REQUEST FOR PROPOSAL

Township Master Plan Update

ISSUE DATE: 9/10/21
Purpose and Intent:
Negaunee Township proposes to update its master plan to guide public policy and future land use planning to support the Township’s residents and business owners’ vision of the community they wish for themselves. It is both encouraged and expected that the consultant will lead the formulation of this new plan and introduce, evaluate and recommend new and/or non-traditional planning strategies to improve the Township’s planning process, promote synergistic relationships between residents and businesses and invigorate community development.

Background
The Township was established in 1859 around the first iron forge settlements in the Upper Peninsula, The Jackson Forge located on the Carp River. Our community has grown from that small settlement to a current population of 3,115 people and one of only 7 municipalities in the county to grow according to the 2020 census. The township has a diverse mix from commercial and industrial uses on US-41, CR 492, and CR 480. These roads, along with M-35 act as major thoroughfares for commerce throughout the entire U.P. Our residential districts range from high-density single-family homes on Midway Dr., residential subdivisions like Longyear, luxury waterfront properties on the McClure and Hoist Basins, and large tract estates in the forestry district in the northern part of the township. We also have the underutilized and haphazard old county airport that has been turned into primarily a light industrial park through a planned unit development.

Support Data
In addition to the current master plan, there are several other supporting plans and documents that should be considered integral to the planning process and reviewed, synthesized and considered for either incorporation or summary in the new plan. These include, but are not limited to:

- Water System Capital Improvement Plan
- 5-Year Recreation Plan
- Marquette County 2040 Master Plan
- 2020 US Census Data
**Update Approach**
As stated above, Negaunee Township intends to update its current Master Plan to help guide the Township’s planning efforts. This updated MP should be developed by:

- Reviewing the existing master plan and its relationship to subsequent township changes or developments. Identify those themes that should be carried forward in the updated plan and those that are no longer desirable.
- Conducting and analyzing a community wide survey.
- Reviewing and documenting projected housing, commercial, and demographic needs.
- Evaluating current trends in community development that may be adaptable to Negaunee Township.
- Evaluating the outdoor environment to include vehicular, bicycle and pedestrian circulation and consider ways to create a more complete street friendly community.
- Reviewing and identifying potential organizational partnerships such intergovernmental, local non-profits and private industry.
- Conducting focus group meetings, interviews and presentations to gather input and disseminate progress to the community.

**Final Product**
The Master Plan will include a vision, goals, and implementable strategies to guide the township and community over the next twenty years. The Plan will be based on extensive input from the community. The Plan will include, but not be limited to, the following:

- User friendly, highly visual, and digital based plan
- Seamlessly integrated with the Negaunee Township website
- Create, administer, and interpret results for a community wide survey
- A future land use plan, recommendations, and concepts based on community input. the FLU plan will minimally discuss land development types and natural features conservation
- Assessment and recommendations for all infrastructure needs, including broadband and multi-modal transportation
- A recommended timeframe, partners/responsible parties, and funding sources for each strategy

**Planning Participants**
The MP update will require participation from multiple facets across the community. The planning process will be facilitated by the following:

- **Project Manager**
  
  Nick Leach, Manager will be the representative for this project and will be
the team’s primary point of contact and will coordinate materials, meetings, etc.

- **The Negaunee Township Planning Commission**
The Planning Commission will review the work and recommendations made during this update and ensure they remain consistent with Township policy and priorities. The Planning Commission will host community engagement workshops and focus group meetings.

- **The Negaunee Township Board of Trustees**
The planning team and project manager will provide written reports to the Board of Trustees to gather input, feedback and suggested refinement throughout the planning process. This will include a series of work sessions, discussions and presentations.

- **Focus Groups Meetings and Community Charrettes**
Focus group meetings with various community stakeholders and charrettes will be conducted as needed to obtain community input for the updated Master Plan.

