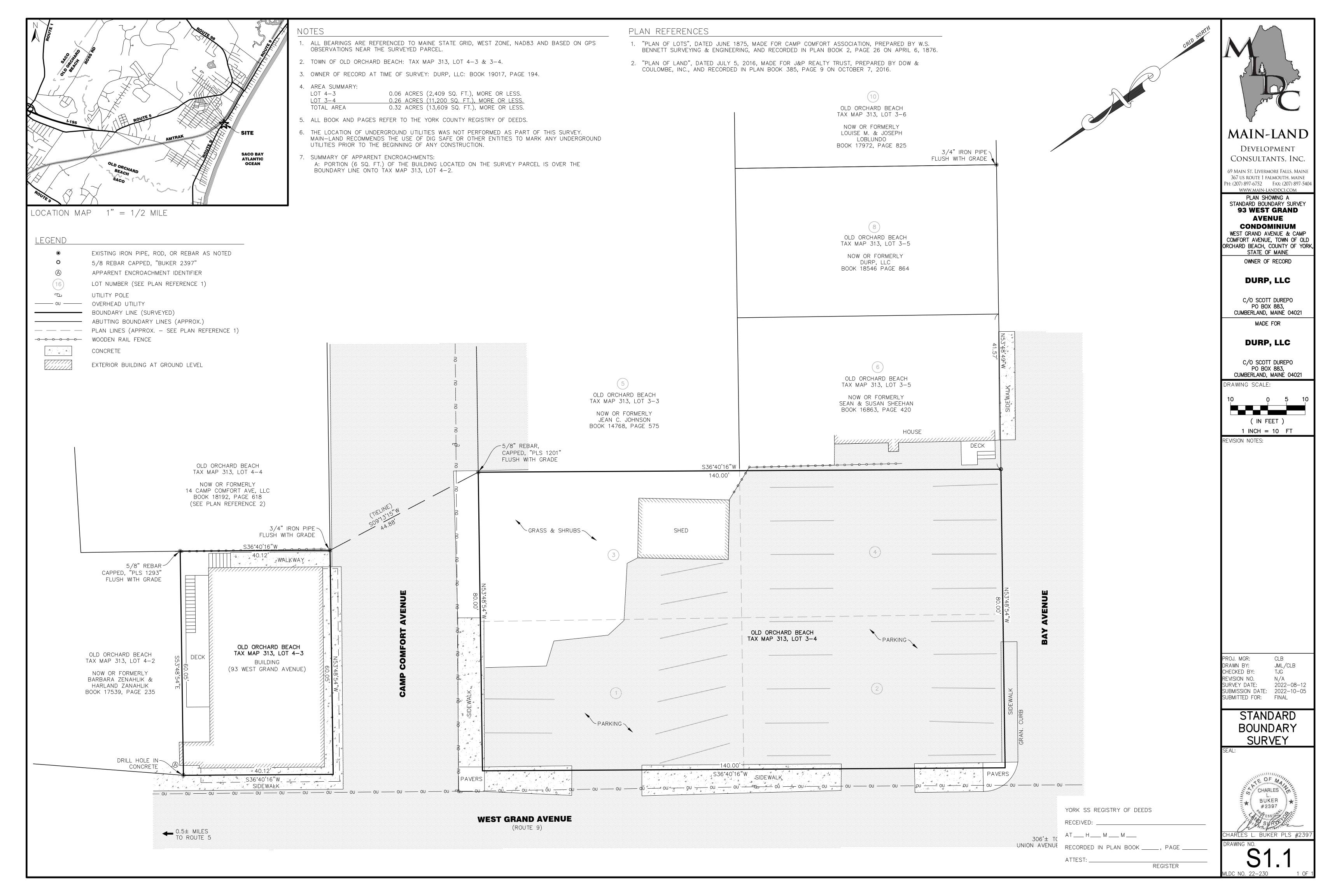
Signature of Owner

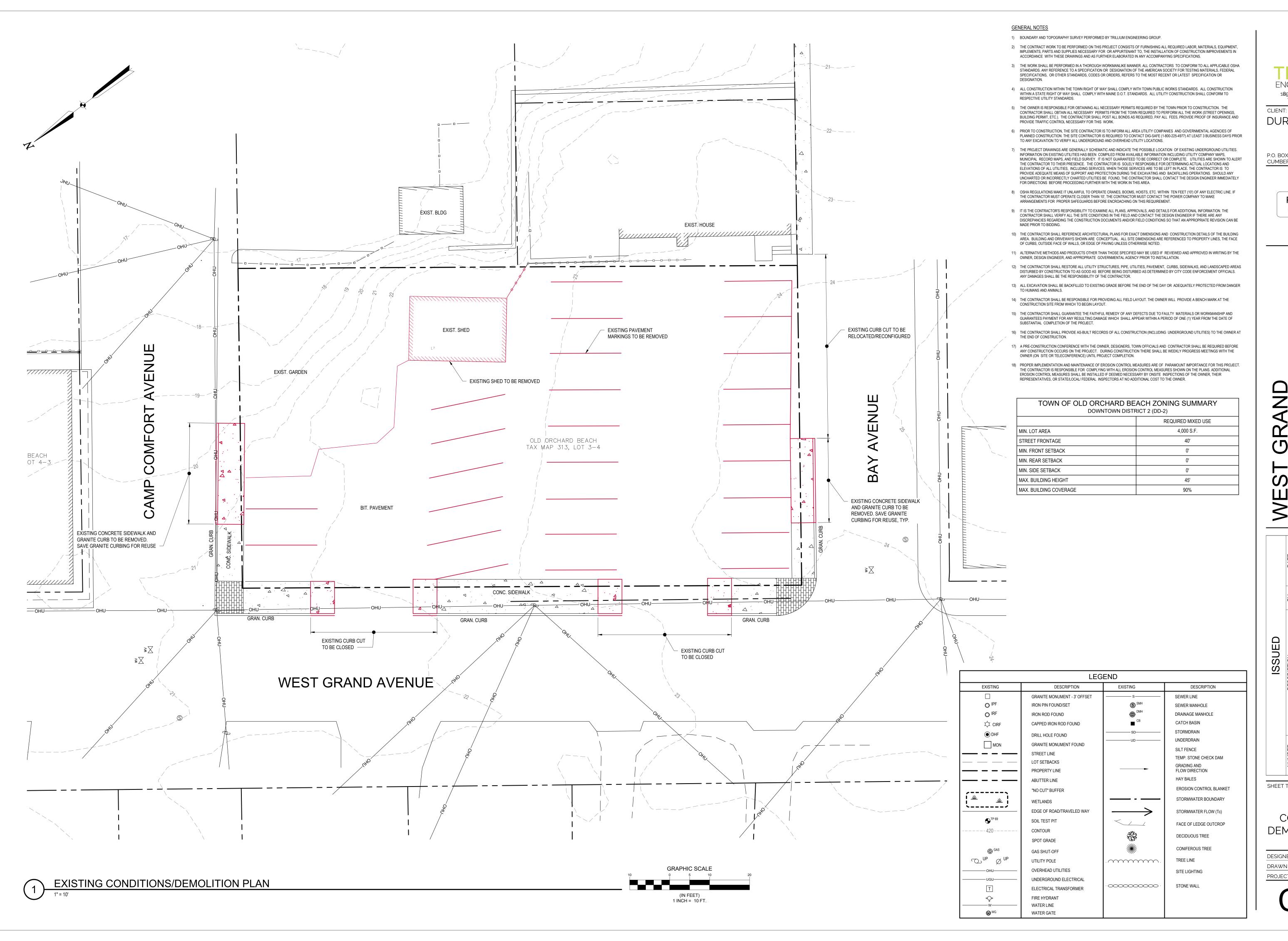
Durp LLC (Scott Durepo)

Signature of Agent Eric Dube, P.E.



