



REQUEST FOR PROPOSALS

Request for Proposals for Bay Mills Indian Community Comprehensive Plan and Capital Improvements Plan

Background:

Bay Mills Indian Community ("BMIC") has been awarded funding from the Michigan Economic Development Corporation ("MEDC") for the development of a 25-year Comprehensive Plan and a Capital Improvements Plan.

BMIC is a federally recognized Native American Tribe located in the rural Eastern Upper Peninsula of Michigan on the shores of Lake Superior. The people of Bay Mills are Ojibwa (or Chippewa), and they have resided in this area for hundreds of years. BMIC was granted a federal Corporate Charter pursuant to Section 16 of the Indian Reorganization Act on June 18, 1934. BMIC is one of the four (4) original reservations established in Michigan. BMIC consists of around 3,870 acres with two (2) separate inhabited reservation areas, approximately 25 miles apart, with a service district that includes Chippewa, Luce, and Mackinac Counties.

This Project Is Defined As Follows:

BMIC's first and only Comprehensive Plan was developed in 1977. Over the past 48 years, there have been no updates to the plan, and the plan has not been consistently used as a guiding document. During this time, the Tribe has experienced a significant amount of community growth. BMIC is seeking a consultant to develop a new Comprehensive Plan that meets the current needs of the community.

The consultant will prepare a new Comprehensive Plan that will provide a vision, goals, and policies to guide BMIC's development for the next 25 years. The Comprehensive Plan should reference and complement BMIC's existing planning documents. It should also clearly articulate the key principles and goals in a readable and attractive manner in order to inform and engage readers. Consultants will work with the Planning Department and Tribal Manager in completing the project. Consultants will also provide monthly updates on the work completed. The initial copy of the Comprehensive Plan should be submitted to the Planning Department by December 1, 2025, with the final draft to be completed by December 31, 2025.

A Capital Improvements Plan ("CIP") will be key in implementing BMIC's comprehensive plan, as capital improvements can have a substantial impact on patterns of growth and development. By providing funding for strategic investments at a given time and location, the CIP helps ensure that development occurs consistent with BMIC's plans and vision.

Existing data, information, and planning documents will provide a foundation for this effort, including:

- BMIC Census Data
- Mission/Vision/Goals already established
- Updated organizational charts
- BMIC Economic Diversification Plan
- BMIC Land Use and Acquisition Plan
- Draft Capital Projects Implementation Schedule
- Fixed Assets data
- GIS data for land use, transportation, utilities, and natural resources

Scope Of Work:

The successful Proposer shall perform the tasks listed below for the project and shall work closely with designated Tribal personnel to accomplish these goals:

Comprehensive Plan

1. Analyze existing conditions and project future conditions.
2. Civic Engagement – Utilize a variety of engagement platforms and techniques including but not limited to face to face meetings, social media, websites, etc.
3. Determine visionary goals based upon significant citizen and stakeholder input.
4. Determine practical and implementable short, medium and long range strategies, objectives, and specific projects that support the goals.
5. Identify focused, prioritized growth areas for a range of land uses and including vacant land development and redevelopment opportunities. This should include an analysis of key geographical areas to target for future land acquisition.
6. Include subject areas of at least: historic preservation, organizational structure, natural resources, land use, future land use, demographics, housing, economic development, community facilities and services, utilities and transportation, parks and recreation, education, health, legal system, culture, priority goals, growth management, and an implementation plan/work plan matrix.
7. Prepare Comprehensive Plan
 - a. Produce all materials for public presentations
 - b. Provide digital, web and social media ready updates and drafts for posting – may include separate Plan web site.
 - c. Produce final copies for review and recommendation by the Planning Department and approval and adoption by Executive Council.

Capital Improvements Plan

1. Prepare an inventory of existing capital assets, including buildings, fleet, equipment, utilities, roads, etc. Inventory should detail dates built, aquired, last improved; original cost; current condition; expected useful life; depreciated value; extent of use; and scheduled replacement or expansion.
2. Review projects previously approved and currently underway. Determine if additional funds are needed.

3. Financial analysis. Examine recent and anticipated trends in revenues and expenditures, including debt and other liabilities.
4. Solicitate requests for capital projects and improvements from BMIC, BMGA, and BMBH entities. Proposals must include project justification, cost, implementation schedule, etc. Establish a prioritization matrix.
5. Develop a CIP Financing Plan. Establish overall cost of each capital project, as well as estimate operational and maintenance costs. Establish an implementation schedule and generate a budget 1, 5, and 10 year budgets.
6. Recommendation of a capital improvements and/or facility management software to plan and manage projects, maintenance tasks, assets, and track work orders. The software must synchronize with BMIC's Accounting Software Sage.

Timeline:

- **January 24, 2025:** RFP issued and advertised.
- **February 7, 2025:** Pre-proposal questions (in writing) due. These may be sent via email to bgunka@baymills.org
- **February 21, 2025:** Window for accepting proposals closes at 4 p.m. EST. Submissions after this time and date will not be considered. (Additional details regarding submission are below.)
- **February 29, 2025:** Evaluation of proposals completed; firm selected and notified.
- **March 5, 2025:** Contract in place. Suggested project commencement.
- **December 31, 2025:** All deliverables are due. Upon delivery, final payment will be processed.

Proposals to assist with these services must be submitted to Bay Mills Tribal Administration by Friday February 1, 2025 4:00 pm EST.

Please email proposals in PDF format to Brianna Gunka at bgunka@baymills.org . Proposals received after the deadline will not be accepted.

Proposal Requirements:

1. Cover letter
2. Resumes and/or Biographies: Please include resumes and/or bios of key principals and individuals overseeing or involved with this project.
3. Description of Experience related to comprehensive and capital improvements planning:
4. Please describe the firm's general experience, including the number of years the firm has been in operation.
5. Description of experience in Indian Country: Please describe any relevant experience of the firm, involved principals, and any assigned staff in projects located on Native American land.
6. Associations: Please describe any associations with other firms or any form of subcontracting planned for the project. Please include pertinent information as to subcontracted firms.

7. Certifications and Licenses: Please include a copy of any pertinent licenses or certifications.
8. References: Please include a minimum of three (3) references that the BMIC can contact. Provide three references of significant subcontractors as well.
9. Disclosure of Claims: Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.
10. Methodology: Please provide an explanation of the methodology for all services.
11. Cost proposal: Please detail all costs required to assist with these services and the required timelines for payments.
12. Indian Preference (Optional): Please provide any evidence to demonstrate that the firm is a qualified, Indian-owned enterprise, with at least 51% active ownership by a member of a federally recognized Indian tribe.

Project Award

	Score Received: 1-5	Weight	Weighted Scores
Demonstrated experience with community planning		10%	
Approach to successfully complete each deliverable		25%	
Qualifications- identification of key personnel and experience/capability		20%	
Schedule- timeliness and value for money		20%	
Cost- reasonableness of rate schedule and within grant budget		20%	
Indian Preference		5%	
Total	0	100%	

Ratings:	
Clearly Outstanding-Above and Beyond Expectations	5
Well qualified	4
Average	3
Weak	2
Unsatisfactory	1
Insufficient Response	0

The Tribe, at its sole discretion, may elect to interview the selected firm(s). If a firm is requested to take part in an interview (via Tribal arranged remote means), the key proposed project staff will be expected to take part. The interview will be an opportunity for the Tribe’s selection team to review the firm’s proposal and other matters deemed relevant to the evaluation.

Compensation

The proposal should provide a cost for all work associated with the provision of these services. The final cost of services may be negotiated before the award contract. Total cost must not exceed \$150,000.