



REQUEST FOR PROPOSALS

Part-Time Municipal Housing Manager

Towns of Deer Isle and Stonington, Maine

Issuing Municipalities	Town of Deer Isle and Town of Stonington, Maine
Position Title	Part-Time Housing Manager (Independent Contractor)
Contract Term	One (1) Year, July 1, 2026 – June 30, 2027, with option to renew
Maximum Hours	No more than twenty (20) hours per week
Total Compensation	\$40,000 (paid quarterly upon deliverable verification)
Proposals Due	June 26, 2026, by 4:00 PM Eastern Time
Submit To	Linda Nelson, Economic & Community Dev Director, Stonington, econdev@stoningtonmaine.org
Questions Deadline	June 12, 2026, by 4:00 PM Eastern Time

This RFP is issued jointly by the Towns of Deer Isle and Stonington pursuant to the authority of their respective Select Boards and in accordance with applicable Maine municipal law.

1. Introduction and Background

The Towns of Deer Isle and Stonington (collectively, the "Towns") are issuing this Request for Proposals (RFP) to solicit qualifications and proposals from qualified individuals or firms to serve as a part-time Housing Manager on a contract basis. This engagement arises from the Deer Isle-Stonington Housing Task Force Final Report of December 2025, which identified critical housing needs and a set of strategic actions to address them.

The Housing Manager will implement recommendations from that Report across five strategic areas, all with the goal of working to meet the housing needs of our local businesses, who when surveyed identified a minimum of 109 open positions for which they would like housing inventory to recruit: expanding affordable rental options (including manufactured housing, mobile homes, mini homes, and RV homes in mixed-income neighborhood settings), converting seasonal rentals and developing accessory dwelling units (ADUs), supporting family-friendly homeownership and workforce housing, providing technical assistance and municipal tools, and delivering financial education for homeownership and ADU development.

This position is structured as a one-year independent contractor engagement, not municipal employment, and is renewable for a second year at the Towns' discretion. The Towns are additionally collaborating with the Maine Service Fellows program and have a Fellow who will work in support of this initiative.

2. Scope of Services

The Housing Manager shall carry out the following scope of work, organized by the five strategic goals established in the Housing Task Force Final Report. Work shall not exceed or be compensated at more than twenty (20) hours per week.

Goal 1: Affordable Rental Development

Support the construction or conversion of rental units targeted at households earning below the local Area Median Income (AMI), including through manufactured housing, mobile homes, mini homes, and RV home mixed-income neighborhood development:

- Research land parcels in designated growth areas suitable for family-friendly housing development
- Research land parcels or existing structures suitable as housing locations in areas outside of the growth zones as identified in the Housing Task Force Final Report
- Research and contact developers with capacity and interest to work in the Deer Isle-Stonington community
- Coordinate partnerships with current employer-provided employee housing programs, as well as contractors and other businesses who might provide services in exchange for equity in these projects.

Goal 2: Seasonal Rental Conversion & ADU Development

Pursue the conversion of seasonal rental properties to year-round rentals and encourage construction of ADUs for moderate-income rentals:

- Identify seasonal rental properties with potential for long-term rental conversion

- Contact identified property owners and develop outreach strategies for conversion or new construction
- Identify a high-visibility site for an ADU construction or conversion project in coordination with an Adult Education course

Goal 3: Family-Friendly Starter Homes for Homeownership

Support development of family-friendly starter homes for homeownership and workforce stability:

- Research land parcels in designated growth areas suitable for family-friendly housing development
- Research and contact developers with capacity and interest in the local market
- Identify properties with rehabilitation potential and develop funding and partnership pathways to affordability

Goal 4: Municipal and Regional Tools & Technical Assistance

Access, communicate, and provide municipal and regional tools and technical assistance including parcel identification, feasibility studies, funding research, and ordinance reform:

