

EGELSTON TOWNSHIP



REQUESTS FOR PROPOSALS

The Township of Egelston wishes to contract for the following services:

- Zoning and Administrative Services
- Zoning Enforcement
- Code Inspection
- Plan Review
- Communication to Board regarding on-going matters

Applicants shall have or their staff shall have the following credentials or their equivalent:

- A. Registered Building Official
- B. Registered Plan Reviewer
- C. Registered Building Inspector

Applicants shall show proof of liability insurance and errors and omissions insurance capable of naming the Township as an additional insured. Proof of Workers Compensation Insurance for employees and be in compliance with all federal and state employment laws.

Services are estimated to require 30 man hours weekly, split between outside and inside work. They include scheduling periodic interaction with citizens regarding permits, questions, etc.

A pre-bid informational meeting will be held November 9, 2015 at 6:00 p.m. at the Township Hall. During this meeting questions regarding the services encompassed in this RFP together with Township expectations will be answered and discussed.

Bids will be due November 30, 2015 at the Township Hall no later than 5:00 p.m.

For complete information packet on the Township and the makeup of the expected scope of work, please contact John Holter, Township Supervisor, at 231-788-2308 extension 11 or visit the Township offices at 5428 East Apple Avenue. Please provide a base annual rate for services with any extra services you may be able to provide together with annual or for service costs. Please include the hourly costs for all services required in this proposal.

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Contractor agrees to provide the following to Egelston Township:

- 1) Zoning Ordinance and Administration Services, this also includes Zoning Ordinance Enforcement.
- 2) Building Code Services:
 - Permitting
 - Inspections
 - Enforcement
 - Administration
- 3) Commercial and Residential Plan Review, including new construction, additions, and re-models. Contractor will schedule and meet with all applicants.
- 4) Ordinance Enforcement (complete process), including the posting of unsafe structures and condemnations.
- 5) Residential Permits are normally review and issued within 24 hours of the receipt of the application, provided all necessary information is provided.
- 6) Inspections are normally done within 24 hours of notification.
(Monday-Friday)
- 7) Requested Attendance at:
 - Township Board meetings
 - Planning Commission meetings
- 8) Contractor will have communications involving the Township Supervisor regarding all on-going matters.
- 9) Contractor will provide monthly reports to the Township. Reports will include permits issued, inspections done along with other information that they may require, which may include all fees. A sample copy will be made available upon request.