



REQUEST FOR PROPOSALS (RFP)
For
Community Landscape Plan
Bay Mills Indian Community

Issued March 11, 2026
RFP Closing: April 6, 2026, 12:00pm EST

SUMMARY OF KEY INFORMATION

RFP TITLE	<i>Community Landscape Plan</i> Proponents should use this title on all correspondence.
CONTACT PERSON	The point of contact for this RFP is: <i>Brianna Gunka</i> <i>Director of Planning & Development</i> <i>Bay Mills Indian Community</i> <i>Email: bgunka@baymills.org</i> <i>Phone: 906-248-8125</i>
INQUIRIES	Please direct all enquiries by email to the Contact Person. Inquiries received by any other means may not be answered. Proponents are encouraged to submit inquiries at an early date to permit consideration by the Owner. Inquiries should be submitted no later than 12:00 pm EST on the day that is five (5) business days before the Submission Time. The Owner may, in its sole and absolute discretion, decide to not respond to any enquiry.
SUBMISSION DEADLINE	Submission time is 12:00pm EST, April 6, 2026, or as indicated in the call for bids, or amended by addendum.
SUBMISSION LOCATION	Please email proposals in PDF format to Brianna Gunka at bgunka@baymills.org . Proposals received after the deadline will not be accepted. Please contact Brianna Gunka via email with any questions you may have regarding this Request for Proposals or any of the requirements outlined in the scope of work to be completed.

BACKGROUND

The Bay Mills Indian Community (BMIC) is a federally recognized Tribal Nation that is located in the rural Eastern Upper Peninsula of Michigan on the shores of Lake Superior. The people of Bay Mills are Ojibwe (or Chippewa) and they have resided in this area since time immemorial. 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 original reservations established in Michigan. There are currently 2,258 tribal members.

PROJECT DESCRIPTION

The BMIC is seeking proposals from qualified landscape firms to develop a Community Landscape Plan. The plan will establish a coordinated vision for landscaping along major roadways, parks and recreation areas, housing areas, and community facilities to enhance aesthetics, sustainability and community identity. The selected consultant will work with BMIC staff and key stakeholders to develop design standards, conceptual improvements, and implementation strategies.

The Community Landscape Plan should:

- Improve the visual quality and identity of key corridors and public spaces
- Provide a variety of perennial flowering plants, shrubs, and trees that bloom sequentially Spring-Fall
- Enhance parks, recreation areas, and community gathering spaces
- Provide consistent landscape standards for public facilities
- Increase environmental sustainability and climate resilience
- Establish maintenance-friendly and cost-effective designs
- Support community pride and economic development

SCOPE OF WORK

The consultant will provide planning, design, and policy recommendations for the following focus areas:

A. Main Roadways and Corridors

Evaluate and develop landscaping concepts for major transportation corridors, including:

- Street trees and canopy strategies
- Median landscaping (primarily in the green space between the 55 Stretch of Lakeshore Drive and the standalone section of Spirit Stone Trail)
- Streetscape improvements (planters, buffers, bioswales)
- Pedestrian and cyclist comfort enhancements
- Wayfinding and community branding opportunities
- Stormwater management integration

B. Parks and Recreation Areas

Assess existing parks and recreation areas and develop landscape improvement recommendations, including:

- Native plantings and habitat restoration
- Shade trees and gathering spaces
- Trail landscaping and greenway connections

- Pollinator gardens and ecological enhancements
- Aromatic native and ornamental plants with insect-deterring properties
- Entry features and park identity elements
- Maintenance and durability considerations

C. Community Facilities

Develop landscape standards and improvement strategies for facilities such as:

- Governmental offices
- Community Services buildings
- Public safety buildings

Key elements may include:

- Entry landscaping
- Outdoor gathering areas
- Shade structures and seating areas
- Parking lot landscaping and buffers
- Stormwater and sustainable landscape features

D. Facility Exteriors

Establish guidelines for landscaping around public buildings including:

- Foundation plantings
- Outdoor seating and public spaces
- Screening of utilities and service areas
- Lighting integration with landscape features
- ADA accessibility considerations
- Low-maintenance planting palettes

REQUIRED TASKS

The selected consultant will perform the following tasks:

Task 1 – Project Initiation

- Kickoff meeting with project team
- Review existing plans, ordinances, and infrastructure data
- Establish communication and project management framework

Task 2 – Existing Conditions Assessment

- Inventory of existing landscapes and vegetation
- Identification of priority improvement areas
- Assessment of maintenance practices and challenges

Task 3 – Community Engagement

- Stakeholder meetings and workshops
- Public engagement opportunities (survey, open house, etc.)
- Coordination with administration, maintenance and planning department staff

Task 4 – Vision and Design Framework

- Development of landscape vision and guiding principles
- Design standards and palette recommendations
- Streetscape and landscape typologies

Task 5 – Concept Plans

- Conceptual design plans for priority locations
- Illustrative renderings or diagrams
- Preliminary cost estimates

Task 6 – Implementation Strategy

- Phasing recommendations
- Funding and partnership opportunities
- Maintenance guidelines

Task 7 – Final Plan

- Final Community Landscape Plan document
- Digital files and presentation materials

PROPOSED PROJECT TIMELINE

Milestone	Date
RFP Issued	March 11, 2026
Questions Due	April 3, 2026
Proposals Due	April 8, 2026
Consultant Selection	April 17, 2026
Estimated Project Start	<u>May 4, 2026</u>
Final Plan Completion	<u>September 30, 2026</u>

PROPOSAL REQUIREMENTS

Cover letter

1. Cost proposal: Please detail all costs required to assist with these services and required timelines for payments. Provide separate costs for each project as identified.
2. Schedule: Provide a detailed timeline of progression and expected 100% completion.
3. Demonstrated understanding of planning and design, with experience in community-scale landscaping efforts.
4. 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 federally recognized Indian tribe.
5. Associations: Please provide a description of any associations with other firms or any form of subcontracting that is planned for the project. Please include pertinent information regarding subcontracted firms.
6. Certifications and Licenses: Please include a copy of any pertinent licenses or certifications.
7. References: Please include a minimum of three references that can be contacted by the Owner. Provide three references of significant subcontractors as well.
8. Disclosure of Claims: Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.

EVALUATION CRITERIA

	Score Received: 1-5	Weight	Weighted Scores
Schedule- timeliness and value for money		35%	
Cost- reasonableness of rate schedule		35%	
Demonstrated experience with landscape planning.		25%	
Indian Preference		5%	
Total		100%	

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

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, prior to award of the contract. Under no circumstance is the Owner responsible for any equipment related costs.