E. <u>Site Plans + Architectural</u> <u>Drawings</u>





189 MAIN STREET SUITE 200 YARMOUTH, ME 04096

DURP LLC

P.O. BOX 883 CUMBERLAND, ME 04021

> PRELIMINARY NOT FOR CONSTRUCTION

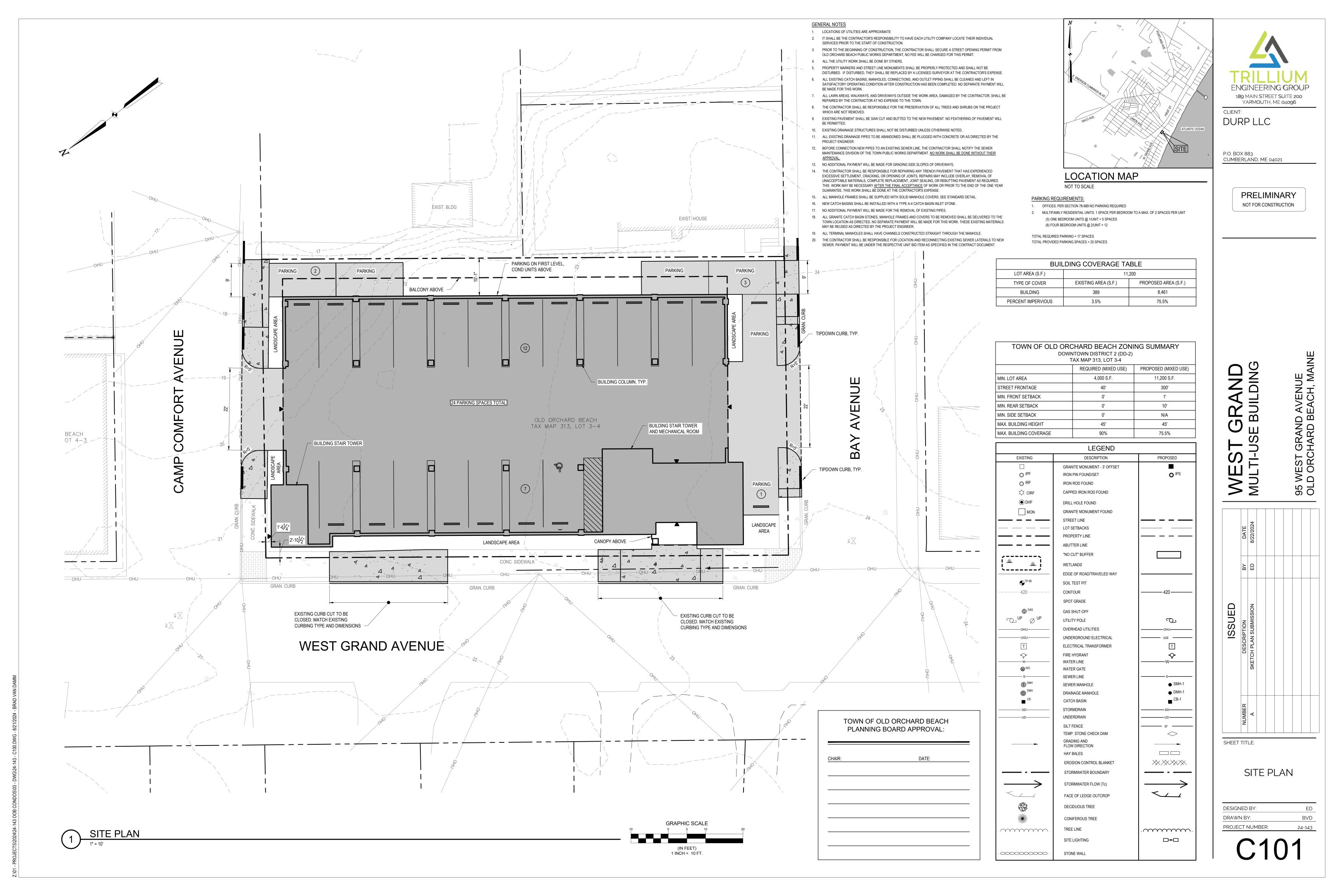
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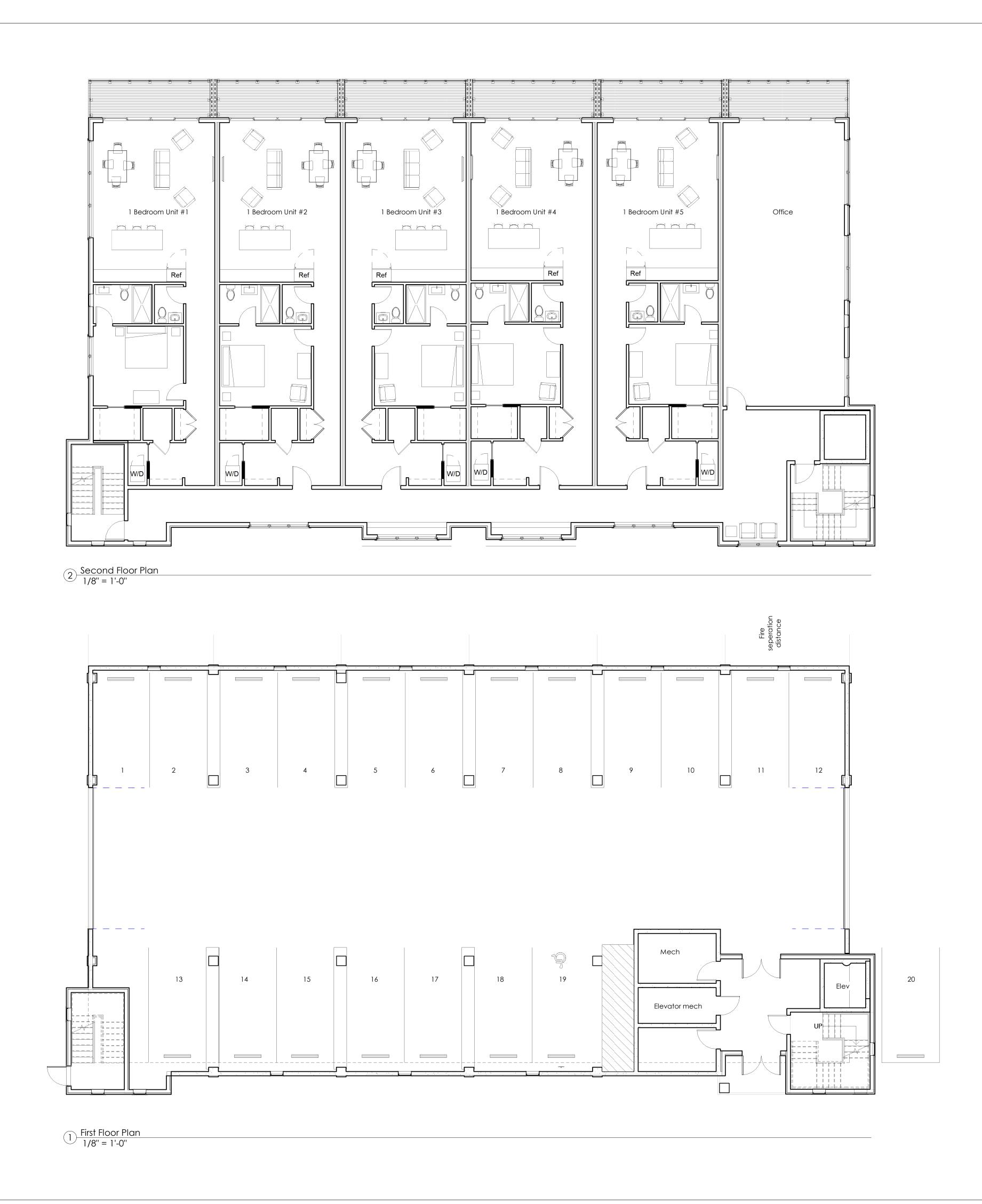
95 WES

