

Baraga Township, Baraga County MI

REQUEST FOR PROPOSALS (RFP)

Project: Planning and Zoning Code & Zoning Map Update October 10, 2025

1. PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain competitive fee based proposals from qualified individuals or firms, interested in carrying out updates to the Township's Planning and Zoning Code & Zoning Map.

2. BACKGROUND

Baraga Township is located in the Upper Peninsula of Michigan on the coast of Lake Superior. The character of Baraga Township is reflected in its natural features; the Keweenaw Bay, rolling hillsides, farmlands, lakes, streams, woodlands, and open spaces help define those traits that draw people to the area. In the past major alteration and destruction of these natural features produced far reaching impacts, some of which can still be seen today. The Township's residents are aware of the quality of their environment, and support strong policies in favor of protecting the Township's natural features.

A link to the current Planning and Zoning Code and Zoning Map can be found at <http://www.baragatownship.org/zoning.htm>.

3. SCOPE OF WORK

The project scope shall include a review and update of the existing Planning and Zoning Code, and Zoning Map to address updates, concerns, needs, conflicts and errors while responding to recent development changes. The update is not contemplated as a complete rewrite of the existing code and map since the current documents provide a good foundation. However, we feel that significant updates are long overdue.

Baraga Township is requesting proposals to lead the community in the preparation and adoption of an update to the Planning and Zoning Code and Zoning Map. At a minimum, the Township envisions that the selected consultant will have the following responsibilities (with the assistance and cooperation of Township staff):

- A. The overall management of the Planning and Zoning Code and Zoning Map update process
- B. The inclusion of public participation in the planning process
- C. The analysis and incorporation of existing conditions, documents, the Baraga Township Master Plan, related plans, and policies

D. The preparation of all draft and final documents

E. Communication with the Planning Commission and Township Board regarding proposed amendments to the Planning and Zoning Code and Zoning Map

4. DELIVERABLES

The consultant shall provide ten (10) hard copies of the final Planning and Zoning Code and Zoning Map and digital copies in Microsoft Word and Adobe PDF format to the Township upon adoption. All data and information collected through the process shall also be provided in hard and digital copies. All relevant maps shall be provided in GIS format, including associated data.

5. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals shall be submitted to the Baraga Township Supervisor, as noted below. All proposals shall include four (4) hard copies and an electronic copy (PDF). Proposals should be limited to twenty (20) pages and include:

A. Cover letter

B. Statement of project understanding

C. Statement of consultants proposed process/strategy and implementation plan

D. Statement for projected timeline

E. Qualifications of firm/project team and services provided

F. Statement on public participation experience, effectiveness and strategy

G. Organization, staffing plan, and approximated distribution of work hours

H. References of similar projects completed during the past five years

I. Detailed itemized fee proposal including a complete list of costs per task, expected reimbursable expenses and a total fee for the proposal.

6. EVALUATION CRITERIA

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. A consultant will be chosen on the basis of their apparent ability to best meet the overall expectations of the Township. The Township reserves the right to reject any and all submittals.

The following parameters will be used to evaluate submittals (in no particular order of priority):

- A. Responsiveness, completeness and quality of submittal requirements
- B. Basic knowledge of the community
- C. Understanding of the project objectives
- D. Consultants process/strategy and implementation process
- E. Experience in similar projects dealing with updates to Planning and Zoning Codes and Zoning Maps
- F. Required skills and demonstrated capability

7. PROPOSAL DEADLINE

Proposals are due by November 12, 2025 @ 5:00 pm

Proposals and any questions should be submitted to:

George Danielson

Baraga Township Supervisor

Baraga Township Hall

13919 State Hwy M-38

P.O. Box 246

Baraga, MI 49908

supervisor@baragatownship.org

(906) 395-4894