

**Request for Proposals
Zoning Administration Services
City of Berlin WI**

Purpose

The City of Berlin is seeking proposals from qualified individuals and firms to serve as zoning administrator/planning and development director/floodplain manager for the City of Berlin (collectively, herein “zoning administrator”). The zoning administrator will serve as staff to the Plan Commission, the Zoning Board of Appeals, and the Travel & Tourism Commission, administer the zoning ordinance, keep records, and interact with applicants and residents.

Background

The City of Berlin is approximately 5.78 square miles with more than 200 businesses and a population of 5,588.

Effective November 1, 2026, the City of Berlin plans to move to a contracted zoning administrator structure.

The Plan Commission meets the last Tuesday of the month at 6PM. The Zoning Board of Appeals meets the third Tuesday of the month at 5:30PM (when there are items for their review). The Travel & Tourism Commission meets the second Wednesday of the month as needed. Past agendas and meeting minutes for these committees are available on the City’s website at <https://cityofberlin.net/agendas-minutes/>

Services Required

The City of Berlin is seeking comprehensive zoning administration services based on the zoning ordinance and comprehensive plan. Future updates to the City’s ordinances and comprehensive plan may be conducted by the firm providing zoning administration services or may be sought under a separate request for proposal process, at the discretion of the City.

The primary scope of services sought under this zoning administration RFP includes:

1. Plan Commission and Zoning Board of Appeals staffing and management:

The selected firm will attend all Plan Commission and Zoning Board of Appeals meetings. Key tasks will include:

- a. Preparation of all meeting materials.
- b. Advising the Plan Commission and ZBA on adoption of bylaws and rules of procedure to govern their operations.
- c. Administer all duties of the zoning administrator, planning and development director and floodplain management as noted in the City’s municipal code including the entirety of Chapter 82 Zoning.
- c. Providing reports to the Plan Commission and ZBA that include application materials, evaluation of applications against ordinance standards, and additional information as required for members to act on a request.
- d. Producing an annual Plan Commission report provided to the Plan Commission and Common Council.

- 2. Zoning Administration and Customer Service:** The selected firm will function as the City's zoning administrator, responding to requests for information and providing residents and applicants with high-quality customer service. Key tasks will include:
- Maintaining open lines of communication with the public via phone, email, and in-person office hours. Maintaining regular office hours at City Hall (at least two ¾ days per week) and have phone/message service that is responded to within 48 business hours.
 - Developing and maintaining application forms, guides, and other materials that allow applicants to easily respond to ordinance requirements.
 - Establishing a system for and maintaining accurate records of application materials, communications, and associated land use decision information.
- 3. Zoning Enforcement:** As zoning administrator, the selected firm will conduct zoning enforcement actions in collaboration with the Berlin Police Department and legal counsel. This includes nuisance abatement. The zoning administrator will provide notification, education and first contact with property owners in working towards compliance/nuisance abatement.
- 4. Other Services as Requested:** At the request of the Common Council or City Administrator, the selected firm will provide other services as necessary to support the effective operation of the Plan Commission, Zoning Board of Appeals and Travel & Tourism Commission. Additionally, writing and applying for grants to benefit the City and further the mission/duties of the committees served by the zoning administrator may be requested.

Proposal Format

Each response should include the following. Please limit responses to no more than twenty pages.

- A cover letter signed by a member of the firm authorized to commit to a contractual arrangement with the City of Berlin. The cover letter shall also identify the person who will be responsible for regular communications with the City and who will serve as zoning administrator.
- A list and brief description of recent relevant experience with similar communities undertaken within the last five (5) years. Please include at least three (3) references, including name, title, email, and phone number of a representative the City may contact.
- Representative samples of similar work of the firm that demonstrates its expertise in zoning administration, planning and development.
- Two sample reports, memoranda, and other related materials that demonstrate the firm's approach to providing zoning administration services. These should be attached to the proposal response as an appendix and do not count towards the 20-page limit.
- The proposed organizational structure to provide the services required by this RFP, including the names and titles of the individuals performing various tasks.
- Indicate the proposed fee structure for performing the services required. The fee may be structured as a combination of retainer agreements, time and material costs, development review fee schedules, hourly not to exceed cost, or other methods.
- Provide evidence of general liability and professional liability coverage as well as Workers Compensation Insurance with statutory coverage.
- Disclose any actual or potential conflicts of interest in the performance of work requested under this RFP.

Review Schedule

A consultant provided zoning administrator structure is anticipated to be in place November 1, 2026. The following review schedule is based on this anticipated start date.

- Release of RFP: August 21, 2026
- Questions Due: September 4, 2026
- Final Proposal Responses Due: September 21, 2026
- Interviews held with City (optional): Week of October 5, 2026
- Final selection and award: October 13, 2026

All costs incurred for proposal preparation, presentation, or contract negotiation shall be the responsibility of the consultant. Questions about this RFP and the zoning administrator consultant structure may be submitted to the City Administrator, at cityadministrator@cityofberlin.wi.gov.

Review Criteria

Proposals will be evaluated by the City and its consultants. City staff, the Common Council and/or Plan Commission may choose to conduct interviews with one or more respondents. The final selection of a consultant will be made at the discretion of the City.

Each proposal shall be considered binding and in effect for a period of ninety (90) days after the date responses are due. Any bidder may withdraw its proposal by email at any time prior to September 21, 2026.

The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the firm and proposal deemed to be in the best interest of the City and to negotiate with the selected firm or firms.

Submittal Requirements

Proposals must be submitted in PDF format no later than 12pm on Monday, September 21, 2026. All proposals must be submitted to the City Administrator, at cityadministrator@cityofberlin.wi.gov with the subject line "City of Berlin Zoning Administrator Contract."