SHEET TITLE:

EXISTING CONDITIONS/ **DEMOLITION PLAN**

DESIGNED BY: DRAWN BY: PROJECT NUMBER:





David Matero Architecture

49 Centre Street Bath, ME 04530 207.389.4278 info@davidmatero.com

Consultants:

Company
Structural Engineer
Company
Mechanical Engineer
Company
Landscape Architect

Revision Schedule

No. Date Description

95 West Grand

95 West Grand Ave Old Orchard Beach, ME

Stamp:

Project No:
Project Number

Date: Issue Date

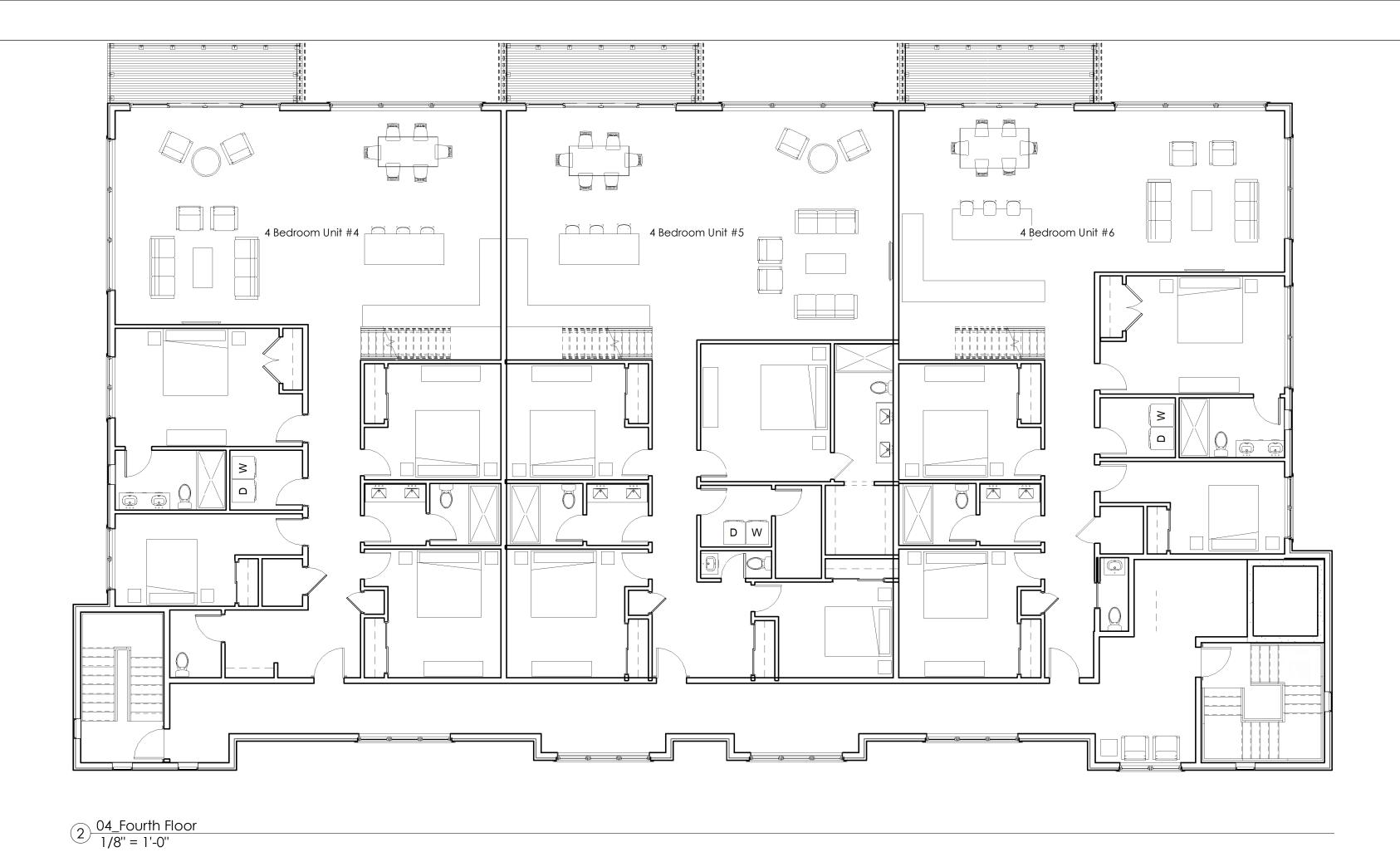
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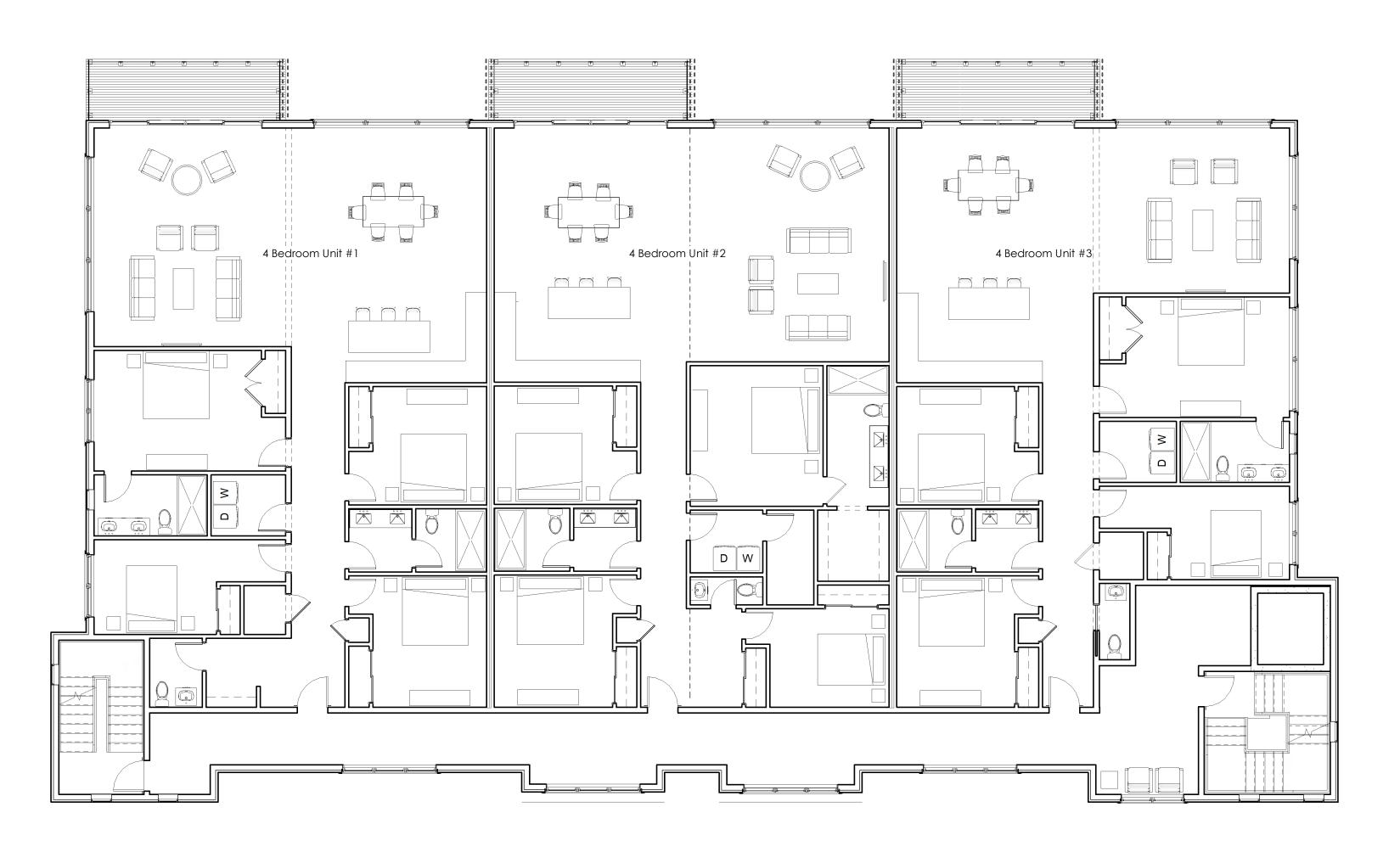
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First & Second Floor Plan

