



HOUGHTON COUNTY BOARD OF COMMISSIONERS

401 E. Houghton Avenue, Houghton, Michigan 49931

Telephone: (906) 482-8307

Request for Proposal: Houghton County Marina Survey Services

1. Introduction

Houghton County is seeking proposals from qualified professional firms to perform a comprehensive survey of the Houghton County Marina, located in Houghton, Michigan. The purpose of this survey is to obtain accurate and current boundary, topographic, and/or additional information necessary for future planning, maintenance, and potential improvement projects.

2. Scope of Work

The selected firm will be responsible for completing a detailed survey of the Houghton County Marina property. The scope of work includes, but is not limited to:

- **Boundary Survey:**
Establish and verify property boundaries, rights-of-way, and easements.
 - **Topographic Survey:**
Identify existing structures, utilities, pavements, vegetation, and elevations within the marina property.
 - **Deliverables:**
 - One (1) digital copy (PDF) and one (1) AutoCAD (.dwg) file of the final survey.
 - One (1) hard copy of the signed and sealed survey.
 - Summary report describing survey methodology, findings, and any observed site conditions relevant to marina operations or maintenance.
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3. Site Information

- **Location:** Houghton County Marina, 20059 Gagnon Circle Hancock, MI 49930; along the Portage Canal, Houghton, MI.
 - The site includes boat slips, parking lots, sidewalks, and access drives.
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4. Proposal Requirements

Proposals shall include the following information:

1. **Firm Background and Experience** – Description of firm qualifications, relevant project experience and staff who will perform the work.

2. Project Approach – Description of the firm’s proposed methodology and timeline.
 3. Deliverables and Schedule – Anticipated completion schedule and milestone dates.
 4. Cost Proposal – Lump sum or not-to-exceed fee including all expenses.
 5. References – Contact information for at least three (3) clients for whom similar work has been performed.
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5. Selection Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and personnel
 - Understanding of project scope and proposed approach
 - Ability to meet schedule requirements
 - Cost proposal
 - References and past performance
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6. Submission Details

All proposals must be submitted no later than January 12, 2026 to:

Houghton County Administrator
Attn: Chelsea Rheault
401 E. Houghton Avenue
Houghton, MI 49931

Late submissions will not be considered.

7. General Conditions

- Houghton County reserves the right to reject any or all proposals, waive informalities, or award the contract in the best interest of the County.
 - The selected firm must comply with all applicable federal, state, and local laws.
 - The County may negotiate scope and fees prior to award.
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8. Questions

Questions regarding this RFP must be submitted in writing to Chelsea Rheault, County Administrator, no later than January 12, 2026. Responses will be shared with all prospective bidders.

Issued by:

Houghton County Board of Commissioners
Houghton County, Michigan
11/12/2025