

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 legal 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: March 13, 2026

TIME: 12:00 PM deadline, 1:00 PM Opening

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

REQUEST FOR PROPOSALS

For Comprehensive Legal Services

Egelston Township
5428 E Apple Ave
Muskegon
Contact: AMANDA FAINO
(231) 788-2308
afaino@egelstontwp.org

Introduction

Egelston Township is home to around 11,000 residents. We have a full-time fire department and part-paid firefighters, a DPW department and office staff. We have about 30 employees in addition to contracted inspectors and assessors. We do not have our own police department but we contract with the Muskegon County Sheriff's Department for pins officers. Our township board is comprised of 7 people. We have 6 parks and a beautiful all sports lake.

Purpose

The Egelston Township Board is seeking quotes for legal representation from attorneys with experience and proper licensure in municipal law. Many of our needs center around employment law, negotiations with 2 separate unions, FOIA, and ordinance enforcement.

Scope of Work

Primary legal consultant for phone calls, emails, meeting attendance as requested, writing and reviewing documents, union negotiations, employment law, ordinance enforcement, violation letters, court appearances, etc.

Qualifications

- *Experience with municipal clients
- *Availability for occasional night meetings

Budget

Please submit your hourly rate(s) and travel fees.

Selection Criteria

The criteria we consider when awarding bids is as follows:

- * Quantity, quality and relevance of experience
- * References
- * Cost of services
- * Availability
- * Proximity to community
- * Acceptance of professional services/independent contractor agreement

Proposal Requirements

Please provide a brief introduction to your firm including history and what makes you unique, detailed costs, billing process, client list/references, information about your staff.

Submissions

Proposals should be submitted by noon on March 13, 2026.

Mail or deliver 2 copies to:

Supervisor Amanda Faino

5428 E Apple Ave

Muskegon, MI 49442

Questions may be directed to

Amanda Faino, 231-780-7103, afaino@egelstontwp.org

All bids will be opened at 1:00pm March 13th at Egelston Township Hall by the Supervisor and the Clerk or her delegate.

Timeline

RFP Distributed by: 02/24/2026

Proposals Submitted by: 03/13/2026

Project Start Date: 07/13/2026