

Houghton County, Michigan

Request for Proposals (RFP)

For GIS Website Hosting and Parcel Maintenance Services

Issued: October 17, 2025

Proposals Due: November 02, 2025

1. Introduction and Purpose

Houghton County, Michigan through its Equalization Department is seeking proposals from qualified firms or individuals to provide Geographic Information System (GIS) services. The County currently maintains approximately 28,000 real property parcels and processes an average of 150 parcel splits and combinations per year.

The County invites proposals for the following services, which may be awarded together or separately:

1. GIS Website Hosting – providing an online, public-facing interactive map and data platform.
2. Parcel Maintenance Services – including parcel editing, quality assurance/quality control, and integration with county land records.

The purpose of this RFP is to formalize previously informal discussions with potential providers into a fair, transparent, and competitive selection process. As well as comparing total costs of proposals with both services (website hosting & parcel maintenance) included versus two contractors providing services in coordination.

2. Scope of Work

Proposers may submit proposals for **one or both** of the following components:

A. GIS Website Hosting

- Provide secure, reliable hosting for Houghton County's parcel and GIS data.
- Maintain and update a public-facing GIS web application that allows parcel viewing, property information searches, and data exports. Accessible to the public and county users of the GIS system.
- Ensure compatibility with existing County GIS data formats and systems. Currently using Colligo GIS and ESRI ArcPro
- Provide administrative access for County staff or contractors to update data layers.
- Offer user support and training for County staff or contractors as needed.

B. Parcel Maintenance Services

- Perform ongoing parcel maintenance, including parcel splits, combinations, and boundary adjustments. Anticipated 150 splits/combinations per year, with updated legal descriptions available annually in April.

- Rectify errors or inconsistencies in the parcel layer.
- Perform Quality Assurance/Quality Control to ensure parcel geometry and attribute accuracy; including analyzing assessment rolls for inactive parcels.
- Interpret and digitize legal descriptions, plats, deeds, and surveys for parcel creation and adjustment.
- Integrate parcel data with assessment, taxation, and land records databases. Currently using BS&A Assessing.net and Tax.net programs. Land records and other document records stored using Laredo Software/Laredo Anywhere
- Collaborate with township and city assessors, surveyors, equalization staff, and other stakeholders to resolve discrepancies.
- Maintain documentation of edits and version history.

3. Proposal Requirements

Each proposal should include the following information:

1. Company/Individual Information – Name, address, contact information, overview of qualifications.
2. Technical Approach – Description of how services will be delivered.
3. Experience and References – Examples of similar work and three references (preferably government clients).
4. Pricing – Itemized pricing for GIS Website Hosting **and/or** Parcel Maintenance.
5. Timeline and Availability – Proposed implementation and turnaround times.

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Relevant Experience and Qualifications – 25%

Technical Approach and Understanding of County Needs – 25%

Cost and Value – 25%

References and Past Performance – 15%

Local or Regional Presence / Availability – 10%

5. Submission Instructions

All proposals must be received by November 02, 2025 at noon. Submissions should be sent electronically (PDF preferred) or by mail to:

Houghton County GIS RFP

Attn: Jaikob Djerf, Equalization Director

Houghton County Equalization Department

401 E Houghton Ave Houghton MI 49931

Email: equalization@houghtoncounty.gov

Late submissions will not be considered. Questions regarding this RFP may be directed to Jaikob Djerf at jaikob@houghtoncounty.gov no later than October 31, 2025.

6. Terms and Conditions

Houghton County reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the County. The County may negotiate scope, pricing, and terms with one or more proposers. All materials submitted become the property of Houghton County.

7. Anticipated Timeline

RFP Issued – 10/17/2025

Questions Due – 10/31/2025

Proposals Due – 11/02/2025

Evaluation Period – 11/03/2025 – 11/07/2025

Anticipated Award – 11/12/2025

Project Start Date – 12/01/2025; flexible

Issued by:

Houghton County Board of Commissioners

401 E. Houghton Avenue

Houghton, MI 49931

Website: <https://www.houghtoncounty.net>