

**COUNTY OF GRATIOT  
CITIES OF ALMA AND ITHACA, MICHIGAN**

**REQUEST FOR QUALIFICATIONS AND PROPOSALS**

**BUILDING OFFICIAL & ZONING ADMINISTRATOR**

Gratiot County, Michigan and its municipal partners are receiving proposals from individuals or firms qualified to provide services as a **Building Official**, as described in the Stille-DeRossett-Hale State Construction Code Act, Public Act 230, MCL 125.501 *et seq* and a **Zoning Administrator**. ***Proposals may be submitted for the Building Official component only if proposer does not wish to be considered for the Zoning Administrator function.***

Services shall be provided for Gratiot County and the cities of Ithaca and Alma. Services for the City of St. Louis may be added in the future.

Inspection and permit services performed by a Building Official have historically been fully self-supporting through fees, as contained in the government units' fee schedules.

**Scope of Services Required -- Building Official**

1. Examines applications for permits and ensures conformance to all applicable laws. Issues permits when appropriate and rejects those that are deficient, outlining in writing to the applicant the reason for the rejection.
2. Reviews building plans and blueprints, ensuring compliance with local codes and ordinances, ensuring prior to the approval and issuance of building permits that approved products, materials and techniques will be used during construction.
3. Conducts inspections of building sites to ensure compliance with state and local building codes. Inspects materials and construction to ensure compliance with approved plans and specifications. Reviews and accepts inspection reports from approved agencies or individuals.
4. Gives final approval of on-site conditions for issuance of a certificate of occupancy.
5. Works and coordinates with the State of Michigan Inspectors for Electrical, Plumbing, and Mechanical on a regular basis.
6. Answers inquiries from property owners, contractors, architects, engineers, local units of government, and others regarding code and ordinance interpretation, clarification of department policies and procedures, violation complaints, and general information. Provides information and advice to owners, contractors, developers, engineers and architects regarding building code requirements and construction procedures and offers assistance in making applications for permits.
7. Promotes a working relationship with developers, architects, and builders.

8. Serves notice of violation and issues tickets or orders to persons responsible for the construction, alteration, extension, repair, removal, demolition, or occupancy of a building or structure in violation of existing building codes or in violation of a permit or certificate.
9. Reviews records of permits issued and denied, inspections and corrections needed, complaints and their investigation, and prepares reports and correspondence.
10. Reviews applications for issue of addresses. Conducts field inspections to verify locations and to issue addresses.

**Scope of Services Required -- Zoning Administrator**

11. Reviews all applications for building permits and certificates of occupancy for compliance or non-compliance with the provisions of the Zoning Ordinance.
12. Receives all applications for Special Land Uses. Conducts field inspections, investigations, prepare maps, charts or other pictorial materials when necessary to process applications and formulate recommendations. Reports to the Planning Commission with recommendations. Notifies the applicant in writing of any decision by the Planning Commission.
13. Receives all applications for appeals, variances, or other matters the Zoning Board of Appeals is required to decide upon. Conducts field inspections, investigations, prepare maps, charts or other pictorial materials when necessary to process applications and formulate recommendations. Reports to the Zoning Board of Appeals with recommendations. Notifies the applicant in writing of the determination by the Zoning Board of Appeals.
14. Receives all applications for amendments to the Zoning Ordinance. Conducts field inspections, investigations, prepare maps, charts or other pictorial materials when necessary to process applications and formulate recommendations. Reports to the Planning Commission with recommendations. Notifies the applicant in writing of any decision by the Planning Commission.
15. Maintains the official map or maps showing the current zoning classifications of all land zoned by the County.
16. Responsible for maintaining and updating all forms necessary for various applications to the Zoning Administrator, Planning Commission, Board of Commissioners or Zoning Board of Appeals as required by the Zoning Ordinance. Maintains written records of all actions taken by the Zoning Administrator.
17. Prepares reports as needed on behalf of the Planning Commission for submittal to the County Board of Commissioners summarizing operations conducted under the Zoning Ordinance. Makes recommendations regarding needed amendments or supplements to the Ordinance. Periodically reviews the zoning map with respect to trends, changes, and patterns that should be considered. Attends all Planning Commission and Zoning Board of Appeals Meetings. Attends Board of Commissioners Board or Committee meetings upon request.

## **Recent Volume of Work**

Numbers of permits issued in recent years is as follows:

<b>Permit Type</b>	<b>2015</b>	<b>2016</b>	<b>2017 YTD</b>
New address	33	29	23
Construction Alma	58	66	Not available
Construction other	278	206	109
Zoning	12	16	12
St. Louis	79	88	47

Two very large projects are underway in Gratiot County—Zeeland Farm Services Ithaca facility and additional wind turbines—which could expand the volume of work in the short term.

## **Minimum Qualifications**

Proposers shall provide information, documentation and certification of current registration with the State of Michigan as a Building Official or Building Inspector; registration with the State of Michigan as a Plan Reviewer; and a valid Michigan Driver’s License. Proposer shall maintain said registrations and licenses throughout the duration of a contract with Gratiot County.

In addition, proposers shall provide evidence of:

- knowledge of construction practices and procedures.
- ability to interpret and understand zoning laws and ordinances.
- ability to read and understand site plans and construction drawings.
- basic computer skills. Knowledge of current versions of computer software, including experience with Computer Aided Drafting, ArcView or ArcCad.

Because proposer will be representing Gratiot County and the cities of Ithaca and Alma, proposers must possess an ability to communicate with people effectively, to use tact and diplomacy, and to understand people from all social, economic and cultural backgrounds.

## **Fee Structure**

Inspection and permit services performed by a Building Official and Zoning Administrator have historically been fully self-supporting through fees, as contained in the government units’ fee schedules. Please indicate in your proposal how fees will be structured and estimated costs to the municipalities for services based on the historical volume of work. If rates will be structured differently for the large projects underway, please describe.

Gratiot County and its municipal partners reserve the right to reject any or all proposals, or any part of same, to waive any irregularities or informalities, and to make a selection as may appear to the County and its municipal partners to be in the best interest of the governmental units.

It is the policy of the Gratiot County Board of Commissioners to provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, national origin, religion, marital status, height, weight, disability, genetic information, or any other protected status.

The City of Alma does not discriminate on the basis of race, color, age, religion, sex, national origin nor does it discriminate on the basis of handicap status in admission or access to, or treatment in, its programs and activities.

The City of Ithaca complies with the Equal Opportunity and Non-Discrimination laws as passed by both the Federal and State of Michigan governing bodies. The City's complete Non-Discrimination Plan may be accessed at [www.ithacami.com](http://www.ithacami.com).

**Questions may be directed to:**

Aeric Ripley  
Assistant City Manager/Zoning Administrator  
City of Alma  
[aripley@ci.alma.mi.us](mailto:aripley@ci.alma.mi.us) – 989-463-9503

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**Proposals shall be submitted by 4:30 pm on Tuesday, September 26, 2017.**

**Direct hard copies to:**

Administrator  
Gratiot County  
214 E. Center Street  
Ithaca, Michigan 48847

**Or, preferably, submit proposals electronically by the due date/time to:**

[hr@gratiotmi.com](mailto:hr@gratiotmi.com)