



# **BUILDING SERVICES REQUEST FOR PROPOSALS**

**Proposal Due Date:  
Friday, June 5, 2026  
5:00pm**

**Issued by:**

**City of Berkley  
3338 Coolidge Hwy  
Berkley, MI 48072**



## **REQUEST FOR PROPOSALS (RFP) FOR BUILDING SERVICES**

## **INTENT**

The information contained in this Request for Proposals (RFP) is provided to give prospective responders background for completing their responses to this request. In reviewing proposals, consideration will be given to qualifications, experience, breadth of services, responsiveness, and quality, in addition to fees.

The City of Berkley is seeking proposals for professional building department services. The selected firm(s) will be one(s) whose services are judged to best serve the interests of the City of Berkley when costs, depth of experience, breadth of services, responsiveness, quality and delivery are considered.

The City of Berkley provides equal employment opportunities to all individuals and does not discriminate in its employment or any other programs or activities based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws. We provide reasonable accommodation for qualified individuals with a disability, if requested.

The City of Berkley reserves the right to accept or reject any or all proposals, waive irregularities, and to accept the proposals either on an entire or individual basis that is in the best interest of the City. The City of Berkley accepts no responsibility for any expense incurred by the respondent in the preparation and presentation of a proposal. Such expenses shall be borne exclusively by the respondent. The City of Berkley reserves the right to request additional data, discussion and/or a presentation of the proposal.

## **BACKGROUND**

The City of Berkley, population 15,149, is roughly 2.62 square miles in area and located in Oakland County, Michigan. A thriving community known for its small town appeal, Berkley is located within close proximity to major entertainment, business, and healthcare amenities. The City is built out, but in recent years, it has seen an uptick in residential and non-residential redevelopment. As the City welcomes new residents and businesses, it remains centered around a core vision and mission. Berkley strives to be a 21st-century community, rooted in strong neighborhoods and a walkable design, supported by a caring community that helps every resident, business, and visitor flourish. The City strives to enhance its economic vitality and strengthen its economic corridors.

The Community Development Department encompasses the City of Berkley's planning, building, and code enforcement services. The Department's main mission is to ensure the health and safety of Berkley's residents and businesses, and maintain and improve the quality of life for residents, businesses, and visitors to the City.

## **OBJECTIVES**

The City of Berkley is soliciting proposals from qualified firms to provide comprehensive, professional building services, as further outlined in this request. The City is committed to selecting a high-quality team that will produce high-quality work as representatives of the City. Through this request for proposals, the City aims to achieve the following objectives:

- Ensure strict code compliance.
  - Diligently review plans, inspect structures, and enforce regulations to ensure full conformance with City and State building code and zoning and land use regulations.
- Deliver timely and professional services.
  - Provide prompt turnarounds for residents and contracts, delivering written plan review reports within an agreed upon timeframe.
- Maintain certified expertise.
  - Guarantee that all departmental functions are executed by highly qualified professionals actively registered by the State of Michigan, including building officials, plan reviewers, and mechanical, electrical, and plumbing inspectors.
- Offer comprehensive operational support.
  - Secure professional support for broader City operations, including business license reviews, public meeting attendance, and professional guidance.

## **SCOPE OF WORK**

The selected firm will be responsible for providing professional building services and operational support to the City of Berkley and the Community Development Department. The following scope of services represents the services and responsibilities the selected firm will be expected to successfully provide and perform:

1. Review all City policies, ordinances, and conditions pertaining to the Community Development Department operations.
2. Perform building plan review for residential and commercial facilities.
  - a. Review all plans provided by the City for alterations or improvements to structures which are subject to review and approval by the City.
  - b. Provide written reports of each plan review within ten (10) business days of receipt.
  - c. Ensure plan reviews are conducted in an efficient, professional, and timely manner that is responsive to the City and community needs.

- d. Review for compliance with applicable codes adopted by the City, as well as State of Michigan codes and regulations.
  - e. Assist with the transition to digital plan review via Bluebeam software.
- 3. Provide building inspection services five (5) days per week.
- 4. Perform mechanical, plumbing, electrical inspections at an agreed upon schedule.
- 5. Provide on-site City Hall building official services for twenty-four (24) hours per week, or at other times mutually agreed upon.
- 6. Provide code enforcement services for five (5) days each week, including:
  - a. Construction code.
  - b. Property maintenance code.
  - c. Zoning and land use regulations.
- 7. Provide additional services and professional support as requested by the City, including:
  - a. Conduct inspections for issued non-expired open permits
  - b. Participate in enforcement hearings, activities, court testimonies, etc.
  - c. Participate in meetings with the public, other City agencies and elected officials, and State or Federal Representatives.
  - d. Provide opinions in the development and implementation of goals, objectives, fee schedules, ordinances, budgets, policies, and priorities for the City upon request.

