

Questions Received Regarding Zoning Administration Services RFP for the City of Berlin

1. Case Volume and Anticipated Workload

Could you provide a general sense of the typical monthly or annual volume of zoning applications, permits, and enforcement cases? Additionally, does the City have an estimated number of hours per week it anticipates will be needed to fulfill the responsibilities outlined in the RFP?

The City currently averages 1-2 zoning applications per month. The number of enforcement cases (zoning/nuisance) varies but is typically around 1-3 per month.

The City has not estimated the number of hours needed to fulfill the responsibilities outlined in the RFP. The time needed will vary depending on the number and complexity of the applications and inquiries received, as well as any needed ordinance amendments, plan updates or administrative needs of the Plan Commission, Board of Appeals or Common Council and the expertise and experience of the applicant. Prior meeting minutes and agendas are available on the City's website (<https://cityofberlin.net/agendas-minutes/>).

2. Role and Code Enforcement

Could you provide some additional insight into how you envision this position fitting into the City's broader code enforcement process? It would be helpful to understand how responsibilities are currently divided among the Zoning Administrator, Berlin Police Department, and legal counsel, and which aspects of the process you would expect the consultant to lead versus support.

Complaints come into the Zoning Administrator and are dealt with initially by that office. Letters and phone contacts are made to explain requirements, answer questions and initiate compliance. If compliance is not gained, per timeframes outlined in the zoning/municipal code, enforcement is turned over to the Police Department for potential citation. For long form/chronic/repeat cases, the Zoning Administrator will work with the Police Department and legal counsel.

3. Grant Writing

The RFP notes that grant writing may be requested under "Other Services." Does the City anticipate this being a regular component of the position, or would grant writing primarily be requested on an occasional, as-needed basis?

The City would anticipate that the position would bring forward opportunities, when found, that would fit well with the City's programs and missions or that would move initiatives forward. Additionally, when opportunities arise, the City may request assistance in applying for grants. This is not anticipated to be a primary duty of the position but the time needed would vary depending on opportunities available.

4. Systems and Records

What software or systems does the City currently use for permitting, application tracking, case management, and recordkeeping?

The City uses Excel and Windows Explorer for these purposes.

5. Virtual Meetings and Office Hours

Is there flexibility for office hours and meetings to be conducted virtually or in a hybrid format, or does the City anticipate in-person attendance for all office hours and meetings?

Weekly/regular in-person office hours will need to be provided to allow residents/developers/City staff an opportunity to meet with the Zoning Administrator. Phone and online meetings will also be expected to supplement in-person office hours. In-person attendance of monthly Commission/Committee meetings is anticipated, but may be done virtually if the agenda subject matter and complexity allow.

6. In regard to the current RFP being sought for Planning and Zoning services, could you please provide the liability insurance limits which are being required as noted under #7 under Proposal Format.....*Provide evidence of general liability and professional liability coverage as well as Workers Compensation Insurance with statutory coverage.*

Anticipated contract language regarding insurance coverage (may be negotiable at the discretion of the Common Council):

INSURANCE: At all times during the term of this Agreement, Applicant shall keep in force and effect Commercial and General Liability Insurance as outlined below by a company authorized to do business in the State of Wisconsin and A.M. Best "A" rated or better and Class VII size or larger. Such insurance shall be primary. Prior to this Agreement taking effect, the Company shall furnish City with a Certificate of Insurance. The Certificate of Insurance shall be submitted to the City Attorney for approval as to the form, and shall be subject to the approval of the City Attorney. The City will be given 30 days advance notice by the insurance company of cancellation or non-renewal of the insurance during the term of this Agreement. City, its boards, commissions, agencies, officers, employees and representatives (collectively, "Additional Insured") shall be named as additional insureds under all the policies, which shall be so stated on the Certificate of Insurance. The Commercial General Liability Policy shall be written to provide coverage for, but not limited to, the following: premises and operations, products and completed operations, personal injury, blanket contractual coverage, broad form property damage, independent contractor's coverage and coverage from property damage from perils of explosion, collapse or damage to underground utilities (commonly known as XCU coverage). Limits of liability shall be subject to the approval of the City and may need to increase during the term of this Agreement in order to continue to adequately protect the parties as circumstances change over time. At the commencement of this Agreement, the policy limits shall not be less than \$1,000,000 general aggregate \$1,000,000 products/completed operations aggregate, \$1,000,000 personal injury, \$1,000,000 each occurrence. Professional liability coverage is also required in the same aggregate amount, and workers compensation coverage to the statutory limits, which shall be so noted in the Certificate of Insurance.

7. Can you clarify the office hours at City Hall? Is it 2.75 days per week or ¾ days twice per week?

Three quarter days twice per week is what was intended to be noted in the RFP document.

8. Will Tim be available to assist with the transition through November, or the end of the year?

No, the current Planning and Development Director position will be eliminated as of October 31, 2026.

9. Will Economic Development also be a component of the position?

Yes. The Zoning Administrator will meet with prospective developers, new and current business owners and residents.

10. Do you consider our positions as City Engineer and Building Inspector a conflict of interest in the performance of this work?

It will be at the discretion of the Common Council to determine the firm/individual that will provide the greatest service/benefit/overall representation of the City.

11. Will you be sharing questions and answers with all parties that have expressed interest in submitting a proposal?

All questions and responses to those questions will be/are posted on the City's website on the [RFP page](#) "Questions Received Regarding Zoning Administration Services RFP for the City of Berlin."