

**Request for Proposal:**  
**Bergland Township Master Plan**  
**and Zoning Ordinance**

**Guidelines and Requirements for Submittal**

Prepared by:  
Bergland Township, Michigan  
March 2024

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**Request for Proposals for Bergland Township Master Plan and Zoning Ordinance  
Guidelines and Requirements for Submittal, March 2024**

**Section One: Introduction and Instructions**

***1.1 Purpose of the RFP***

This Request for Proposal (RFP) is issued by the Board of Trustees of Bergland Township, Michigan (herein after referred to as “Bergland”). The purpose of this RFP is to identify and establish a contract with a qualified contractor for preparation of a new master plan and zoning ordinance for Bergland, with a focus on elements that will increase housing production.

***1.2 Contact Person, Telephone, and E-Mail***

The Township’s Authorized Representative for the project is:

Christy Franklin, Clerk  
Bergland Township  
101 Pine St, PO Box 326  
Bergland Township, MI 49910  
Phone: (906) 575-3522  
E-Mail: [township@berglandmi.org](mailto:township@berglandmi.org)

Richard Brackney, Deputy Clerk, may respond to inquiries on behalf of the Clerk.

**The primary contact for questions regarding *details of the project prior to closure of this RFP* is:**

Jerald Wuorenmaa, Trustee  
Bergland Township  
Phone: (906) 231-2580  
E-Mail: [jerwuore@alumni.nmu.edu](mailto:jerwuore@alumni.nmu.edu)

***1.3 RFP Schedule of Events***

This schedule of events represents Bergland’s *best estimate* of the schedule that will be followed for this RFP. If a component of this schedule such as the deadline for receipt of proposals is delayed, the rest of the schedule will be shifted accordingly.

The estimated RFP schedule is as follows:

- RFP issued: March 22, 2024
- Deadline for questions: March 31, 2024
- Proposals due: April 15, 2024
- Selection of contractor (if any): April 18, 2024
- Project to begin by: May 2024

### ***1.4 Return E-Mail Address and Deadline for Receipt of Proposals***

Proposal shall be submitted as a PDF-format e-mail attachment to both [township@berglandmi.org](mailto:township@berglandmi.org) and [jerwuore@alumni.nmu.edu](mailto:jerwuore@alumni.nmu.edu).

The e-mail subject line shall be “Bergland Township Master Plan Proposal” and PDF filename shall be “BerglandMPproposal\_contractor”, omitting all quotation marks and replacing “contractor” with the name of the business, organization, or individual offering the proposal.

Proposals shall be received by Bergland no later than **April 15, 2024**. Offerors should request read receipt or separate confirmation of receipt of proposal. Bergland assumes no responsibility for delays or failures of e-mail transmissions.

### ***1.5 Questions and Addenda***

Questions regarding this RFP shall be submitted in writing to the designated point of contact. The deadline for questions is **March 31, 2024**. Answers to all questions received by this deadline will be posted to [berglandmi.org](http://berglandmi.org) no later than April 1, 2024.

If deemed necessary, addenda to the RFP will be issued and posted to Bergland’s website at [berglandmi.org](http://berglandmi.org). No addenda will be issued after 5:00 pm ET, April 1, 2024.

## **Section Two: Project Information**

### ***2.1 Introduction***

Bergland is a general law township in Ontonagon County, Western Upper Peninsula of Michigan, with a population of 438 and containing two Census designated places. The township is characterized by extensive areas of undeveloped forest, most of which is in federal and commercial forest ownership. Bergland and Ontonagon County are experiencing significant long-term population decline, but Bergland recognizes significant opportunities related to natural assets and some influx of new residents to the region in recent years, warranting proactive development of a new master plan and zoning ordinance.

Thus, Bergland is seeking a contractor to develop a new master plan and zoning ordinance, in accordance with the Michigan Planning Enabling Act of 2008 (MPEA) and Michigan Zoning Enabling Act of 2006 (MZEZA), both as amended.

Bergland currently has a master plan prepared by the planning commission in 2021 and a zoning ordinance most recently amended in 2019. This project is intended to establish an entirely new plan and ordinance to replace both of the existing documents.

### ***2.2 Project Objectives***

Bergland’s objectives for the project are:

- Produce and adopt a master plan that is professional, modernized, forward-looking, relatively succinct, and easy to navigate for the general public.
- Produce and adopt an innovative, unique, coherent, and legally sound zoning ordinance that is suited to modern planning practices and paradigms and today’s key issues.

- Incorporate significant elements into both the master plan and zoning ordinance that are geared toward increasing and accommodating production of housing, through new development, brownfield redevelopment, and rehabilitation, of various types, formats, and price ranges, with attention to all parts of the township geographic area that may be viable for development. Michigan’s new “brownfield tax increment financing for housing” shall be evaluated, and, if appropriate for Bergland, incorporated into the master plan.
- Consider and develop strategies for management and regulation of transient rental units.
- Establish through the master plan an “ecosystem” view of the interrelationships of commerce, industry, residential development, land ownership, blight, public and private utility infrastructure, climate change impacts, recreation, and other components of the township.

