

VILLAGE OF BROOKLYN
REQUEST FOR PROPOSALS FOR
ZONING ADMINISTRATOR SERVICES

REQUEST FOR PROPOSALS

1. PROPOSAL

1.1 Request for Proposals

The Village of Brooklyn (“the Village”) is seeking proposals for the provision of comprehensive and high quality zoning administration services. The Village would like to retain one company or individual (“Vendor”) to provide these services.

The Village intends to enter into a contract with a qualified and responsible firm or individual for such services, and therefore, are providing a set of expectations by which such proposals shall be judged. Any Vendor who wishes to furnish a quotation for such services shall submit proposals following the instructions and format of this Request for Proposal (RFP) document.

1.2 Program Design

It is the intent of the Village to provide zoning administrator services to meet the needs of local residents, builders and developers. These services will be available on an as-needed basis and will meet the role descriptions as described in Chapter 2, Village Code of Ordinances, and in Section 4.2 of this RFP.

1.3 Proposal Deliver Procedures

Sealed proposals shall be delivered or mailed to the office of the Village Clerk, Village of Brooklyn, P.O. Box 189, 210 Commercial Street, Brooklyn, WI, 53521, by no later than July 17, 2017 at 4:00 p.m. Sealed envelopes should be clearly labeled “Sealed Proposal for Zoning Administrator Services”, with the following information: Vendor’s name and address; date and time of opening. Vendors shall furnish one copy of the proposal. If sent by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the Village at the location stated in this paragraph.

Proposals arriving after the specified time, whether sent by mail, courier, or in person shall not be accepted. These proposals will either be refused or returned unopened. It is the Vendor’s responsibility for timely delivery regardless of the methods used. Proposals received prior to the time of opening will be securely kept, unopened.

1.4 Withdrawals; Declinations

A written request for the withdrawal of a proposal may be granted if the request is received by the Village Clerk prior to the specified time of opening. After the opening, the Vendor cannot withdraw or cancel its proposal for a period of thirty (30) calendar days, and such proposal will be binding during that time.

Recipients of this RFP that decline to submit a proposal are requested to notify the Village in writing.

1.5 Proposal Opening Procedures

The opening of all proposals shall commence immediately after the stated deliver date and time above, at 210 Commercial Street, Brooklyn, WI 53521, and all prices shall be publicly read or posted. All potential Vendors and the public may attend the proposal opening. The Village shall then take all proposals under review. The Village will render a decision within Thirty (30) calendar days after opening of proposals.

1.6 Competency of Vendors

The opening and reading or posting of proposals shall not be construed as acceptance by the Village of the Vendors as being qualified, responsible candidates. The Village reserves the right to independently determine the competence and financial and operational capacity of any Vendor. All Vendors shall cooperate with the Village in its attempts to determine competency.

1.7 Addenda

Any questions regarding this Request for Proposals must be made in writing, and shall be directed to Linda Kuhlman, Clerk-Treasurer, Fax # 608-455-1385, e-mail address: clerk@brooklynwi.gov. The written questions along with the Village's responses, shall be circulated to all known potential Vendors without identifying the party submitting the questions. The deadline for all questions is 3:00 p.m. on June 30, 2017, in order to facilitate preparation of any addenda. Replies and/or addenda will be emailed to all known potential Vendors by July 5, 2017 at 3:00 p.m. Receipt of addenda must be acknowledged by email. Vendors are responsible for ensuring they have received any and all addenda.

1.8 Rejection: Waivers

The Village reserves the right to reject any and all proposals; waive formalities, technical deficiencies and irregularities; or otherwise solicit new proposals if some other manner of negotiation better serves its interests.

1.9 Award of Contract

The Village will consider a number of factors when deciding which Vendor will be awarded the contract. While price will be the main factor, the Village will not compromise quality of work, variety of services provided, professionalism or ethical considerations when making its decision of who to award the contract to. The Village reserves the right to make the decision of who to award the contract to based on any factors they so choose. The decision-making process shall be confidential and will not be revealed to any parties other than the Village.

2. GENERAL INFORMATION

2.1 Description of Village of Brooklyn

The Village of Brooklyn is located part in Green County and part in Dane County. The population is now 1417. The Village is located mid-way between Madison and Janesville, 1 mile west of Highway 14. The village purchased and annexed a 50-acre business complex, TIF #2, and will have light industrial businesses as tenants of the Brooklyn Business Complex.

Construction in the village has slowed since the 2008 drop in residential construction. The downtown would be considered “blighted” but revitalization feasibility studies are being considered. The historic nature of the downtown is unique and the goal is that it be preserved.

