



REQUEST FOR PROPOSAL

Negaunee Township Zoning Ordinance Update

ISSUE DATE: 1/13/26

REQUEST FOR PROPOSAL NEGAUNEE TOWNSHIP ZONING ORDINANCE UPDATE

1. INTRODUCTION

The Township of Negaunee, through its Board of Trustees, is seeking proposals from qualified planning consultants or consulting firms to lead a comprehensive rewrite of the Township's Zoning Ordinance. This effort will align the ordinance with Negaunee Township's current Master Plan, streamline development review processes, incorporate modern planning principles, and address residential and business communities' priorities.

2. BACKGROUND

Negaunee Township is a small rural Upper Peninsula community located in Marquette County (Attachment 1). The current Zoning Ordinance (Attachment 2) was drafted decades ago and has been heavily amended throughout the years. This has resulted in inconsistent regulations between various articles, outdated graphics, as well as potential outdated legal references. There is a recognized need to overhaul the ordinance to promote usability, modernize graphics, streamline processes, and better serve the community's needs and development goals.

The Township completed the master planning process in December 2023 (Attachment 3). That plan has identified community needs and goals that should be considered for implementation within the newly drafted ordinance. Community input, future zoning, and, actions plans should serve as guiding principles in drafting the new ordinance.

Negaunee Township has hired a consultant to perform a zoning audit (Attachment 4). This process has highlighted key deficiencies within the current ordinance and made recommendations related to ease of understanding and usability. This audit should be used by the consultant as a framework or guide in preparing the scope of work.

3. SCOPE OF WORK

The consultant will lead a Zoning Ordinance rewrite that includes, but is not limited to, the following tasks:

1. Project Management and Public Engagement

- Coordinate regularly with Township Manager and Planning Commission
- Conduct community outreach and public engagement
 - One in person public listening session/community engagement meeting
- Present at public meetings and hearings
 - At minimum in person meetings with the PC at initial kickoff, midway through the process, and final draft presentation.
 - Other meetings may be attended via digital conferencing.

2. Zoning Diagnostic/Assessment

- Review and evaluate the existing zoning ordinance and audit
- Identify deficiencies, conflicts, and inconsistencies
- Prepare a Zoning assessment or diagnostic memo

3. Drafting the Ordinance

- Prepare annotated outlines and drafts of updated zoning ordinance text
- Update or create zoning maps, graphics, and illustrations as needed
- Ensure compliance with state and federal regulations
- Integrate hyperlinking for reference sections and streamline usability

4. Finalization and Adoption Support

- Revise drafts based on Township feedback
- Provide an editable final version of the ordinance and zoning map
- Support the adoption process, including public hearings and presentations
- Assist in ensuring that the final digital ordinance is functional within the township website.

4. DELIVERABLES

- Public Engagement Plan
- Zoning Audit/Assessment Report
- Annotated Outline of the Ordinance
- Preliminary and Final Drafts of Zoning Ordinance
- Updated Zoning Map – PDF and Shapefile formats
- Final Ordinance suitable for adoption

5. PROJECT TIMELINE

The anticipated project starting date April 2026, with completion expected by June 2027. A detailed schedule with milestones should be included in the proposal.

6. PROPOSAL REQUIREMENTS

Proposals should include the following:

- Cover Letter
- Firm Qualifications and Relevant Experience
- Project Understanding and Approach
- Work Plan and Timeline
- Team Composition and Resumes
- Examples of Comparable Projects
- Cost Proposal (itemized budget and hourly rates)
- References (at least three)

7. SELECTION CRITERIA

Proposals will be evaluated based on the following:

- Qualifications and experience of the firm and project team
- Understanding of the scope and methodology
- Quality of previous work and references

- Cost-effectiveness and clarity of the cost proposal
- Approach to public engagement

The Township may request bidders submit to a final interview with township staff and commission members to clarify proposal requirements and finalize scoring criteria.

8. SUBMISSION INSTRUCTIONS

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 1:00PM. EST, February 26, 2026**, 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

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

9. ATTACHMENTS

The following attachments as referenced in above sections can be found via provided hyperlinks

- Attachment 1: Current Zoning Map
 - https://cms3.revize.com/revize/negauneetownship/planning_and_zoning_department/docs/Zoning_Map_Revised_July2015_OFFICIAL.pdf
- Attachment 2: Current Zoning Ordinance
 - https://cms3.revize.com/revize/negauneetownship/planning_and_zoning_department/docs/Zoning_Ordinance_May2019_FINAL.pdf
- Attachment 3: Current Master Plan
 - https://cms3.revize.com/revize/negauneetownship/Negaunee%20Township_MP_ADOPTED_2023-12-14.pdf
- Attachment 4: Approved Zoning Audit
 - <https://cms3.revize.com/revize/negauneetownship/Negaunee%20Township%20Zoning%20Ordinance%20Audit%20Final%2001-06-26.pdf>

10. QUESTIONS

Interested bidders are encouraged to contact the Township Manager and provide contact information for communication during the RFP bidding period. All questions regarding this RFP must be submitted via email to nleach@negauneetownship.org. Responses will be shared with all known prospective bidders. It is the responsibility of the interested party to provide contact information in order to receive any updates to the RFP during the bidding process. **Questions must be submitted no later than February 6, 2026.**

11. 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.