

**REQUEST FOR PROPOSAL**

**Beaver Island Zoning Ordinance  
Townships of Peaine and St. James  
Beaver Island, Michigan**

**RFP Contact for Questions/Clarifications**

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**Township Planning Commissions of Beaver Island**

**Peaine Township Planning Commission**

**William Markey, Chair**

**Beaver Island, MI 49782**

**St. James Township Planning Commission**

**Lori Taylor-Blitz, Chair**

**Beaver, Island, MI 49782**

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## **1. PROJECT OVERVIEW**

### **A. Purpose**

The Townships of Beaver Island, Michigan are inviting qualified consultants to submit a written proposal in response to our Request for Proposal (RFP) to provide professional services for the purpose of adopting one codified Beaver Island Zoning Ordinance.

### **B. Background**

The Beaver Island Archipelago is made up of several islands of which Beaver is the largest and the only populated island in the archipelago. Beaver Island consists of two bodies of government: Peaine Township and St. James Township.

St. James Township is the northernmost area of the Beaver Island Archipelago, which consists of the northern portion of Beaver Island and of seven outer islands: Garden Island, Hog Island, Ojibwa Island, Whiskey Island, Trout Island, High Island and Gull Island.

The community of St. James is located on Paradise Bay and is the commercial center of activity for the island. Along with restaurants, retail shops, motels/inns, churches and museums are the marinas, the Beaver Island Ferry Dock and the Beaver Island Rural Health Center.

Peaine Township consists of the southern two thirds of Beaver Island and is mostly rural with inland lakes: Font Lake, Fox Lake, Greene’s Lake and Lake Geneserath, along with many trails throughout the township. There are large portions of the township which are owned and managed by Michigan Department of Natural Resources (MDNR).

Additionally, both Townships manage and maintain the Waste Management Transfer Station, Fire stations, Emergency Management Services and the Township Airport. Many properties on the Island are also managed by Conservation organizations. Additionally, the Central Michigan University (CMU) Biological Station is located in Peaine Township with properties throughout the Island.

### **C. Budget**

The total budget for the Beaver Island Zoning Ordinance is \$20,000 which includes funding for hiring a consultant, publishing costs, meeting stipends for Planning Commission meetings, holding public hearings, administrative costs, etc.

### **D. Project Objectives**

1. Reviews and reworks existing Township’s ordinance language to one new Codified Beaver Island Zoning Ordinance.
2. Ensures that the Master Plan is followed as the guiding document.
3. Updates both township (Peaine and St. James) Zoning Maps.
4. Revise all outdated portions of current ordinances to current standards and statutes.
5. Clarify each section of the ordinance, citing Federal, State, and County references to compliance. Also, compliance with Michigan Zoning and Enabling Act. In addition, focus should be brought to strengthening or establishing new ordinance language.

## **E. Expected Outcomes**

The expected outcome is a state codified Beaver Island Zoning Ordinance that is functional, descriptive and user friendly to citizens, developers and staff in both Townships. This zoning ordinance should include graphics, illustrations, charts and other illustrative materials. It would involve a re-write of existing township zoning ordinances and including all new language recommended by the townships.

## **2. PROJECT DESCRIPTION**

### **A. Project Orientation**

At the outset of the project, the Consultant shall meet with the Joint Planning Commission Committee (JPCC) in order to provide an understanding of major project components. These project components include project goals and schedule, specific issues, policies and opportunities and or problems relating to growth and development on the Island. The Consultant shall be responsible for reviewing and understanding the Beaver Island Master Plan, other Township plans and policies, as well as all relevant and applicable local, state and federal laws.

### **B. Public Forums, Project Meetings, Joint Planning Commission Updates**

The Consultant shall propose its strategy for public involvement during the project's anticipated timeframe and budget. It is expected that public involvement will include opportunities for open houses and other interactive methods. The proposal should include a timeline that includes:

1. Meetings/Communications with JPCC Contact and/or members
2. Joint Planning Commission Reviews and Updates – a minimum of three meetings
3. Subject Matter Expert Input Interviews
4. Citizen Input Sessions by Zoning Category
5. Public Notice of open Public Comment and Public Hearings

### **C. Review of Existing Zoning Ordinance Analysis and Discussion of Zoning Approaches**

The Consultant shall complete a review of the Townships' Zoning Ordinances and zoning maps and its desired improvements. Upon this review, the consultant shall identify and discuss innovative zoning concepts and approaches for potential inclusion in the draft annotated outline, with special attention given to addressing the project objectives.

### **D. Annotated Outline**

Based on the review of the zoning ordinance analysis and the feedback received from the discussion on innovative zoning approaches, the Consultant shall prepare an annotated outline that includes:

- an overview of the proposed structure and substance of the new zoning ordinance
- a discussion of zoning options
- a commentary explaining the rationale for the recommended approach to drafting the zoning ordinance.

The annotated outline shall include examples of the new zoning ordinance that would be used to implement the recommendations of the Beaver Island Master Plan.

The Consultant shall present the annotated outline to the JPCC for review and comments. After obtaining general agreement of the contents of the initial draft of the annotated outline, the Consultant shall provide the JPCC with a final annotated outline based on the comments received.

**E. Discussion Draft Zoning Ordinance and Beaver Island Ordinance Map**

The Consultant shall prepare a discussion draft zoning ordinance and zoning map that is based on the final annotated outline. The discussion draft should be presented in distinct sections that will allow for easy review. The Consultant may present an alternative approach to presenting the discussion draft for review and comment. The discussion draft shall include graphics, tables, flow charts, matrices and other methods for facilitating easy use and understanding of the zoning ordinance.

After the initial review and comments by the JPCC, the discussion draft will be presented to the public at a Planning Commission meeting. Following discussion and review, the Consultant shall provide a revised discussion draft zoning ordinance for further review.

**F. Public Hearing Draft Zoning Ordinance and Beaver Island Ordinance Zoning Map**

After the JPCC and public consideration evaluation of the “discussion draft”, the Consultant shall prepare a public hearing draft zoning ordinance and map. These documents will be submitted to the Peaine and St. James Township Board of Trustees and the Charlevoix County Planning Commission for review.

In addition, the Consultant shall prepare an executive summary explaining the public hearing draft ordinance and map and changes from the discussion draft and map including the rationale for such changes. The executive summary will be available for review by the general public and the media approximately one month prior to the public hearing.

**G. Attend Public Hearings, Revise Zoning Ordinance, Zoning Map**

The Consultant shall present the public hearing draft of the proposed zoning ordinance and map at a public hearing of the Planning Commission, explain its contents, respond to questions and revise the zoning ordinance to incorporated appropriate recommendations. The Consultant will review the zoning ordinance map to incorporate appropriate recommendations.

**H. Final Adoption**

The revised zoning ordinance and map, as approved by the Planning Commissions, will serve as the draft on which the Township Boards take final action to adopt. The Consultant shall then present the revised zoning ordinance and map as approved by the Planning Commission to the Township Boards for final adoption.

### 3. PROPOSAL FORMAT

#### A. Proposal Organization and Format

To aid in the evaluation, it is desired that all proposals follow the same general format. The proposals should have sections with proposal information as outlined in the categories/criteria as detailed in Section C, Required Submittals.

Submit six (6) complete proposal sets (1 unbound original + 5 printed copies) plus one PDF copy submitted electronically to the JPCC contact. Proposals should be typed and submitted on 8.5” x11” paper. Double sided printing, where appropriate, is preferred.

#### B. General Submittal Information

The response to the RFP should be succinct but comprehensive and shall include recommended approaches related to the Consultant’s ability to achieve the Townships’ project budget, timeline, objectives and suggested scope of services.

#### C. Required Submittals

The proposal shall not exceed 30 pages and include the following presenting in the order listed:

##### **Section 1: Letter of Transmittal**

A signed letter of transmittal that clearly indicates the single contact (Project Manager), mailing address, telephone number and email address.

##### **Section 2: Table of Contents**

Proposals shall include a Table of Contents for the information and in the exact order at which it occurs through the RFP process

##### **Section 3: Introduction/Summary**

Proposals shall include a short introduction and summary of the company (ie: how long the company has been in business, the number employees, etc). In addition, a description of what disciplines encompassed within the firm shall be included. Information provided shall include the names of key personnel to be assigned to the project, their role on the projects, their titles, experience and period of service with the team. Include an organizational chart showing the relations of the Consultant with subconsultants.

##### **Section 4: Method of Approach**

Proposals shall include a description of the Consultant’s Scope of Services, including the extent of public involvement and what, if any, tasks will be subcontracted to other consultants. This section shall include.

- Methodology addressing the scope of work, including strategy used to achieve the project objectives and scope of services
- Describe the allocation of the project budget by task (time, personnel, etc.)
- Describe how the work will be completed in an effective, timely economical and professional manner

Proposals should be all-inclusive detailing your best offer.

##### **Section 5. Personnel Qualifications, Expertise and Experience**

Project personnel, as applicable, shall be listed including a description of assignments and responsibilities, a resume of project related professional experience and an estimate of the time each would devote to this project, and other pertinent information

**Section 6: Comparable Projects**

Identify the last three (3) completed comparable projects and any in progress, with the following information:

- Reference name with current contact information
- Current status of the ordinance (ie., in progress; adopted)
- Nature of public involvement in the formulation of the ordinance
- Size and scale of the geographic area
- Type of ordinance structure (Euclidean, Conventional, Form based, Hybrid, etc.)

**Section 7: Proposed Fee and Timeframe**

Proposals shall include a breakdown by Scope of Services element and a lump sum fee for services required to fulfill the requirements of the RFP.

**Appendix A: Sample Zoning Ordinance Documents**

Proposals shall include one copy of a sample completed zoning ordinance document selected from the list of comparable projects. Please only provide a PDF copy of the document.

**4. ADMINISTRATIVE INFORMATION**

**A.** Proposals are due at 5:00 p.m. on Wednesday January 31, 2024. Proposals should be mailed to the address shown on the cover page of this RFP.