3. GENERAL INSTRUCTIONS

3.1 Format for Submissions

A properly prepared proposal shall consist of all fee quotation schedules, accompanying information as needed and a narrative description of services provided, accompanied by a signed cover letter of submittal on the Vendor’s letterhead. The Letter must be from an officer or employee having the authority to bind the Vendor by signature. The narrative may comment on any specification or part of the RFP documents. Failure to submit all of the required information may result in disqualification.

One copy of the proposal must be furnished.

3.2 Minimum Qualifications

The qualifications included in this package describe the services which the Village feels are necessary to meet the performance requirements and shall be considered the minimum standards expected of the Vendor.

3.3 Examination of Service Area

Vendors are responsible for completely informing themselves of all the conditions under which their service is to be performed. This includes an examination of, but not limited to, the Village Planning and Zoning ordinances and related building ordinances, types of housing, traffic patterns, types of permits required, and all other factors which would affect execution and completion of services required by this proposal.

A Village map is enclosed with these RFP documents to outline the boundaries of the Village and may also be found on the Village website (lower left corner of Home page). Any changes to the service area shall be communicated to the Vendor by the Village.

3.4 Vendor Information

The Vendor shall furnish the following information:

- a. A list of areas or municipalities in the State of Wisconsin for which the Vendor furnishes or has furnished zoning administration services.
- b. A list of current fees schedule.
- c. A signed proposal.

4. JOB DESCRIPTION AND REQUIREMENTS FOR ZONING ADMINISTRATOR

4.1 Position Purpose

Ensures that residential, commercial and industrial structures and developments are established in full compliance with the State of Wisconsin Zoning Requirements and Village of Brooklyn Codes and Ordinances.

4.2 Nature and Scope of the Position

The Zoning Administrator reviews all applications for new construction, remodeling projects (as appropriate), certified survey maps, and new development plats to ensure they conform to the pertinent zoning codes. After an on-site visit (if necessary), and if the application complies with the zoning requirements, the Zoning Administrator issues a zoning permit(s). The application (if appropriate) is then passed on to the Building Inspector for approval and issuance of the appropriate building permits. If the conditions of the application do not meet the zoning requirements, it is the responsibility of the Zoning Administrator to meet with the applicant to identify what changes are required or communicate the rationale for why the application is denied.

The Zoning Administrator, as approved, meets with architects, developers, engineers, property owners or other appropriate personnel to provide information pertaining to the zoning requirements. Interpretations of the codes and ordinances will be communicated in verbal and/or written form. In addition, the Zoning Administrator reviews the proposed uses of the property to determine if the use is permitted under the zoning ordinances. If the intended project appears to be noncompliant with building codes or ordinances, the Zoning Administrator will refer the applicant to the Building Inspector to resolve the issue.

The Zoning Administrator shall report to, through coordination with the Village Clerk's Office, the Planning and Zoning Commission as well as the Village Board. The primary duty of the Zoning Administrator shall be to interpret and administer chapters of the Village Ordinances. The Zoning Administrator shall further:

- a. Issue all zoning permits and make and maintain records thereof;
- b. Conduct inspections of existing buildings, structures, and use of land to determine compliance with the terms of pertinent chapters of the Ordinances;
- c. Maintain permanent and current records, including but not limited to, all maps, amendments, conditional uses, variances, appeals and applications;
- d. Provide and maintain public information/communication relative to all matters; Receive, file and forward to the Village Clerk all applications for amendments to Village ordinances;

- e. Receive, file and forward to the Planning and Zoning Commission all applications for conditional uses and zoning changes;
- f. Receive, file and forward to the Board of Appeals all applications for appeals, variances, or other matters on which the Board of Appeals is required to act;
- g. Review the provisions of these ordinances annually, and recommend revisions, as appropriate, to the Planning and Zoning Commission;
- h. Attend meetings and act as an advisory member of the Planning and Zoning Commission;
- i. Responsible for administering developer's agreements;
- j. Responsible for enforcement of zoning ordinances with the authority to issue zoning citations;
- k. Provide interpretation of general Village ordinances as requested by Village staff, officials or consultants;

4.3 Minimum Qualifications

- a. A valid State of Wisconsin Certification in the areas of residential, commercial and general municipal zoning.
- b. A valid Wisconsin Driver's License.

4.4 Knowledge and Skills

- a. Knowledge of State of Wisconsin and Village of Brooklyn zoning, building and other related codes and ordinances; and of the principles and practices followed in reviewing zoning and rezoning applications, certified survey maps, proposed plat development and related subjects;
- b. Ability to enforce regulations and codes with firmness and tact;
- c. Ability to interpret zoning and building codes and ordinances;
- d. Excellent written and verbal communication skills when dealing with the general public, Village officials, colleagues, contractors and developers;
- e. Excellent skill in interpreting and understanding the technical aspects of appropriate zoning data.

4.5 Essential Functions

Must be able to access areas to be inspected.

4.6 Insurance

For proposal purposes, the Vendor must submit copies of certificates of insurance for general liability or an agreement to indemnify the Village for any damages arising as a result of carrying out the duties imposed in the subsequent contract. For proposal purposes, the Vendor must also submit copies of certificates of insurance for errors and omissions. The successful Vendor must provide original certificates prior to commencing services.

5. OFFICE AND POINT OF CONTACT

The Vendor shall establish and/or maintain an office and communication devices where he/she may be contacted directly as needed. A cell phone number or other means shall be provided to the Village for contact after hours.

6. ATTORNEYS FEES

In the event of litigation between the parties arising out of this proposal, the prevailing party shall be entitled to recover in addition to the relief granted, all costs incurred, including reasonable attorney's fees.

7. INITIAL MEETING

After the contract has been awarded, the Village and the Vendor shall hold an initial meeting to coordinate and implement conditions of a contract for service.

8. CHECKLIST OF SUBMITTALS

- _____ Narrative presentation
- _____ Signed cover letter of submittal on the Vendor's letterhead
- _____ Signed proposal form
- _____ Completed Fee Schedule
- _____ List of Wisconsin Municipalities Served

9. PROPOSALS

Having examined this Request for Proposals, including the Proposal Overview, General Information, General Instructions, General Specifications, requirements herein, the undersigned hereby submits and makes part of the contract the following proposal.

The undersigned, through its authorized representatives, hereby certifies that:

The Vendor understands and accepts the terms and provisions of the contract as provided in this Request for Proposals.

The Vendor has reviewed this proposal and has found it to be accurate in all material respects.

The Vendor's representative is authorized to submit this proposal.

The Vendor understands that the figures quoted in the proposal are to be used by the Village in determining the most advantageous proposal.

The Vendor has familiarized itself with the nature and extent of the Proposal, work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost or furnishing of the work.

This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; the Vendor has not directly or indirectly induced or solicited any other Vendor to submit a false or sham bid; the Contractor has not solicited or induced any person, firm or corporation to refrain from bidding; and the Vendor has not sought collusion to obtain for itself any advantage over any other Vendor over the Village.

Signed By: _____(SEAL)

Title: _____

Date: _____

Company: _____

Address: _____

Phone: _____

FEE SCHEDULE

- Base Fee: _____ 1. Residential Principal Use** (One and Two Family Structures)
- Base Fee: _____ 2. Residential Accessory Use** (One and Two Family Structures)
- Base Fee: _____ 3. Residential Addition, Alteration or Remodeling** (Principal or Accessory)
- Base Fee: _____ 4. Commercial Principal Use** (Includes Multi-Family)
- Base Fee: _____ 5. Commercial Accessory Use** (Includes Multi-Family)
- Base Fee: _____ 6. Commercial Addition, Alteration or Remodeling** (Principal or Accessory)
- Base Fee: _____ 7. Zoning Permit - Sign** (New or Existing)
- Base Fee: _____ 8. Written Zoning Verification**
- Base Fee: _____ 9. Certified Survey Map (CSM)**
- Base Fee: _____ 10. Conceptual Land Division**
- Base Fee: _____ 11. Conditional Use Permit (CUP)**
- Base Fee: _____ 12. Final Plat**
- Base Fee: _____ 13. Extraterritorial Plat Review**
- Base Fee: _____ 14. Extraterritorial Zoning Review**
- Base Fee: _____ 15. Joint Conditional Use and Re-Zone**
- Base Fee: _____ 16. Joint Re-Zone and Certified Survey Map**
- Base Fee: _____ 17. Land Use Plan Amendment**
- Base Fee: _____ 18. Planned Unit Development (PUD)**
- Base Fee: _____ 19. Preliminary Plat**
- Base Fee: _____ 20. Project Concept Review**
- Base Fee: _____ 21. Project Review**
- Base Fee: _____ 22. Re-Zone Petition**
- Base Fee: _____ 23. Site Plan/Plan of Operation**

Base Fee: _____ 24. Zoning Board of Appeal/Adjustment

Hourly rate: _____