

Request for Proposals

Recruitment of New Town Manager

Cape Elizabeth, Maine

The Cape Elizabeth, Maine Town Council is requesting proposals to assist us in the recruitment process for a new town manager. The incumbent town manager is retiring on December 31, 2016 after 38 years of service including 31 as town manager.

Cape Elizabeth, (Pop. 9,304) is a coastal suburban community located in the Portland, Maine metropolitan area. The town has had the council/manager form of government since 1967. It is our intent to have the council serve as the search committee supported by a professional recruitment firm.

Firms interested in assisting the town council should submit proposals in electronic form (PDF preferred) to Michael.mcgovern@capeelizabeth.org, no later than **2 p.m. Friday, September 9, 2016**. All proposals received by the deadline will be forwarded to the town council later that day. The town council plans to meet to review proposals on September 12, and/or September 13, 2016.

Please include in your proposal up to three pages listing your intended scope of services and any information you feel is relevant to evaluate your proposal.

Please include additional pages with resumes of key personnel you intend to assist us.

Please include up to one page listing the proposed compensation for your services and please feel free to include any optional services and the cost structure for such services.

Please feel free to include one additional page listing recent clients for similar work.

The town council reserves the right to accept or reject any or all proposals, to request additional information and to waive any informality.

Thank you for your interest in serving Cape Elizabeth.

Molly MacAuslan
Town Council Chair