Sheet Number:

A1.

Sketch Plan Reivew





1/8" = 1'-0"

David Matero
Architecture

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Revision Schedule

No. Date Description

95 West Grand

95 West Grand Ave Old Orchard Beach, ME

Stamp:

Project No:
Project Number

Date: Issue Date
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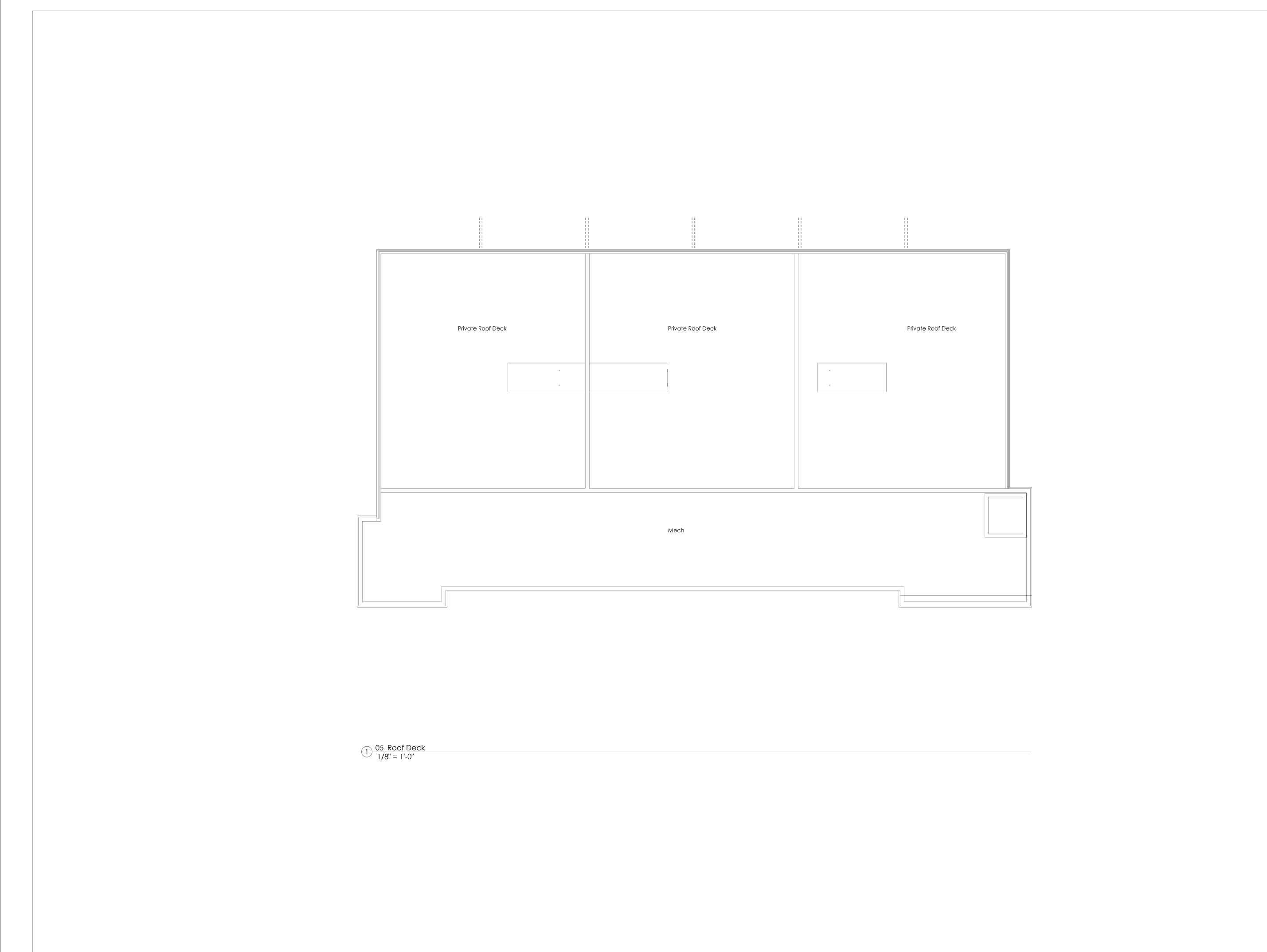
Sheet Title:
Third & Fourth Floor Plan

Sheet Number:

A1.2

