
REQUEST FOR PROPOSAL

FROM: ST. JAMES TOWNSHIP
PEAINE TOWNSHIP
BEAVER ISLAND, MICHIGAN

SUBJECT: RFP FOR MASTER PLAN REVISION

DATE: FEBRUARY 16, 2022

Community Description:

Beaver Island is the most remote island in the Great Lakes situated thirty-five miles from the mainland. The Island has two townships and has approximately 750 residents. The main industry on the Island is tourism. The current Beaver Island Master plan was completed in 2017 and needs revision in 2022.

Project Objectives:

The current Township Master Plan can be found on the stjamestownship.org and the peainetwp.org websites.

http://www.peainetwp.org/government_departments/planning_commission/master_plan.php

http://cms5.revize.com/revize/stjamestownship/government_departments/planning_commission/master_plan.php

- Maintain integrity and intent of 2017 Beaver Island Master Plan.
- Identify items which have been completed or are in process.
- Work with township planning commissions to review current township goals and projects.
- Identify and incorporate current issues impacting Beaver Island.
- Develop future vision of Beaver Island.
- Work with community members, business owners, municipal officials, and any Island stakeholders for updated action plan(s).

Scope of Work/Schedule

- A thorough evaluation of the Township's existing Master Plan, Zoning Ordinance, and other Township ordinances and documents applicable to the Plan effort.
- Effective coordination and regular meetings with Masterplan Sub-Committee and townships (including Staff and Township officials), with an estimated minimum of four such working group meetings.
- A thorough update of the Plan, including realistic and feasible goals and objectives, and timelines to achieve them.
- Hold approximately public four meetings in May, June, July and August, to gather information, and a final public hearing on master plan to be held in September of 2022.
- Comprehensive interpretation of data such as: land use statistics, census and demographic information, permit information, and other information from Township records. The Township will provide data requested by consultant.

Deliverables

A user-friendly updated Master Plan, in written and electronic form, with graphics, diagrams, pictures, tables, appropriate narrative content, and realistic implementation strategies that are appropriate and achievable. Deadline is October 1, 2022, for the Beaver Island Master Plan update to be completed and ready to be submitted to/approved by to local, state, and/or federal sources as needed.

Proposal Requirements:

RFP response packets should include the following:

- Introduction / summary of qualifications of the firm including 2-3 sample master plans developed for Michigan municipalities. Please include a comparison of relative size of these municipalities.
- A brief description of the experience of the firm overall including staff size, areas of expertise, and location.
- A 1–2-page description of the plan to accomplish the work involved in the Beaver Island Master Plan update including key individuals who would work on the project, their experience / background, a proposed timeline of all steps of the process, and any other information deemed pertinent to the successful completion of the update.
- A scope of work summary including price for work identified in the Proposed Approach and Timeline Sections with an itemized budget for the Plan process, including total travel, per hour fee for editing and material expenses. Budget needs to include projected hours by team members, as well as fees for additional services that may arise (such as extra meetings).

- Submit names, emails, and telephone numbers of other municipal officials we may contact to verify performance on recent projects completed by the firm.

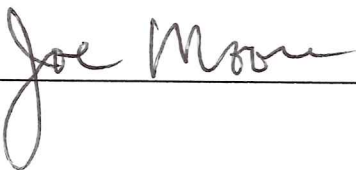
The Township will accept proposals until 4 PM on Tuesday, March 15, 2022. A signed contract for work and when work will commence is to be determined.

Please submit questions about this RFP by March 11, 2022, via e-mail to:

Lori Taylor Blitz, Chairperson
St. James Township Planning Commission
Beaver Island, Michigan
loritaylorblitz@gmail.com

Cc: Krys Lyle, Secretary
Peaine Township Planning Commission
Beaver Island, Michigan
peainetownship.aadm@gmail.com

Joe Moore, Supervisor of St James Township:



Julie Gillespie, Clerk of St James Township:

