

REQUEST FOR PROPOSAL

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

RFP Contact for Questions/Clarifications

Krys Lyle

P. O. Box 26

Beaver Island, MI 49782

peainetownship.aadm@gmail.com

231 649-1625

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 codified Zoning Ordinances for common zoning articles between the Township of Peaine and St. James Township as well as separate codified restricted ordinances for each Township.

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

Project # 1 The total budget for the common articles of both Townships is \$20,000.

Project #2 The total budget for the restricted articles Peaine is \$7,500.00

Project #3 The total budget for the restricted articles for St. James is \$7,500.00

D. Project Objectives

1. Review and rework existing Township’s ordinance language to a Codified Zoning Ordinance.
2. Ensure that the Master Plan is followed as the guiding document.
3. Update 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 Zoning Ordinance for each Township 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, both Township plans and policies, as well as all relevant and applicable local, state and federal laws.

1. **Common Articles of Zoning:**
 - Project #1 as identified in the RFP aims to establish common articles of zoning between Township of Peaine and St. James Township, allowing for a lowered cost for the work product due to the Common Articles of Zoning that are share by both Townships,
 - Both townships agree to equally share the financial responsibility for Project #1
 - The costs incurred will be divided evenly between Township of Peaine and St. James Township.
2. **Township of Peaine Restricted Ordinances:**
 - Project #2 identified in the RFP will address Township of Peaine restricted ordinances.
 - Township of Peaine shall independently determine if it is in their best interest to proceed with this project #2.
 - If Township of Peaine decides to proceed, the associated costs will be borne solely by Township of Peaine.
3. **St. James Township Restricted Ordinances:**
 - Project #3 identified in the RFP will address St. James Township restricted ordinances.
 - St. James Township shall independently determine if it is in their best interest to proceed with this project #3.
 - If St. James Township decides to proceed, the associated costs will be borne solely by St. James Township.

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 Maps

The Consultant shall prepare a discussion draft zoning ordinance and zoning maps that are 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 each Township, 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’s”, the Consultant shall prepare the public hearing draft zoning ordinances and maps. 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 ordinances and maps and changes from the discussion drafts and maps 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 drafts of the proposed zoning ordinances and maps at a public hearing of the Planning Commission, explain its contents, respond to questions and revise the zoning ordinances to incorporated appropriate recommendations. The Consultant will review the zoning ordinance maps to incorporate appropriate recommendations.

H. Final Adoption

The revised zoning ordinances and maps, 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 ordinances and maps as approved by the Planning Commission’s to each Township Board for final adoption.

2. 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 (i.e.: how long the company has been in business, the number of 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 (i.e., 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 Scope of Services element and a breakdown of fees for each project and service required to fulfill the requirements of the RFP.

Appendix A: Sample Zoning Ordinance Documents

Proposals shall include one electronic document of a sample completed zoning ordinance document selected from the list of comparable projects. Please provide by emailing to peainetownship.aadm@gmail.com

3. ADMINISTRATIVE INFORMATION

A. Sealed Proposals are due at 5:00 p.m. on Thursday February 29, 2024, All sealed Proposals received will be opened on March 1, 2024 at 3 P.M. and should be mailed to the address shown on the cover page of this RFP.

B. Project Key Timelines

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

1. Send RFP for Bid: **January 22, 2024**
2. Receive bids back: **February 29, 2024**
3. Select Consultant: **March 1, 2024**
4. Put out for Public Comment: July 15, 2024
5. Public Hearing: September 15, 2024
6. Approval for Adoption: November 22, 2024
7. Publish: ASAP–2024

C. Inquiries and Clarification of Specification

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

Krys Lyle
Peaine Township Recording Secretary
P.O. Box 26
Beaver Island, MI 39782
231 649-1625
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’ discretions 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

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

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

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

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

Peaine Township Zoning Map

[Peaine Twp Zoning Map - Effective 05-26-18 to present.pdf \(revize.com\)](http://PeaineTwpZoningMap-Effective05-26-18topresent.pdf)

St. James Township Zoning Map

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

Critical Sand Dunes Area Manual

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

Critical Sand Dunes Area Ordinance

[Ordinance 1 of 2023.CSDA.Effective080323.pdf \(revize.com\)](http://Ordinance1of2023.CSDA.Effective080323.pdf)

Shoreline Protection

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

[Evangaline Township Zoning Ordinance-Amended May 10 2023.pdf \(revize.com\)](http://EvangalineTownshipZoningOrdinance-AmendedMay102023.pdf)

<https://www.villageofstevensville.us/files/documents/ZoningOrdinance1722032713021722PM.pdf>

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.