Sketch Plan Reivew

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Architecture

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Revision Schedule

No. Date Description

95 West Grand

95 West Grand Ave Old Orchard Beach, ME

Stamp:

Project No:
Project Number

Date: Issue Date

Scale: 1/8" = 1'-0"

Scale: 1/8" = 1'-0"
Sheet Title:

Roof Deck Plan

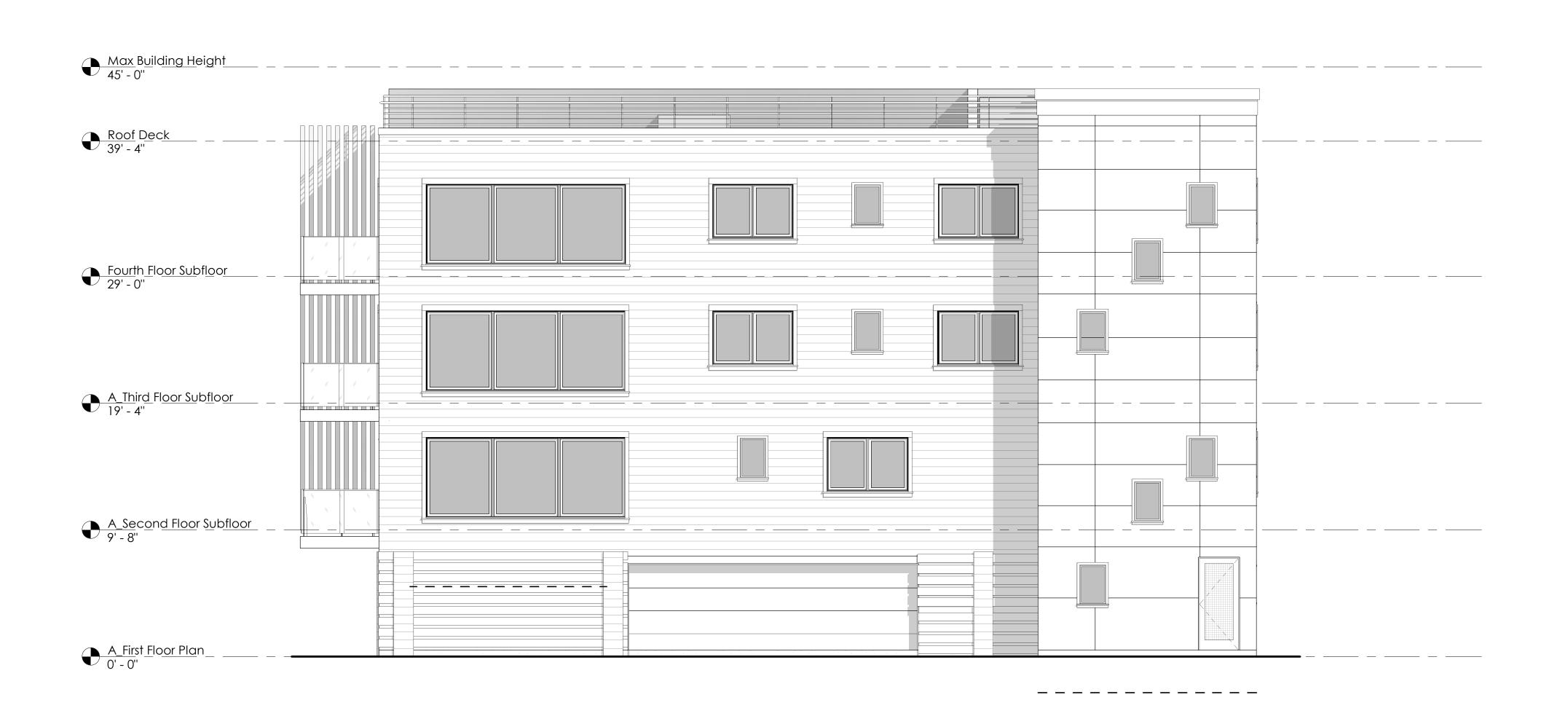
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A1.3

