

# Request For Proposal (RFP)

## *Finntown Assessor's Plat North*



## Bergland Township

PO Box 326  
Bergland, MI 49910-0326

Township Hall  
101 Pine St., Bergland

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Assessor Laura Erhart  
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Bergland Township is requesting proposals from qualified survey firms to provide an Assessors Plat for approximately 15 parcels (roughly 14 acres) located north of M-28 for Finntown in Ontonagon County, Bergland Township, Section 6, Township 48 North, Range 42 West, Government Lot 2 (Sec 6, T48N, R42W, Gov't Lot 2). Although the Request for Proposal (RFP) is broken into North and South, the Township anticipates completing both parts as one project.

This RFP includes information about the project scope, items to include in the proposal, and selection criteria.

5 copies of the proposal must be submitted to Bergland Township at PO Box 326, Bergland, MI 49910 or delivered to 100 S Pine Street, Bergland by noon on Thursday, April 4<sup>th</sup>, 2024

Please indicate "*Finntown Assessors Plat **North***" on the deliverable.



### Scope of Services

The respondent shall prepare the proposal for compliance with all requirements listed in Michigan Legislature, Michigan Compiled Laws, Chapter 560, Act 288 of 1967, 288-1967-Assessors Plats.

## Items to include in the Proposal

1. The firm's understanding of the scope of services indicating any additional items/assumptions that were used in the proposal preparation.
2. A copy of the firm's license/registration that fulfills the requirements of the Assessors Plat Laws.
3. Background and experience working with Assessors Plats, including the following for each project:
  - a. Project description, parcel quantity, and location
  - b. Governing body contact information including name and phone number
  - c. Project cost
  - d. Names of firm's team members associated with the project
4. The names, title, years of experience, and example projects of the project manager and surveyor dedicated to this project (attach resumes).
5. A detailed schedule with associated hours to complete the work.
6. A cost breakdown in accordance with the scope of services and Laws including overhead and expenses. Provide a statement in the proposal acknowledging that these costs will be based on a "Not to exceed costs" basis.
7. A statement of the key staff availability to be dedicated to this project.

## Selection Criteria

1. Submittal of all required items in the proposal
2. The availability of the project team
3. The firm's understanding of the project
4. Background and experience with the scope of the work
5. The cost