

EGELSTON TOWNSHIP



AMANDA FAINO, Supervisor
JOAN RAAP, Clerk
TRUDY ROSEMA, Treasurer
JEFF REAM, Building Official

5428 E Apple Avenue
Muskegon, MI 49442
Phone: 231-788-2308
FAX: 231-788-5248

REQUEST FOR PROPOSALS

The Township of Egelston invites submission of sealed proposals from qualified individuals or firms to provide building inspector and/or building official services to the Township.

Proposals will be accepted at the Office of the Supervisor until the following date when they will be opened and read aloud:

PLACE: Township Board Room
5428 E Apple Ave
Muskegon, MI 49442

DATE: August 15, 2025

TIME: 3:00 PM

Proposals should be submitted in sealed envelopes, clearly identifying the title on the outside.

The Township reserves the right to reject any and all proposals, or to make partial awards, in the best interest of the Township.


Amanda M. Faino, Supervisor

PURPOSE

Egelston Township is soliciting proposals from building inspectors and preferable building officials. The information contained in this Request for Proposal (RFP) is provided to give prospective responders background information to allow for the completion of proposals.

BACKGROUND

Egelston Township is located on the West side of Michigan in eastern Muskegon County. Our township is very proud of natural attractions within our boundaries. Wolf Lake is an aesthetic jewel located in the center of Egelston Township, providing a multitude of recreational opportunities, not only for Egelston Township, but many surrounding communities. The latest census (2020) figures set the population of Egelston Township at 11,128. The most recent land use tabulation identified approximately 200 acres devoted to commercial business. Industrial land is concentrated to 2 locations. Cropland is less than 1700 acres. Single family residential land use comprised about 2750 acres. No municipal water services are available in the Township. We have approximately 1000 public sewer customers, with plans to expand.

SERVICES REQUIRED

It is anticipated that the building inspector/building official shall provide the following:

- Receives building permit applications, review construction plans for compliance with applicable ordinances, issue building permits after state and local code compliance has been determined, maintains building permit records
- Visit construction sites as assigned; checks plans and specifications for on-site conformity to construction and building code; conducts final inspections upon completion of new buildings, improvements or repairs to determine conformity with plans and code
- Ensures all building inspections and notices are entered into computer daily as necessary
- Enforces dangerous building ordinance including conducting investigations; orders correction of unsafe conditions in existing structures; arranges for issuance of condemnation notices; attends public hearing and monitors demolition process through to completion.
- Prepares periodic reports of inspection activities and maintains related records accordingly.
- Participate in building inspections and issues violation notices if needed to violators; conducts occupancy inspections on both new and existing buildings, and issues permits accordingly.
- Provide information and counsel on building code requirements to residents, builders, architects, engineers, attorneys, and township board of trustees
- Oversees proper maintenance of all applications, permits, plans and correspondence regarding buildings and plats within Egelston Township, maintains files of flood plain permits and records.
- Processes applications to the construction board of appeals; attends CBA meetings
- Coordinates development and construction issues with the planning department as necessary
- Other duties and/or responsibilities as assigned

CONTRACT TYPE

The selected firm or individual will be expected to enter into an Independent Contractor Agreement with the Township of Egelston.

SELECTION

Staff will recommend to the Township Board for their approval the firm or individual to provide planning and zoning services based on the criteria located herein.

- a) Quantity, quality and relevance of experience
- b) References
- c) Cost of services
- d) Availability
- e) Proximity to community
- f) Acceptance of professional services/independent contractor agreement

PROPOSAL CONTENTS

Prior related experience including municipalities you currently serve or served in the past 5 years. Include a brief history of the firm or individual. Explain your proposed method for records management. Where is your office location and hours? Will you utilize space here? How do you plan to work with our building department administrative assistant? What is your availability? What is your expected method of compensation? **Include with fee schedule**

INSURANCE

Provide copies of current certificates of insurance for automotive liability, general liability, and naming Egelston Township as additional insured, errors and omissions and personal property liability, prior to approval.

REFERENCES

Present references from municipalities within the State of Michigan (preferred) for which the firm or individual has provided planning or zoning services within the past five years.

CERTIFICATIONS AND LICENSES

Provide copies of all certification and/or licenses held by members of the firm's staff or individuals.

ADDITIONAL INFORMATION

Identify any ongoing legal proceeding or pending proceeding (arbitration, complaint or court action, filed by an owner or contractor against your firm or individual within the last five (5) years.

Describe any community service, sponsorship, or donations.

You will be expected to adhere to the administrative policies and procedures of Egelston Township.

DEADLINE

2 copies shall be received by August 15, 2025 at 3:00 pm at the Egelston Township Hall 5428 E Apple Ave Muskegon, MI 49442