It is critical that the selected contractor be receptive to the unique characteristics of and preferences of the officials of Bergland Township in developing both the master plan and zoning ordinance, rather than merely “recycling” existing documents of other communities.

The “working title” of the project is “Housing Bergland,” but others may be proposed and/or considered.

### **2.3 Scope of Work**

The *maximum* budget available for the scope of work is \$40,000. The project is funded entirely through the Housing Readiness Incentive Grant Program of the Michigan State Housing Development Authority.

Scope of work items for the selected contractor to complete are as follows:

1. Develop a master plan in accordance with MPEA and subsequently a zoning ordinance in accordance with MZEA, with an iterative process of input from township officials, that accounts for the Project Objectives stated in Section 2.2. The zoning ordinance, though considered “new” for the purpose of this RFP, may utilize components of the existing ordinance to the extent the contractor deems it appropriate.
2. Prepare all required notices and submissions required by MPEA and MZEA for development of the master plan and zoning ordinance. (Mailings and submissions to required parties can be conducted by township officials if necessary.)
3. Conduct a public involvement and input process that includes, at minimum, a public opinion survey and at least one in-person facilitated public forum, open house, and/or charette early in the planning process.
4. Make at least two in-person visits to Bergland Township, one in conjunction with public involvement early in the project and one in later stages of the planning process, with efforts to become familiar with various aspects of the township, particularly the communities of Bergland and Merriweather and the vicinity of Lake Gogebic.
5. Evaluate master plan of neighboring Arenac Township for commonalities and opportunities for inter-township collaboration, including related to Lake Gogebic (which spans both townships).
6. In addition to the two required in-person visits, conduct a presentation of the proposed master plan to the Planning Commission and Township Board at a mutually agreed-upon time and date, either in person or via videoconference.

7. Provide editable electronic files, in common and appropriate format(s), of both the master plan and zoning ordinance.
8. If possible, provide six printed and bound copies each of the final adopted master plan and two of the zoning ordinance (this is not required).

## **2.4 Timeline**

The expected project timeline is:

- Work on master plan to begin: May 2024
- Public involvement process and at least one in-person visit to be completed: August 2024
- Proposed master plan completed: March 2025
- 63-day review completed and proposed master plan considered for adoption: May 2025
- Zoning ordinance to be completed for adoption: November 2025

### **Section Three: Proposal Format and Content**

The proposal shall contain the following information:

1. Cover Page: Provide name of proposal and firm.
2. Project Team: Provide a list and brief qualifications of the individuals included in your proposed project team. At a minimum, state, for each individual, the educational background, years of experience, length of employment with firm, and previous project experience.
3. Similar Previous Projects: Provide, or refer in detail to, examples of at least two master plans and one zoning ordinance developed for relatively rural townships or other rural municipalities and list any other pertinent plans and zoning ordinances developed within the past two years. State the firm's connection or familiarity with the local area of the project, if any.
4. Description of Approach: Describe a proposed step-by-step approach to and timeline for the project (within the project timeline indicated above), including approximately when any in-person visits to the township would likely occur.
5. Cost Breakdown: Provide a total fee for the project, which may be all-inclusive for both documents or may be itemized in any manner at the contractor's preference. Provide expected schedule for payment, indicating whether it will be necessary for Bergland to pay more than 50% of the project cost prior to completion of the project. **The fee shall include all contractor costs of the project, including but not limited to conducting the planning process, producing the master plan and zoning ordinance, utilizing materials and supplies, and conducting travel.**

The use of "firm" in this section may refer to any type of contractor: business, organization, or individual.

### **Section Four: Selection Criteria**

Bergland will use a uniform evaluation process to select a preferred contractor. Proposed project approach, similar previous projects, project team qualifications, and familiarity with the local area or similar areas will be the primary selection criteria.

## **Section Five: Other Items**

### ***5.1 Authorized Signature***

An individual authorized to bind the Offeror to the provisions of the RFP must sign all proposals.

### ***5.2 Bergland Not Responsible for Preparation Costs***

Bergland will not be responsible for any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

### ***5.3 Proposal Not Binding Contract***

Submission of a proposal, in response to this RFP, does not constitute entry into any binding contract with Bergland.

### ***5.4 Right to Reject Any and All Proposals***

Bergland reserves the right to reject any and all proposals received.

### ***5.5 Conflict of Interest***

Offerors shall disclose and describe the nature of any known actual or potential conflicts of interest between either the firm or its proposed project team and Bergland, or any other conflicts that reasonably may significantly interfere with completion of the project. Lack of disclosure may result in cancellation of any award by Bergland.

### ***5.6 Independent Contractor***

The selected contractor act as an independent contractor for all purposes and in all respects, with contractor responsible for its own insurance coverages, labor law compliance, and all other legal obligations and implications related to the project.

### ***5.7 Offeror's Certification***

By signature on the proposal, the Offeror certifies that it complies with:

- The laws of the State of Michigan.
- All applicable local, state, and federal laws, codes, and regulations.
- All terms, conditions, and requirements set forth in this RFP.
- A condition that the proposal submitted was independently arrived upon without collusion.
- A condition that the offer will remain open and valid for at least 30 days after submission.