

## 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  
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### REQUEST FOR PROPOSALS

The Township of Egelston invites submission of sealed proposals from qualified individuals or firms to provide zoning 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 experienced zoning consultants to provide a wide range of zoning services. 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 planning and zoning administrator shall provide the following:

- Attendance at planning commission meetings as requested
- Attendance at Zoning Board of Appeals and Township Board meetings as requested
- Review, research and make written recommendations on all site plans, special uses, private roads, subdivisions plats, site condominium, P.U.D.s, re-zonings and other related matters prior to action by the Planning Commission and/or Township Board.
- Review and make recommendations on all private road applications.
- Review, research and make written recommendations on land division applications, as requested.
- Advise, assist and coordinate with the Planning Commission and/or Township officials in matters dealing with Michigan laws or Egelston Township ordinances, procedures or practices relating to zoning and development.
- Work with the Planning Commission and the Township Board on periodic reviews of the Egelston Township Zoning Ordinance and Master Plan.
- Coordinate with county and state agencies regarding the Township's plans for rezoning and development.
- Keep the Planning Commission, Township officials and relevant personnel updated on planning statuses and case law decisions

## **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