Sketch Plan Reivew

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2 West Elevation 3/16" = 1'-0"

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Consultants:

Company Structural Engineer Company Mechanical Engineer Company Landscape Architect

Revision Schedule

95 West Grand Ave Old Orchard Beach, ME

95 West

Grand

Stamp:

Project No: Project Number

Date: Issue Date Scale: 3/16" = 1'-0"

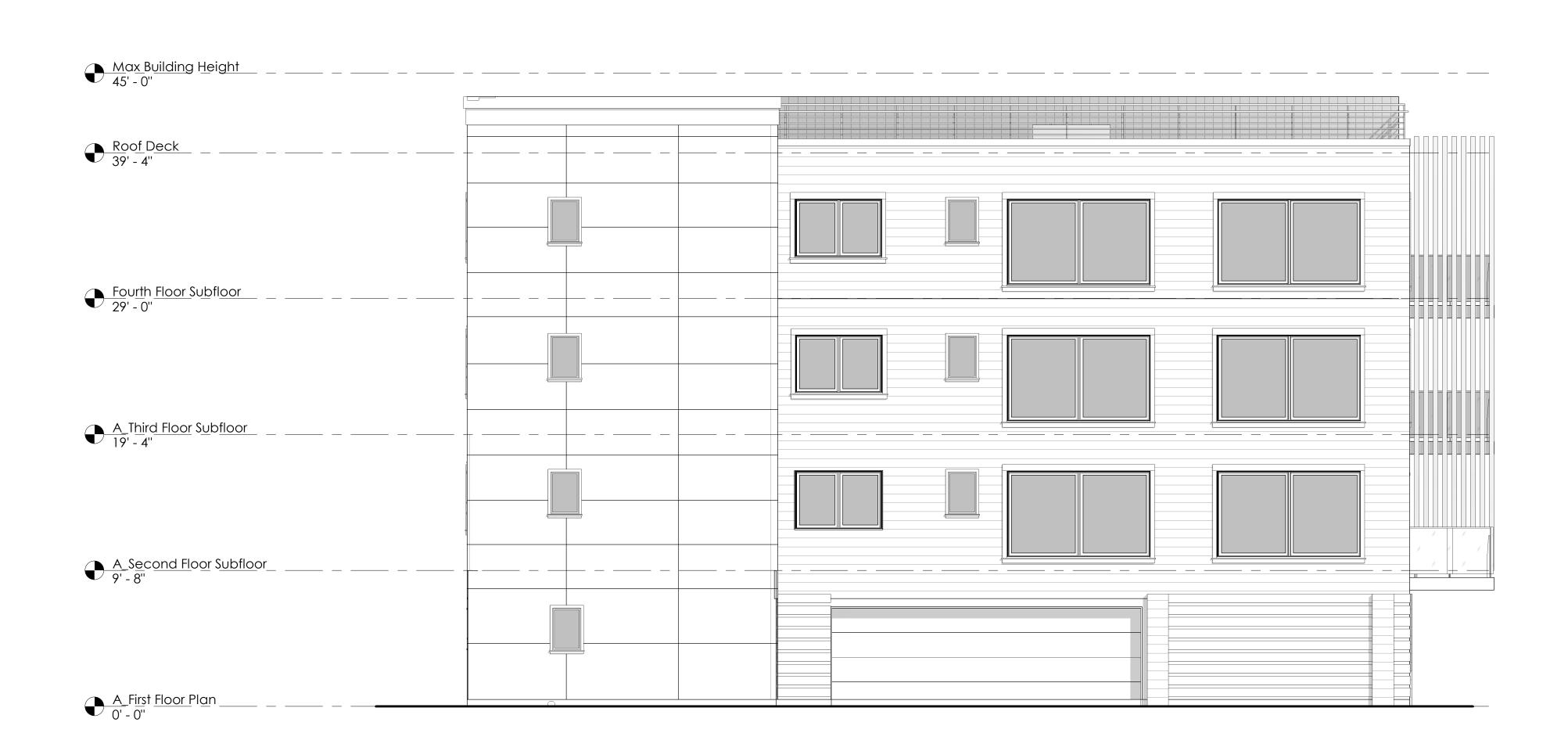
Sheet Title: Elevations

Sheet Number:

A2.

