

## REQUEST FOR PROPOSAL

### **LOBBY RENOVATION 2025**

#### **Lincoln Theater, Damariscotta, Maine**

Lincoln Theater invites qualified construction professionals to submit proposals for the renovation of the theater's historic (1875) lobby adhering to an approved architectural design. Fully designed and ready to build this project involves the construction of a new location for the concessions booth, plumbing, electrical, and the enlargement of several doorways. Work is to be completed by early-November 2025 in no more than a twelve (12) week period. Lincoln Theater will accept bids for a lobby renovation at Lincoln Theater, 2 Theater Street, Damariscotta, Maine until no later than 12:00 noon EST on Friday, February 21, 2025.

Bids shall be submitted on the attached bid form to Chistina Belknap, Executive Director, Lincoln Theater. Bids must be submitted in a sealed envelope plainly marked:

Bid: Lobby Renovation  
Lincoln Theater  
PO Box 237  
Damariscotta, ME 04543

Specifications may be obtained at the theater's website at <https://www.lincolntheater.org/rfp>

Funding for this project is contingent. Lincoln Theater reserves the right to award to other than the low bidder and to waive any informalities in the bidding. No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of Lincoln Theater.

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#### 1. PROJECT OVERVIEW

This project aims to create an inviting, functional, and aesthetically appealing space that aligns with the non-profit, 501(c)(3) organization's mission to present diverse, high-quality programs that provide entertaining, artistic, educational, and social experiences that enrich our community. The project will enhance the visual appeal of the lobby, improve traffic flow and accessibility for patrons of all abilities, relocate and improve concessions area for staff and patrons, and update facilities while preserving the historical character of the building.

#### 2. DEADLINES

Proposals Due: Friday, February 21, 2025  
Selection Announcement: Wednesday, March 26, 2025  
Project Start Date: TBD, August/September, 2025  
Completion Target: Mid-November 7, 2025

### 3. SCOPE OF WORK

Execution of the approved design (rendered by Archetype Architects), installation, and finishing.

Enlarge three doorways and create a new space for concessions involving electrical, plumbing, and ventilation needs.

A structural engineer has been engaged and once the existing wall and floor are opened they will finalize the opening requirements.

All subcontractors unless otherwise noted, including but not limited to electrical, plumbing, and mechanical are the responsibility of the bidder. Lincoln Theater is responsible for architectural, structural engineering, fire sprinkler & alarm services.

The following equipment will be sourced by Lincoln Theater and is outside the scope of this RFP: Food service equipment, chandeliers and lighting fixtures, and carpet. Installation is the responsibility of the bidder.

Detailed drawings and specifications follow in section 5.

### 4. BID SUBMISSIONS, TERMS & CONDITIONS

The Lincoln Theater reserves the right to accept or reject any or all proposals.

All submitted materials become the property of Lincoln Theater.

Any questions regarding the RFP must be submitted in writing, either digital or physical, by Friday, January 10, 2025

Proposals will be evaluated based on: Quality and relevance of the portfolio, Understanding of the project scope and objectives, Creativity and alignment with the nonprofit's mission and aesthetic preferences, Proposed budget and timeline and References and demonstrated experience.

Interested firms are requested to provide the following:

- Cover Letter: Introduction and interest in the project
- Firm Information: Background, expertise, and relevant certifications
- Portfolio: Examples of similar project
- Project Approach: Overview of how the firm would approach the renovation
- Proposed Timeline: Milestones and estimated completion
- Fee Structure: Itemized cost estimate, including fees for design and construction
- References: At least three references from similar projects

*A completed bid form must be submitted at a minimum to be considered*

5. BID PROPOSAL FORM

**LINCOLN THEATER 2025 LOBBY RENOVATION**

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Bid Total: \$ \_\_\_\_\_

Number of employees on site: \_\_\_\_\_

Please provide the following:

- Cover Letter: Introduction and interest in the project
- Firm Information: Background, expertise, and relevant certifications
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- Project Approach: Overview of how the firm would approach the renovation
- Proposed Timeline: Milestones and estimated completion
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- References: At least three references from similar projects

6. APPROVED ARCHITECTURAL PLANS

Please contact [info@lincolntheater.org](mailto:info@lincolntheater.org) to receive electronic drawings/permit-set for this project