

Request for Proposals  
Town of Cape Elizabeth  
Short Term Rental (STR) Third Party Enforcement  
(to be issued June 8, 2020)

Summary of project: The Town of Cape Elizabeth is seeking proposals to provide the town with Third Party enforcement of Short Term Rentals. The town has adopted local regulations to manage short term rentals and will be significantly revising those regulations for adoption in the fall/winter 2020. Enforcement of the current regulations is sought with the expectation that enforcement would be adapted to the new regulations after they take effect.

Description of work to be performed

The Town of Cape Elizabeth currently has 60 locally permitted STRs with an estimated 20-30 STRs that do not require a permit under the current regulatory structure. The town is seeking support for the local Code Enforcement Officer by scraping digital STR platforms and providing a report and potentially other enforcement supportive services.

The Town would like third party enforcement services to commence on or near July 1, 2020.

Proposal

The proposal should include:

1. The principal doing the work should be identified and his/her qualifications provided. Recommendations are preferred but not required. Experience with third party STR enforcement, especially in the Portland, Maine region, should be identified.
2. The proposer shall indicate that they have sufficient time to dedicate to the program and to commence work no later than **July 1, 2020**, unless extended by the Town of Cape Elizabeth.

3. The proposer shall provide examples of similar completed work.
4. The proposal should include a description of the techniques to be used to collect data and prepare mapping, as well as recommendations for the type of services the town should consider and why.
5. Cost to provide service annually.

### Funding

A budget of \$15,000 has been set aside for one year of service.

Evaluation of Proposals: The Town of Cape Elizabeth will review the proposals. Selected proposers may be asked to schedule an interview. In evaluating the proposals, the following may be considered:

1. The ability, capacity, and skill of the bidder to perform services;
2. Whether the bidder can perform the contract promptly, without delay or interference;
3. The character, integrity, reputation, judgment, experience, with an emphasis on local experience, and efficiency of the bidder;
4. The quality of performance of previous contracts or services;
5. Demonstration by the bidder to adapt to laws and ordinances relating to the contract or services;
6. The quality, availability and adaptability of contractual services to the particular use required;
7. The number and scope of conditions attached to the proposal;
8. In the event of proposals of equal quality and service, preference may be given to a vendor with local experience.
9. Assuming notification of a successful proposal by June 26, 2020, when will work commence.

Submission deadline: Proposals should be sent by email to the address below by **2:00 p.m. on Monday, June 22, 2020**. Any supplemental RFP information will be posted to the town website, [www.capeelizabeth.com](http://www.capeelizabeth.com).

The Town reserves the right to accept, or reject any, or all bids.

Questions regarding this request for proposals and scope of work shall be directed to:

Benjamin McDougal

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[benjamin.mcdougal@capeelizabeth.org](mailto:benjamin.mcdougal@capeelizabeth.org)