

# **Request for Proposals (RFP) Planning Consultant Services for Drafting and Adopting a New 2025/6 Master Plan for Keweenaw County Michigan**

## **Purpose**

Keweenaw County Michigan is seeking proposals from qualified planning consultants to assist in the development and adoption of a new master plan in compliance with the Michigan Planning Enabling Act. This master plan will serve as a comprehensive guide for the county's future growth and development over the next ten years or more.

## **Background**

Keweenaw County, the states northern most county situated in Michigan's Upper Peninsula, is renowned for its natural beauty and diverse recreational opportunities. With a population of approximately 2,050 as of 2020, the county has seen many changes, necessitating the replacement of its 2017 Blue Print for Tomorrow master plan. Since that plan's adoption, the county continues to see its population declining, along with a change in ownership of approximately 32,000 acers of timber land to protected land.

## **Scope of Work**

The planning consultant will be responsible for the following key tasks:

1. Conducting a comprehensive review of existing county plans, zoning ordinances, and relevant documents.
2. Engaging with stakeholders, including residents, community groups, businesses, and local government officials, through public meetings, surveys, and workshops to gather input and feedback.
3. Analyzing demographic, economic, land use, transportation, and environmental data to inform the master plan.
4. Developing a draft master plan that outlines goals, policies, and strategies for land use, economic development, transportation, housing, environmental conservation, coastal resiliency, and county facilities.
5. Facilitating public hearings and meetings to present the draft master plan and gather additional input for revisions.
6. Finalizing and presenting the new master plan to the County Board of Commissioners for adoption.

## **Required Deliverables**

Interested consultants are requested to submit proposals that include the following:

1. Cover sheet with the consultant's name, address, telephone, e-mail, and name of the contact person.
2. Letter of transmittal with a statement of understanding for the project and your interest in working with the Keweenaw County Planning Commission. The letter must be signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
3. Background information on the consultant's size, location, available resources, and brief discussion on past experiences related to updating Master Plans, transportation plans, workforce housing, zoning codes, and other policy documents.
4. Project team (including sub-consultants and associates) with a statement of qualifications for each.
5. Examples of relevant work, including at least three master plans, zoning codes, or other similar products recently completed by the consultant, with web links to each.
6. Firm's knowledge and work history with Keweenaw County and/or within the region.
7. Approach and methodology description which the consultant intends to use.
8. Timeline for the project, including phasing, task lists, and estimated completion times.
9. References of other municipal officials that we may contact to verify performance on projects recently completed by the consultant.
10. Budget proposal for the project.

11. (Optional) Any other supporting information that the consultant feels may help us evaluate their qualifications and fit for the project.

### **Project Schedule**

- RFP Release Date: December 1, 2024
- Deadline for Submission of Questions/Clarifications: January 1, 2025
- Proposal Submission Deadline: January 15, 2025, 3:00 PM EST
- Initial Proposal Review Period by Committee: January 15 - 26, 2025
- Review Committee makes recommendation to the Planning Commission: January 27, 2025
- Planning Commission makes recommendation to the County Board: February 19, 2025
- Selected Consultant brought under contract: No Later Than February 28, 2025

### **Budget Proposals**

Proposed budgets must not exceed a total of \$75,000.

### **Evaluation Criteria and Selection**

The Keweenaw County Planning Commission will evaluate proposals based on the following criteria:

1. Cost-effectiveness of the proposal.
2. Experience and qualifications of the consultant and team members.
3. Approach and methodology for the project.
4. Demonstrated understanding of the Michigan Planning Enabling Act and related regulations.
5. Capacity to accomplish the work in the required time.
6. References and past performance on similar projects.
7. Demonstrated ability to work collaboratively with community stakeholder committees.
8. Firm's knowledge and work history with Keweenaw County and/or within the region

The Planning Commission will appoint a committee to review proposals and ultimately select the final consultant. Once all proposals have been reviewed, a recommended consultant will be chosen on January 27, 2025 by the Planning Commission with final approval by the County Board of Commissioners on February 19, 2025. The selected consultant will be brought under contract no later than February 28, 2025.

### **Contact Information & Procedures**

Proposals must be submitted electronically no later than January 15, 2025, 3:00 PM EST to Keweenaw County Clerk. Submissions must be in PDF format with a size of 10MB or less, with page sizes of either 8.5"x11", 11"x17", or a combination of the two, and must remain legible after b/w photocopying. Late submissions will not be considered. Any questions or requests for clarification regarding this RFP should be directed Keweenaw County Clerk by January 1, 2025.

Keweenaw County Clerk

5095 4th Street

Eagle River, MI 49950

[906 337-2229](tel:9063372229) [Phone]

906 337-2253 [FAX]

[clerk@keweenawcountymi.gov](mailto:clerk@keweenawcountymi.gov)

### **Disclaimer and Stipulations**

Keweenaw County reserves the right to reject any or all proposals received, to negotiate modifications to the scope of work, and to award a contract based on the evaluation criteria deemed most advantageous to the county. Keweenaw County intends to fund this effort through a reimbursement grant, the selected consultancy will only be paid if the county is reimbursed by the grantor.

Thank you for your interest in assisting Keweenaw County with this important initiative. We look forward to receiving your proposals.