



Request for Proposals (RFP)

Consultant Services for Capital Improvement Plan (CIP) Development City of Ellsworth

I. Introduction

The City of Ellsworth invites qualified consultants or firms to submit proposals to assist in the development of a comprehensive Capital Improvement Plan (CIP). This plan will cover 1-, 5-, and 10-year planning horizons, and will serve as a strategic tool to prioritize infrastructure projects, guide long-term investments, and enhance the City's ability to effectively manage its capital assets.

II. Background

As Ellsworth continues to grow, a robust and actionable CIP is essential to ensure that infrastructure investments are aligned with community needs, financial capabilities, and regulatory requirements. The City seeks to improve its capital planning process, integrate financial forecasting, and support grant readiness through the development of this plan.

III. Project Objectives

The consultant will support the City by:

- Creating a prioritized list of capital projects across multiple time horizons (1-, 5-, and 10-year) Aligning infrastructure investments with financial planning and community development goals.
- Identifying funding mechanisms, including grants, T1F, bonding, and other financial tools.
- Ensuring regulatory compliance and readiness for state and federal funding programs.

Building internal capacity through knowledge transfer and collaborative planning processes.

IV. Scope of Work

The selected consultant will perform the following tasks:

1. **Capital Asset Assessment**
Review current inventories, condition assessments, and existing capital needs.
2. **Stakeholder Engagement**
Facilitate meetings with City departments, elected officials, and community stakeholders to gather input and align priorities.
3. **Data Analysis and Prioritization**
Apply objective, data-driven criteria to prioritize projects across key infrastructure areas (e.g., roads, buildings, water/sewer, parks).
4. **Development of CIP Document and digital systems database**
Draft a comprehensive CIP that includes project descriptions, cost estimates, timelines, funding sources, and implementation strategies. Also provide the framework, or proposal for a new digital database or GIS files that can be maintained by the city for years to come.
5. **Financial Forecasting and Funding Strategy**
Provide a long-term financial outlook and identify opportunities for leveraging state/federal grants and other external funding.
6. **Workshops and Presentations**
Present findings and recommendations to City staff, Stakeholders, and City Council.

V. Proposal Requirements

Proposals should include the following:

1. **Firm Profile** – Description of the firm and relevant experience.
2. **Project Team** – Key personnel and their qualifications.
3. **Project Understanding & Approach** – Methodology and proposed work plan.
4. **Schedule** – Proposed timeline with key milestones.
5. **Fee Proposal** – Cost breakdown by phase or task.
6. **Relevant Experience** – At least three examples of similar municipal CIP projects.
7. **References** – Contact information for three recent municipal clients.

VI. Evaluation Criteria

Proposals will be evaluated based on:

- Qualifications and relevant experience
- Understanding of project goals
- Quality and feasibility of the proposed approach
- Cost-effectiveness
- References and past performance

VII. Submission Instructions

Submission Deadline: May 22, 2025
Submit Proposals To:
Sara Devlin
Deputy City Manager
City of Ellsworth
1 City Hall Plaza
Ellsworth Maine 04605
sdevlin@ellsworthmaine.gov
Electronic and/or hard copy submissions are accepted. Late submissions will not be considered.

VIII. Project Timeline

Milestone	Date
RFP Issued	May 8, 2025
Questions Due	May 15, 2025
Proposals Due	May 22, 2025

Vendor Selection and Council Approval: June 16th , 2025