- Build on existing research to identify options for applying municipal funding to potential project sites
- Create referral pathways linking employers, Town offices, the Deer Isle Adult and Community Education (DIACE) program, nonprofits, and other partners
- Develop a municipal communication strategy for housing and financial education outreach

Goal 5: Financial Education for Homeownership & ADUs

Coordinate and deliver financial education specific to homeownership and ADU development:

- Plan and conduct financial and housing education workshops
- Build partnerships with employers, banks, nonprofits, lenders, and developers

3. Deliverables Schedule

Payment shall be made quarterly upon verification of the following deliverables by the Towns' designated liaison(s). Quarterly payments shall be \$10,000 each. The Towns reserve the right to withhold or prorate payment if deliverables are materially incomplete.

Quarter	Period	Key Deliverables
Q1	June – August 2026	Finalized interlocal workplan; shared communication and reporting systems; agreed list of short and long-term priorities with cost estimates; launch of Seasonal/Year-Round Rental Program; ADU marketing and education plan implemented; Financial Education/Housing Program launched; referral pathways established.
Q2	Sept – Nov 2026	Potential development partners identified; short list of housing development opportunities with preliminary feasibility notes; pilot program plan and launch.

Q3	Dec 2026 – Feb 2027	Mid-year progress report for both Towns for Town Reports; updated implementation roadmap; housing resource toolkits completed and piloted (ADUs, landlords, employers); pilot project mid-point evaluation.
Q4	Mar – May 2027	Comprehensive Year-End Report with outcomes, data, and evaluation; Year 2+ Interlocal Housing Strategy; recommendations for sustainability, scale-up, or revision; funding and sustainability plan; Annual Financial Education/Housing Program Report with Year 2+ curriculum proposal.

4. Qualifications & Skills

Proposals will be evaluated and scored in part on the following desired qualifications. Applicants need not meet every qualification; the Towns encourage proposals from individuals with relevant combinations of experience.

- Experience in affordable housing development, community development, property development or related fields
- Financial/statistical/analytical skills
- Familiarity with Maine housing programs, funding sources (e.g., MaineHousing, USDA Rural Development, CDBG), and regulatory frameworks
- Experience working with municipal governments, Select Boards, or planning processes in Maine
- Demonstrated ability to facilitate community partnerships with employers, nonprofits, lenders, and state agencies
- Strong written and oral communication skills, including experience preparing public reports and communicating with developers and construction contractors
- Ability to work independently, manage multiple priorities, and meet quarterly deliverable deadlines
- Familiarity with the Deer Isle-Stonington community and the unique housing challenges of island and rural coastal Maine communities is a plus
- Proficiency with standard office productivity tools and virtual communication platforms

5. Proposal Requirements

Responsive proposals shall include all of the following components:

1. Cover Letter (one to two pages): Describe the applicant's interest in this position, relevant experience, and understanding of the housing challenges facing Deer Isle and Stonington, Maine.
2. Resume or Firm Profile: Provide a current resume (individual) or firm profile (organization), including relevant project experience.
3. References: Provide a minimum of three (3) professional references with contact information, including at least one reference from a Maine municipal or government client if applicable.
4. Work Plan: Provide a brief proposed approach (no more than three pages) describing how the applicant intends to accomplish the Scope of Services and meet the quarterly deliverables.

5. Proposed Fee Schedule: Confirm acceptance of the total compensation of \$40,000 paid quarterly, or explain any proposed variation with justification.
6. Conflict of Interest Disclosure: Disclose any actual or potential conflicts of interest with either Town, consistent with Maine ethics requirements (1 M.R.S. § 1001 et seq. and 30-A M.R.S. § 2605).
7. Certification: A signed certification that the information in the proposal is accurate and complete, and that the applicant is not currently debarred or suspended from receiving public contracts.

6. Evaluation Criteria

The Towns will evaluate and score proposals using the following criteria. This is a qualifications-based selection; cost is a secondary factor given the fixed fee structure.

