

REQUEST FOR PROPOSALS
FOR
THE DEVELOPMENT OF THE GRAND
TRAVERSE BAND OF OTTAWA AND
CHIPPEWA INDIANS
PESHAWBESTOWN MASTER PLAN
SUTTONS BAY TOWNSHIP
LEELANAU COUNTY, MICHIGAN

January 3, 2011

The Grand Traverse Band of Ottawa and Chippewa Indians
C/O Steven C. Feringa, A.I.A. Tribal Architect
2331 N. West Bayshore Dr.
Peshawbestown, MI 49682
Telephone: (231) 534-8410

PURPOSE

The Grand Traverse Band of Ottawa and Chippewa Indians were awarded grant funding from USDA Rural Business Enterprise Grant for the purposes of soliciting proposals from experienced planning consultants to develop the Peshawbestown Master Plan. This Request for Proposal (RFP) will give prospective responders information of expectations to submit a complete proposal.

BACKGROUND

The Grand Traverse Band of Ottawa and Chippewa Indians is located in Suttons Bay Township, Leelanau County, MI., four (4) miles north of the Village of Suttons Bay on M-22. The population count of the Grand Traverse Band of Ottawa and Chippewa Indians in and around Peshawbestown is approximately 600. Peshawbestown has experienced very limited growth since the last census and can somewhat be contributed to not having a Master Plan.

Like most rural communities, the Grand Traverse Band of Ottawa and Chippewa Indians face growth pressures due to the demand for more residential and commercial opportunities. The Grand Traverse Band of Ottawa and Chippewa Indians has not previously created or adopted a Master Plan for its' communities including Peshawbestown and recognizes the need to develop a Master Plan for the future development of Peshawbestown that will meet the Tribe's future needs.

Specific areas of the Master Plan to be included:

- ⌚ Match future planned zoning districts with zoning/use densities and mapping
- ⌚ Special zoning around existing and potential parks
- ⌚ Planning a Village Business Center
- ⌚ Waterfront Development Planning
- ⌚ Development of other potential business and agricultural districts
- ⌚ Mixed use areas to allow broader usage within a single structure
- ⌚ Planning for varies residential types, low to high density
- ⌚ Roadways (grid patterns, aesthetics, speed reduction, design requirements)
- ⌚ Innovative land protection and land uses
- ⌚ Evaluation and documentation of existing infrastructure for future development restrictions such as but not limited to sewer and water
- ⌚ Develop planning instruments to protect sensitive land areas
- ⌚ Non-motorized pathway planning (sidewalks, bike paths, etc.)
- ⌚ Regional Relation
- ⌚ Vision, Goals and Objectives

SCOPE OF SERVICES

The consultant will work with staff and the Tribal Council to complete the assignment. The consultant will implement a community involvement process to gather input, comments, vision and insight to assure the resulting plan reflects a consenting view. It is expected the consultant will work with staff for all notices using the State Planning Act as a guideline. Please note, the Grand Traverse Band of Ottawa and Chippewa Indians is a Sovereign Nation and is not bound by State laws.

The following professional planning services are required:

Data Analysis

Acquire and review demographic, land use, economic, social and other indicators to gain a background analysis of the community. Provide your impressions of the trends that may impact the community over a twenty (20) year timeframe. The data analysis must take into account forces and trends both in the Tribe and in the surrounding region.

Goal Statements

The consultant will assist in forming meaningful goals to serve as a guide in implementing the Master Plan. The goals should, to the greatest extent possible, be realistic, and reflective of the demands and needs of the Tribal Community.

Plan Preparation

The consultant will prepare an initial draft of the proposed Master Plan with all required maps, charts, exhibits and graphics to make the Plan document a vital and compelling statement of public policy. Working with staff and the Tribal Council the consultant will refine and adjust the draft plan to balance the perspectives of the many varied interests of the Tribe.

Finalization and Adoption.

The draft Plan will be presented to staff for the initial review and recommendation before it is presented to the Tribal Council for approval. The consultant will facilitate a public hearing and complete any final revisions as may be directed.

Upon the Tribal Council's adoption of the final Master Plan the consultant shall provide one un-bound original copy of the Plan and colored maps, future land use map, along with 20 bound copies and a display-size copy of the new future land use map. In addition, the consultant shall provide electronic files of all text, maps and graphics incorporated in the final Plan. Some or all of the electronic files may be used on the Tribe's Web site.

PROPOSAL REQUIREMENTS

The proposal shall be written in an 8 ½" X 11" format. A total of fifteen (15) copies must be received no later than Friday, January 24, 2011 at 4:00 p.m. Proposals received after this deadline shall not be considered. All costs incurred for proposal preparation, presentation or contract negotiation shall be the responsibility of the consultant. Questions regarding specifications or handling of proposals should be directed to Steven Feringa at (231) 534-8410.

Proposals shall be delivered in sealed envelope to Steven C. Feringa, Tribal Architect at the following address:

Grand Traverse Band of Ottawa and Chippewa Indians
C/O Steven C. Feringa, Tribal Architect
2331 N. West Bayshore Dr.
Peshawbestown, MI 49682

PROPOSAL FORMAT

Proposals shall include the following information:

Cover letter.

The cover letter shall be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the Tribe. The cover letter shall also identify the person who will be responsible as the primary contact communication with the Tribe.

Corporate Background.

Provide information on the firm's background, including:

- a. Organization, size and Michigan office location(s).
- b. The office location where work associated with the project will be performed.
- c. A description of the range of services provided by your firm. Specifically any area of expertise and qualifications the firm and its members have to handle the Tribe's project.

Professional Staff

Identify the individual or individuals who will provide planning services to the Tribe. List their experience in providing services to government entities similar in size and character of the Tribe, and/or Native American Tribes.

Experience and References

Provide descriptions of recent experiences with similar rural communities undertaken within the last five (5) years. For each project, include the name, title and telephone number of a representative the Tribe may contact.

Samples

Include representative samples, material and/or correspondence that may be helpful to assess the level and quality of service.

Disclosure

The Grand Traverse Band of Ottawa and Chippewa Indians requires potential Planning Consultants to identify any potential conflicts of interests and their plan to handle any conflicts.

Work Effort & Time Line

Provide descriptions of each major work effort focus, including key milestones in a time line from implementation stage to final product and delivery stage.

Fees

Delineate the total itemized fees for the project; include any billing options for all expected services. Final product shall consist of 24 bound color copies and one digital copy.

PROPOSAL REVIEW, EVALUATION AND SELECTION PROCESS

Selection of a Consultant will be made at the discretion of the Grand Traverse Band of Ottawa and Chippewa Indians, which reserves the right to accept or reject any and all proposals. All submissions or parts thereof become property of The Grand Traverse Band of Ottawa and Chippewa Indians.

Proposals will be reviewed by staff and the Tribal Council to determine which Consultant(s) will be invited to participate in an interview with the Grand Traverse Band of Ottawa and Chippewa Indians. It is the intent of The Grand Traverse Band of Ottawa and Chippewa Indians to select a Consultant in accordance with the following schedule:

Deadlines Tasks

January 3, 2011 RFP distributed

January 24, 2011 Proposals due

February 3, 2011 Interviews scheduled with selected finalist(s)

February 16, 2011 Selected Consultant notified (*following Board/Council mtg*)

Tribal officials shall evaluate the proposals based upon the firms' ability to provide the service requested, qualifications of personnel assigned, compatibility of submission with respect to the Request for Proposals, reference analysis from other communities, final design layout/presentation, project cost, and past experience of the firm with similar to the Tribe that will be in the best interest of the Grand Traverse Band.