Sketch Plan Reivew





David Matero
Architecture

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Consultants:

Company
Structural Engineer
Company
Mechanical Engineer
Company
Landscape Architect

Revision Schedule

No. Date Description

95 West Grand

95 West Grand Ave Old Orchard Beach, ME

Stamp:

Project No:

Project Number

Date: Issue Date

Scale: 3/16" = 1'-0"

Sheet Title:

Elevations

Sheet Number:

A2.2

Sketch Plan Reivew

2 East Elevation 3/16" = 1'-0"

North Elevation
3/16" = 1'-0"

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2 NE NTS





3 SE NTS



4 SW NTS

David Matero Architecture

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Consultants:

Company
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Mechanical Engineer
Company

Landscape Architect

Revision Schedule

No. Date Description

95 West Grand

95 West Grand Ave Old Orchard Beach, ME

Stamp:

Project No:
Project Number

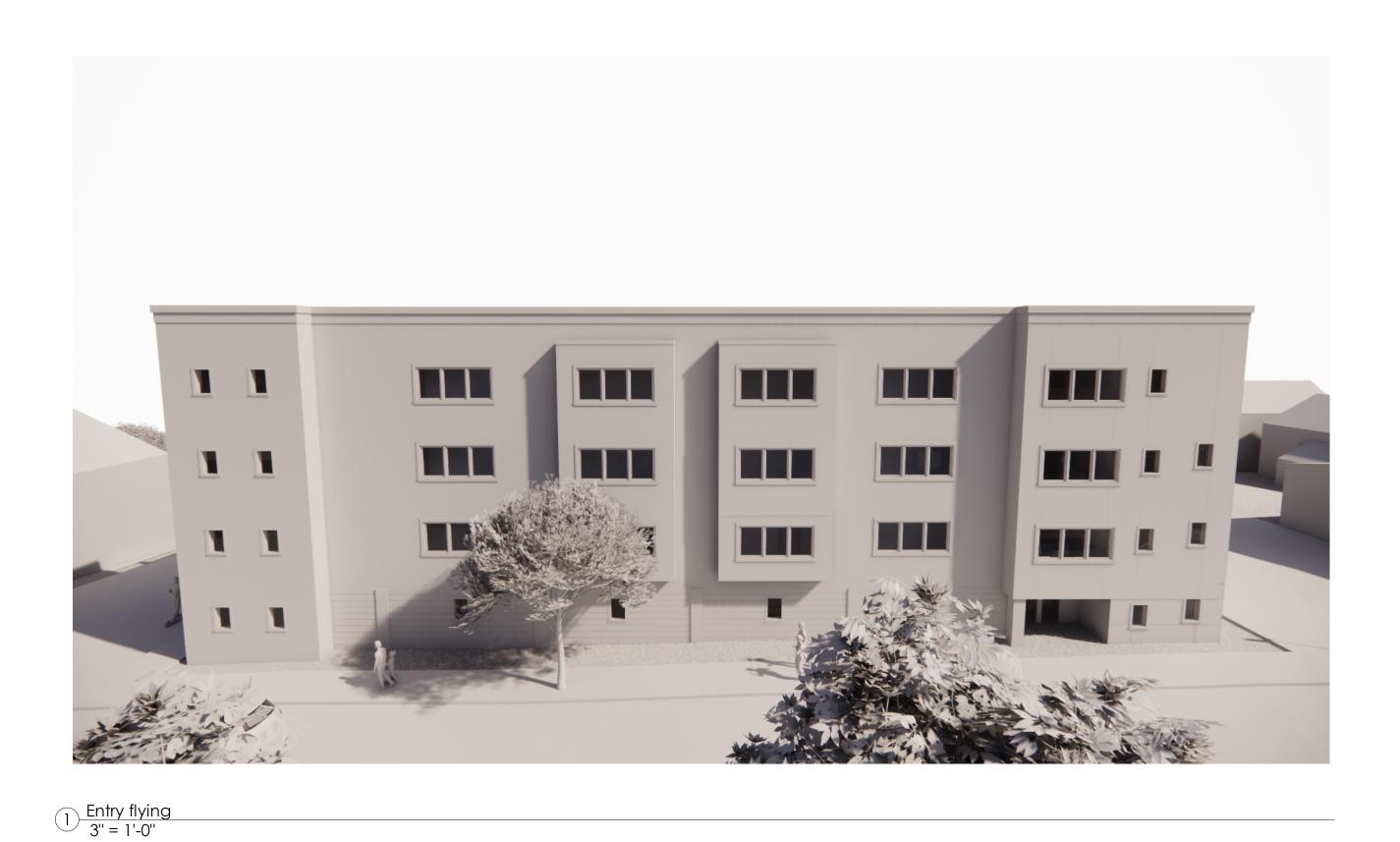
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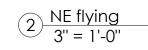
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Exterior Renders

Sheet Number:

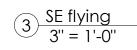
A2.3

Sketch Plan Reivew











4 SW flying 3" = 1'-0"

David Matero Architecture

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Consultants:

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Structural Engineer
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Mechanical Engineer
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Landscape Architect

Revision Schedule

No. Date Description

95 West Grand

95 West Grand Ave Old Orchard Beach, ME

Stamp:

Project No:
Project Number

Date: Issue Date
Scale: 3" = 1'-0"

Sheet Title:
Exterior Renders

Sheet Number:

A2.4

Sketch Plan Reivew