Criterion	Weight
Relevant experience in housing, community development, or related field	30%
Knowledge of Maine housing programs, funding sources, and municipal processes	25%
Quality and feasibility of proposed work plan	20%
Strength of professional references	15%
Familiarity with Deer Isle-Stonington or comparable rural/island communities	10%

The Towns reserve the right to conduct interviews with one or more finalists prior to making a selection.

7. Compensation

Total compensation for the one-year contract term is \$40,000, paid in four equal quarterly installments of \$10,000 each upon verification of the applicable quarterly deliverables.

The selected contractor shall be responsible for all applicable federal and Maine state taxes, including self-employment taxes. The Towns issue a Form 1099-NEC for all payments totaling \$600 or more in a calendar year. No fringe benefits, workers' compensation coverage, unemployment insurance, or retirement contributions will be provided by the Towns.

Reimbursement for out-of-pocket expenses is not included in this contract unless separately authorized in writing by the Towns' designee. Any such reimbursement shall be consistent with the Towns' expense policies.

8. Contract Terms Overview

The selected proposer will be expected to execute a Professional Services Agreement substantially consistent with the terms described herein and in Section 9 (Draft Contract) of the full RFP package. Key terms include:

- Independent contractor status (not a municipal employee)
- One-year term with option for one renewal year at the Towns' discretion
- Either party may terminate with thirty (30) days written notice; the Towns may terminate for cause immediately upon written notice
- Contractor shall maintain general liability insurance of not less than \$1,000,000 per occurrence
- All work product and deliverables shall be property of the Towns
- Contractor is subject to Maine's Freedom of Access Act (1 M.R.S. § 401 et seq.) with respect to public records created in the performance of this contract
- Contractor shall comply with all applicable Maine and federal laws

9. Procurement Process & Timeline

RFP Issued	June 5, 2025
Deadline for Questions	June 12, 4:00 PM ET
Responses to Questions Posted	June 15, 2026
Proposals Due	June 26, 4:00 PM ET
Interviews (if conducted)	Week of July 6, 2026
Anticipated Selection	July 15, 2026
Contract Start Date	August 1, 2026 (anticipated)

Questions must be submitted in writing to econdev@stoningtonmaine.org. Responses to all written questions will be posted at www.stoningtonmaine.org and distributed to all known proposers. No verbal responses shall be binding.

10. Submission Instructions

Proposals shall be submitted electronically in PDF format to econdev@stoningtonmaine.org by the deadline stated above. The subject line of the email shall read: "Housing Manager Proposal – [Applicant Name]." Late proposals will not be accepted.

The Towns reserve the right to reject any and all proposals, to waive technical irregularities, and to accept the proposal deemed most advantageous to the Towns. This RFP does not constitute a commitment by the Towns to award a contract. No costs incurred in responding to this RFP will be reimbursed.

11. Legal Notices and Certifications

Equal Opportunity

The Towns of Deer Isle and Stonington are equal opportunity employers and contracting authorities. All proposals will be considered without regard to race, color, national origin, sex, age, disability, religion, or any other characteristic protected by applicable law.

Non-Discrimination

The selected contractor shall comply with all applicable federal and Maine non-discrimination requirements, including but not limited to Title VI of the Civil Rights Act of 1964 and the Maine Human Rights Act (5 M.R.S. § 4551 et seq.).

Maine Freedom of Access Act

Proposals submitted in response to this RFP are subject to Maine's Freedom of Access Act (1 M.R.S. § 401 et seq.) and may be disclosed as public records following contract award. Proposers who believe portions of their proposal constitute trade secrets or confidential commercial information must clearly mark such portions and provide a written explanation of the basis for confidentiality.

Conflict of Interest

Proposers must disclose any relationship with a Town officer, Select Board member, or municipal employee that could constitute a conflict of interest under Maine law (30-A M.R.S. § 2605). The Towns reserve the right to disqualify any proposal where a material conflict of interest exists.

*Issued by the Towns of Deer Isle and Stonington, Maine
[Insert Issuing Date]*