**Proposal Format and Evaluation Criteria**
This Request for Proposals is competitive in nature, whereas firms are requested to not only submit a fee and services proposal, they are encouraged to submit an outline of their firm’s planning approach and their process to generate planning concepts to guide physical change. The submittal must address, at a minimum, the following:

1. **Introductory Letter** – The introductory letter should be addressed to: Nick Leach, Manager 42 State Hwy M-35 Negaunee, MI 49866
   
   This letter should contain an expression of the interest in the work and a statement regarding the qualifications of the Consultant to do the work. In addition, describe how the team will foster the identified purpose of updating the plan.

2. **Project Team** – The evaluation will consider how well the qualifications, experience and time allocation of the members of the project team relate to the specific project.

3. **Capability of the Consultant** – The evaluation will consider the Consultant’s capability to perform the work including internal quality and cost control procedures.
   - Describe your capability to perform the work as it relates to each task defined in this RFQ.
   - List types, location, and size (dollar amount) of similar work performed within the last five (5) years that best characterized your experience, quality and cost control.
   - Give names and telephone numbers of at least five (5) references.
• Describe any project of a like nature, specifically any work on township master plans of similar size.

4. Understanding of the Project – The evaluation will be based on your demonstrated knowledge of the required work.

• Describe your basic understanding of the project based on information available in the RFQ and site visit where applicable.

5. Detailed Work Plan – The evaluation will consider the completeness and detail of the Detailed Work Plan based on the Scope of Work. The Detailed Work Plan will become part of the negotiated contract.

• Describe the work you will perform to do the project and the deliverables. Be specific, concise, and complete.

6. Schedule Control – The evaluation will be based on the internal measures you use to ensure timely completion along with the demonstrated reputation of the internal measures.

• Identify internal methods that will be used for schedule control.
• List five current references that can confirm your ability for timely project completion.

7. Project Costs – In this Request for Proposal, provide a fee for each phase described of the planning services based on the system proposed, project scope, site visit etc. You may add as a separate item any “Value Added Items” that would be beneficial to the project as an alternate to be considered. Your proposal should include travel and any other anticipated reimbursable or expenses incidental to the work.

This part shall carefully interface all tasks and phases of the work plan identified. Reimbursements shall include costs for reproduction of documents.

8. Required Township Services – The Consultant shall list in detail any services they require from the township to successfully complete the project.

9. Additional Services - Provide a detailed description of other services that can be provided in relation to the development or update to the MP.

Summary

The Proposal should be clear and concise and it should provide Negaunee Township with an understanding of the Consultants’ ability to undertake and complete the proposed project in a thorough and timely manner.

Final Selection

Final selection will not be based solely on the lowest fee proposal. It will be
considered, but not the total determining factor in the selection process. Selection criteria will be, but not limited to, project schedule and methods. This solicitation does not commit Negaunee Township to any costs incurred in the preparation, presentation, or return of submittal; or to the selection of any applicant who responds.

**Proposal Questions**

Questions concerning the RFP should be directed in the form of an email **No later than October 11, 2021 by 3:00pm** to:

Nick Leach  
Manager  
Negaunee Township  
42 State Hwy M-35  
Negaunee, MI 49866  
(906) 475-7869  
nleach@negauneetownship.org

Responses to inquiries/questions, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The township will not be bound by oral responses to inquiries or written responses other than addenda. **Bidders must submit acknowledgement of all addenda with bid.**

**PRE-BID CONFERENCE**

**A Pre-Bid conference will be held, October 12, 2021, at 12:00PM. EST** in the Negaunee Township conference room, Attendance is non-mandatory for the pre-bid meeting and site visit, but no other mass meetings are planned. All consultants are encouraged to attend to simplify the selection process and to address any questions.

If unable to attend but would like to participate via web meeting, below is a Zoom link.