**B. Project Key Timelines**

Listed below are estimated dates and times of actions related to this RFP.

1. Send RFP for Bid: December 1, 2023
2. Receive bids back: January 31, 2024
3. Select Consultant: February 23, 2024
4. Put out for Public Comment: July 15, 2024
5. Public Hearing: September 15, 2024
6. Approval for Adoption: December 31, 2024
7. Publish: ASAP 2025

**C. Inquiries and Clarification of Specification**

Interested firms are asked to submit their questions either via email or regular mails to the following RFP contact:

**Krys Lyle**  
**Peaine Township Recording Secretary**  
**P.O. Box 54**  
**Beaver Island, MI 39782**  
**231 649-1625**  
[peainetownship.aadm@gmail.com](mailto:peainetownship.aadm@gmail.com)

**D. Proposal Content**

The evaluation and selection of a consultant and any ensuing contract will be based on the information submitted in the vendor’s proposals, plus references and any required interview and/or presentation. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

**E. Evaluation of Proposals**

Submitted proposals will be evaluated based on the following criteria:

1. Experience of the Consultant as indicated by prior successful completion of similar projects, especially projects in communities similar to size, land use and configuration.
2. Relevant experience of key individuals who will be assigned to the project.
3. Understanding of the project and project issues.
4. Proposed project approach and methodology to meet the stated project objectives and an understanding of the proposed scope of services
5. Consultant’s proposed allocation of the project budget to the respective elements of the scope of services.

**F. Consultant Qualifications**

Successful consultants shall have a demonstrated and extensive experience in preparing township zoning ordinances.

Consultants will demonstrate familiarity with innovative zoning concepts and the potential application of these concepts for the Beaver Island Archipelago.

**G. Acceptance/Rejection of Proposals**

1. The Townships reserve the right to accept or reject any or all statements of proposal submitted in whole or part and to waive any informalities or technicalities that at the Townships’ discretion are determined to be in the best interest of the Townships. The Townships expressly reserves to right to reject any and all proposals responding to this Invitation without indicating any reasons for such rejections. The Townships reserve the right to negotiate with any consultant it deems suitable to carry out this project.
2. The Townships reserve the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

**H. Property**

All documents, graphics, maps and exhibits produced by the successful consultant as part of this planning project shall be provided to the Townships of Beaver Island, become property of the Townships and are available for use by the Townships in any manner that the Townships deem appropriate.



**I. Consultant Interview/Oral Presentations**

Consultants who are deemed most eligible for an interview and oral presentation will be notified of the intended time, date, location and format as determined by the JPCC.

**J. Incurring Costs**

This request for proposals does not commit the Townships of Beaver Island to award a contract, pay any costs incurred in preparation of these application or to procure or contract for any services.

**K. Timetable**

The timetable for this project is estimated to span the Fiscal Year 2023 (ending March 31, 2024) and Fiscal Year 2024 (ending March 31, 2025).

**L. Links to Beaver Island Master Plan, Zoning Ordinances and other pertinent documents.**

Beaver Island Master Plan

[http://www.resilientmichigan.org/downloads/beaver\\_island\\_masterplan\\_draft\\_4\\_20\\_23\\_web.pdf](http://www.resilientmichigan.org/downloads/beaver_island_masterplan_draft_4_20_23_web.pdf)

Peaine Township Zoning Ordinance – (2018 Codified Peaine Township Zoning Ordinance)

[Peaine Township \(peainetwp.org\)](http://peainetwp.org)

St. James Township Zoning Ordinance (2004 Joint Beaver Island Zoning Ordinance)

[Beaver Island Zoning Ordinance \(revize.com\)](http://revize.com)

Peaine Township Zoning Map

[Peaine Twp Zoning Map - Effective 05-26-18 to present.pdf \(revize.com\)](http://revize.com)

St. James Township Zoning Map

[St James Twp Zoning Map.pdf \(revize.com\)](http://revize.com)

Critical Sand Dunes Area Manual

[St. James Township \(stjamestwp.org\)](http://stjamestwp.org)

Critical Sand Dunes Area Ordinance

[Ordinance\\_1\\_of\\_2023.CSDA.Effective080323.pdf \(revize.com\)](http://revize.com)

Shoreline Protection

[St. James Township \(stjamestwp.org\)](http://stjamestwp.org)

Charlevoix County Gap Analysis:

<https://watershedcouncil.org/wp-content/uploads/2023/05/2011-Charlevoix-County-Local-Ordinance-Gaps-Analysis.pdf>

Examples of Ordinance structures we would like to emulate: Evangaline Township Zoning Ordinance and Village of Stevensville Ordinance

**M. Conflict of Interest**

Consultants and subconsultants shall identify any group, individual or organization that they may have worked for, currently work for, has had ownership, lease, development, related or similar interest in the Archipelago of Beaver Island. The townships of Beaver Island reserve the right to reject any proposal or consultant who feels it has a conflict of interest.