BROOKS TOWNSHIP

REQUEST FOR PROPOSALS

CODE ENFORCEMENT AND INSPECTION SERVICES

A. INTRODUCTION: Brooks Township is located in Newaygo County Michigan, adjacent to the City of Newaygo. The Township has a population of 3,510, with 2,914 parcels of land. The Township issues Zoning Compliance permits and the County of Newaygo currently issues building, electrical, plumbing and mechanical permits. The County also handles inspections related to these permits. The Township is soliciting proposals from qualified firms and organizations to issue such permits and to provide inspection services.

B. TOWNSHIP OBJECTIVES: In soliciting these proposals, the Township seeks to achieve the following objectives:

- All services are provided in a prompt, professional, fair and courteous manner.
- Applicable codes are adhered to strictly.
- Costs for services are minimized to the greatest extent practicable.
- Accurate and complete records are kept in an organized and accessible manner.
- Work is properly coordinated with the Township.

C. VOLUME OF PERMITS/INSPECTIONS: Brooks Township does not currently issue permits for building, electrical, plumbing or mechanical, but does issue Zoning Compliance Permits, which are required before applying for building and trade permits currently issued by Newaygo County. Based on the number of Zoning Compliance Permits issued by the Township for 2013, it is estimated that the following number of building and trade permits were applied for at the County: A. Building permits – 65. B. Electrical permits – 15. C. Plumbing permits – 10. D. Mechanical permits – 7.

D. SCOPE OF PROPOSALS: Interested firms must submit a written proposal containing the following elements:

1. Description of the firm, including length of time in the permitting/inspection business, number of employees, qualifications of employees and office locations.

2. Minimum of three client references (at least two in Michigan) with contact information.

3. Summary of the benefits the firm believes it can offer to the Township by providing such permit/inspection services.

4. Proposed permit fee structure, as well as hourly rates for any additional services proposed.

5. Hours of on-site office operation (Brooks Township Hall), schedule of hours for in the field inspection and details on response times proposed for requests for building and trade inspections.

6. Details on any services proposed related to plan review for residential and commercial projects.

7. Description of the coordination with Newaygo County for closing open permits.

8. Description of record-keeping methods, location of relevant records and computerized systems/software proposed.

9. Description of all forms and amounts of insurance to be provided.

E. PROPOSAL REVIEW CRITERIA: Proposals will be reviewed by Township officials and/or their designees, using the following criteria:

1. Experience of the firm and of the employees proposed for the work: 30 points
2. Hours of on-site office operation (Brooks Township Hall):10 points
3. Accurate and easily accessible record-keeping systems: 10 points
4. Fees proposed and percentage of fees to be paid to the Township: 10 points
5. Response times proposed for calls for building and trade inspections: 10 points
6. Insurance or other liability protection provided: 10 points
7. Surveys of client references: 20 points

F. AWARD OF CONTRACT: The award of a contract, if any, shall be made to the firm receiving the highest number of overall points, based on the review criteria above.

G. PROPOSAL DUE DATE: All proposals must be received at the Brooks Township Hall by 1:00 p.m., April 23, 2014.

H. MAILING ADDRESS: Proposals must be sent to Brooks Township Hall, P.O. Box 625, Newaygo, MI 49337 (Attn: Supervisor), or to email address: kgiberson@brookstownship.org.

I. PUBLICATION OF SOLICITATION: A notice of this Request for Proposals will be published in the Fremont Times Indicator. The Township will also send this Request to firms it has previously identified as being providers of the services being requested.

J. ADDITIONAL INFORMATION: Requests for additional information about this Request for Proposals must be submitted in writing to either of the addresses shown in "Mailing Address" and must be received no later than April 9, 2014. Any additional information provided in response to such requests will also be provided to all firms that were initially contacted by the Township during this solicitation for proposals.