**PROPOSAL FORMAT**

Proposals should be prepared simply and economically by providing a straightforward, concise description of the responder's ability to fulfill the needs of the City of Berkley. To be considered, each firm must submit a response to the RFP in the following format. Each response to the RFP must remain valid for at least ninety (90) days from the due date indicated on the cover page of this document.

When responding to this RFP, please include the following information:

- 1) Cover Letter;
- 2) Firm Background and Qualifications;
- 3) Relevant Experience;
- 4) Staff capacity to perform the required services;
- 5) Approach to services outlined in "Scope of Work;"

- 6) Certification and Licensing of Staff;
- 7) Cost Proposal;
- 8) Completion of required forms provided by the City of Berkley:
  - a) [Non-Discrimination Affidavit](#)
  - b) [Vendor References](#)
  - c) [Non-Collusive Affidavit](#)
  - d) [Conflict of Interest Disclosure Form](#)
  - e) [Hold Harmless and Indemnity Form](#)
  - f) [Iran Business Relationship Affidavit](#)

### **REVIEW AND SELECTIONS**

All submissions or parts thereof become public records of the City of Berkley and are subject to the Michigan Freedom of Information Act. Responses to the RFP will be reviewed by the City staff, with a final recommendation made to the City Council. All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations shall be documented and included as part of the final Professional Services Agreement.

Selection of a firm will be made at the sole discretion of the City Council, which reserves the right to accept or reject any and all proposals. The City will evaluate the proposals based upon a firm's ability to provide the service required, qualifications of personnel assigned, compatibility of submission with items requested, reference analysis from other communities, and past experience of the firm or individual with the City of Berkley and/or similar units of local government.

The evaluation will be based on the criteria described above and an evaluation of the following:

1. Experience and Qualifications;
2. Demonstrated understanding of the scope of services being requested; and
3. Cost for Services as outlined.

### **QUESTIONS PERTAINING TO REQUEST FOR PROPOSAL**

All questions regarding this RFP shall be submitted via email on or before June 3, 2026 and should be addressed to [kkapelanski@berkleymi.gov](mailto:kkapelanski@berkleymi.gov). Should any respondent be in doubt as to the true meaning of any portion of this RFP, or should the respondent find any ambiguity, inconsistency or omission therein, the respondent shall make an emailed request for an official interpretation or correction.

### **SUBMISSION**

All responses to this RFP are due and must be emailed to the Community Development Director on or before June 5, 2026 at 5 p.m. Responses must be clearly marked: "RFP for Building Services" and show the respondent's name and address. Proposals should be emailed to the attention of:

Kristen Kapelanski  
Community Development Director  
kkapelanski@berkleymi.gov  
3338 Coolidge Hwy  
Berkley, MI 48072

All proposals will be opened on the due date, and no immediate decision will be rendered.

### **CONTRACT INSURANCE REQUIREMENTS**

During the contract period, the consultant shall provide and maintain, at their own expenses, all insurance set forth in the Professional Services Agreement.

### **DISCLOSURES**

Under the Freedom of Information Act (Public Act 442 of 1976 as amended), the City is obligated to permit review of its files if requested by others. All information in a respondent's proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

### **COST LIABILITY**

The City assumes no responsibility or liability for costs incurred by the consultant prior to the execution of a Professional Services Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, the respondent agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

### **AWARD PROTEST**

All proposal protests must be in writing and filed with the City Clerk within five (5) business days of the award action. The respondent must clearly state the reasons for the protest. The protest shall be reviewed by the City Manager or designee, whose decision shall be final.

### **RESERVATION OF RIGHTS**

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all RFP responses, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not to waive, informalities or irregularities in the RFP process, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the City to be in the best interests of the City even though not the lowest fee proposal.
3. The City reserves the right to request additional information from any or all respondents. The City reserves the right not to consider any proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.
4. The City reserves the right to disqualify Firms that fail to respond to any requirements outlined in the RFP document.