Join from computer:

**Nick Leach is inviting you to a scheduled Zoom meeting.**

**Topic:** Negaunee Township Master Plan RFP Pre-Bid Meeting  
**Time:** Oct 12, 2021 12:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**  
https://us02web.zoom.us/j/2590692030  
Meeting ID: 259 069 2030  
One tap mobile  
+13017158592,,2590692030# US (Washington DC)  
+13126266799,,2590692030# US (Chicago)

**RFP Submission Process**

The response to this RFP must include six (6) copies of the proposal being submitted and one electronic version (included with the sealed bid).
Proposals should be submitted in accordance with the sealed bid policy of Negaunee Township. **Proposals are due no later than 3:00PM. EST, OCTOBER 29, 2021,** and must be **SEALED** and returned to:

Nick Leach  
Negaunee Township Manager  
42 State Hwy M-35  
Negaunee, MI 49866  
Ph.: 906-475-7869  
Fax: 906-475-5071

The proposal must be received in a Sealed Envelope with the following information clearly marked in the lower left-hand corner:

- RFP Due Date and Time
- RFP Title/Description
- Company Name

**RFP Terms and Conditions**

1. Negaunee Township reserves the right to reject any or all proposals received as a result of this RFP or enter into an agreement with the consultant that it feels is in the best interest of the township. The Township also reserves the right to request clarification and/or further information on the proposal from one or more respondents after closing without becoming obligated to offer the same opportunity to all respondents.

2. The issuance of this Request for Proposal shall not constitute any obligation on the part of the Township to any firm or individual who submits a proposal.

3. Negaunee Township reserves the right to negotiate with any bidder considered qualified or to make an award without further discussions.

4. Negaunee Township reserves the right to waive any irregularity in any proposal received.

5. Negaunee Township reserves the right to select the most responsive Bidder(s) without further discussion, negotiation, or prior notice.

6. All proposals shall be submitted as best and final offers. Bidders should not anticipate that they will be able to modify proposals after the bid opening has occurred. Therefore, each bidder shall include in their written proposal all requirements, terms and conditions they may wish to include in a contract issued as a result of this bid. Proposals must demonstrate an understanding of the scope of service to be provided and the ability to accomplish the tasks set forth and must include information that will enable the Township to determine a bidder’s overall qualifications.

7. Negaunee Township reserves the right to award in part, in whole, or not at all.
8. Any costs incurred by Bidders to respond to this RFP, including but not limited to, costs to present their proposal and/or negotiate a final agreement are the sole responsibility of the bidder.

9. Any discussions with township personnel, other than as listed above, regarding this RFP while the RFP is in progress (from the time Bidder receives this RFP until final award is made) are strictly prohibited. Such contact and discussion may result in disqualification of Bidder’s proposal.

10. While Negaunee Township has used considerable efforts to ensure an accurate representation of information in this proposal, the information contained herein is contained solely as a guideline for Bidders. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive. Nothing in this proposal is intended to relieve bidders from forming their own opinions and conclusions in respect to the matters addressed in this proposal.

11. Negaunee Township reserves the right to withdraw award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the Township the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the Township. The Township shall be entitled to do so without any liability being incurred by the Township to the bidder. The Township shall be at liberty to award the contract to the next bidder on its sole discretion.

12. All terms and conditions of this proposal are assumed to be accepted by the bidder and incorporated into the Bidder’s proposal submissions. Any conflict in the wording of the bidder’s response to the RFP and the wording of the terms and conditions of this proposal shall be resolved in favor of the Township and shall be deemed to be incorporated into the Bidder’s contract.

13. Negaunee Township is the sole owner of all data and information contained within the Request for Proposal document and accompanying attachments. Bidder shall use this information exclusively to prepare a proposal. Bidder should not disclose this information to any other firm or use it for any other purpose unless required by law or legal process.

14. All proposals submitted become the property of the Township; they will not be returned and may be subject to disclosure under the STATE OF MICHIGAN FREEDOM OF INFORMATION ACT (“FOIA”) or other legal process. As such, proposal may be released to third parties, without prior notice to bidder, as required to comply with legal requirements. Bidders must identify “Proprietary” information at time of submittal; however, the Township cannot guarantee protection if FOIA is invoked.

15. If at any point Negaunee Township is unsatisfied with the quality of work provided by the winning applicant, the Township reserves the right to sever the working relationship.