

## 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 ordinance enforcement 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 ordinance enforcement 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 ordinance enforcement official shall provide the following:

- Conduct inspections to investigate potential violations of municipal codes, including but not limited to:
  - Abandoned vehicles
  - Nuisance complaints
- Issue warning notices, citations and notices of violation
- Provide regular updates and reports to municipal staff
- Prepare case files for administrative hearings or court proceedings and appear as a witness when necessary
- Communicate effectively with residents, business owners, municipal staff, and elected officials.
- Respond to complaints and inquiries within a timely and professional manner
- Provide documentation, including photographic evidence, of all inspections and violations
- Coordinate closely with appropriate departments/contracted staff as needed

## **CONTRACT TYPE**

The selected firm or individual will be expected to enter into a 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