

**ST. JOSEPH COUNTY
MICHIGAN**

Request for Proposals

**Michigan Indiana State Line
Remonumentation Project**

Professional Land Surveying Services

Grant	BCC MI-IN 26-104
Project scope	Mile Posts 54 through 79 (26 monument locations)
Issue date	September 16 th , 2026
Questions due	8:00 am September 28 th , 2026
Proposal due	8:00 am October 5 th , 2026
Anticipated award	October 13 th , 2026

Issued by
St. Joseph County Geographic Information Systems Department
125 W. Main St., P.O. Box 189
Centreville, Michigan 49032
(269) 467-5543

1 Invitation and Project Overview

St. Joseph County, Michigan, invites proposals from qualified professional land surveyors licensed in the State of Michigan to perform retracement, recovery, perpetuation, remonumentation, documentation, and related professional surveying services for the Michigan-Indiana State Line. The work is funded through the Michigan-Indiana State Line Remonumentation Grant Program administered by the Michigan Department of Licensing and Regulatory Affairs, Office of Land Survey and Remonumentation, under Grant BCC MI-IN 26-104 and 2022 PA 81.

The amended project scope consists of Mile Posts 54 through 79, inclusive, for a total of 26 monument locations in St. Joseph County. No meander corners are included. The selected consultant will furnish the labor, equipment, materials, research, coordination, recordation, and professional services needed to complete the work and support County and State review.

The County intends to award one professional services contract to the responsive and responsible proposer offering the best value to the project. The County may reject any or all proposals, waive informalities, request clarification, negotiate within the permitted scope, and make an award in the County's best interest.

2 Procurement Schedule

Milestone	Date and time
RFP issued	September 16 th , 2026
Deadline for written questions	8:00 am September 28 th , 2026
County responses or addendum anticipated	5:00 pm September 30 th , 2026
Proposals due	8:00 am October 5 th , 2026
Evaluation and interviews if needed	October 5 th – 8 th
Anticipated County award	October 13 th , 2026
Contract execution and notice to proceed	November 1 st , 2026
Required project completion	No later than December 31, 2027; consultant deliverables must be submitted early enough for County, peer-group, Commission, recordation, and State review.

The County may revise this schedule by written addendum. Proposers are responsible for monitoring the County's bid and proposal webpage for addenda through the proposal deadline.

3 Scope of Services

The selected consultant shall perform the services below for Mile Posts 54 through 79. The descriptions in Appendix A identify anticipated search areas and known record-control considerations, but they do not limit the consultant's professional responsibility to conduct the research and field investigation required for a defensible retracement.

Research and survey planning

- Review the 1827 federal survey, the Michigan-Indiana State Line Study Survey Report, original and subsequent field notes, plats, prior surveys, Land Corner Recordation Certificates, Indiana records, and other relevant evidence.
- Develop a corner-by-corner work plan and identify additional control or related corners that may require recovery or reestablishment to determine a state-line position.

Retracement and evidence evaluation

- Perform a retracement survey of the 1827 federal survey establishing the Michigan-Indiana State Line within the assigned project limits.
- Search for, recover, document, and evaluate original and subsequent monumentation, accessories, bearing or line trees, occupation, record ties, and other relevant evidence.
- Evaluate and confirm positions previously perpetuated by Indiana where applicable.

Remonumentation

- Perpetuate or remonument each assigned mile-post location in accordance with applicable Michigan law, professional standards, the grant agreement, State direction, and Commission-approved findings.
- Furnish monument materials meeting the specifications approved by the County, OLSR, and Michigan-Indiana State Line Commission. State-provided caps, if made available, shall be stamped with the mile-post number and date set.
- Do not set a monument for a lost or disputed position until required coordination and approval have occurred.

Discrepancy resolution and coordination

- Identify and analyze differences between record documents, recovered evidence, Michigan findings, and comparable Indiana survey findings.
- Meet with the St. Joseph County peer group and the Michigan-Indiana State Line Commission as necessary, and support coordination with Indiana officials for lost, disputed, or previously perpetuated positions.
- Respond to review comments and perform reasonable supplemental research, calculations, field verification, or document revisions necessary to obtain acceptance.

Documentation and recordation

- Obtain and document durable witness ties and photographs for each monument.
- Determine and report Michigan State Plane coordinates and latitude/longitude coordinates, identifying datum, epoch if applicable, coordinate system, units, equipment, procedures, and expected accuracy.
- Prepare a Land Corner Recordation Certificate for each assigned location and any supporting records required by law or the reviewing bodies.
- After required peer-group and Commission review and confirmation, record each approved certificate in the proper public record and provide recorded copies to the County, Commission, and OLSR.

Reporting and project closeout

- Submit quarterly progress information to the County in time for the County's State reporting obligations, including completed and in-process deliverables, delays, approved changes, updated schedule, and invoiced costs by task.
- Submit a final survey package and a report stating whether differences exist between this survey and any survey of a similar Indiana commission and describing those differences.

- Provide all research, field notes, computations, photographs, coordinate files, GIS/CAD data, correspondence affecting survey conclusions, review responses, recorded certificates, and final signed/sealed deliverables in organized electronic form and paper form when specifically required.

4 Required Deliverables and Acceptance

Deliverable	Minimum content and acceptance point
Project work plan	Corner sequence, staffing, research plan, field approach, safety/access approach, review milestones, and detailed schedule. Accepted by County before substantial field work.
Corner submission packages	For each mile post: evidence summary, research, field notes, calculations, photographs, coordinate information, proposed conclusion, draft LCRC, and related digital files. Complete upon County/peer-group/Commission review.
Recorded LCRCs	Recorded certificate for each of the 26 assigned mile posts, plus copies and supporting files required by the County, Commission, and OLSR.
Quarterly progress materials	Status by corner, work completed, issues/delays, approved changes, updated schedule, percent complete, and invoice support.
Final survey and comparison report	Signed and sealed final survey package, complete supporting record, and written comparison with Indiana findings, including identified differences.
Final electronic archive	Searchable PDF documents plus native or exchange-format survey, coordinate, CAD/GIS, image, and tabular files with a clear index and file naming convention.

A deliverable is accepted only after the County determines that it is complete and consistent with the contract and grant requirements. County acceptance does not relieve the consultant of professional responsibility or the obligation to correct errors and omissions.

5 Project Conditions

- Field work should be planned around leaf-off conditions, agricultural operations, water levels, weather, and seasonal access limitations whenever possible.
- The consultant is responsible for lawful access coordination with landowners and occupants and for any notices, permissions, traffic control, utility coordination, or permits required for its work.
- The consultant shall protect persons and property and comply with applicable federal, state, and local laws, safety rules, and professional standards.
- The County will provide available grant materials, the State Line Study, existing County records, and known project correspondence. The consultant remains responsible for determining whether the supplied information is sufficient and accurate for professional reliance.
- Changes to scope, schedule, deliverables, or compensation require prior written County approval. Grant-related scope changes may also require prior State approval.

6 Grant and Contract Requirements

- Grant name and number: Michigan-Indiana State Line Remonumentation Grant, BCC MI-IN 26-104.
- Grant period: August 1, 2026 through December 31, 2027, as stated in Amendment 1. All consultant work and reimbursable costs must fall within the authorized period unless the County provides written direction otherwise.

- The approved contractual budget for professional survey and remonumentation services is \$135,631. Proposals exceeding available funds may be deemed nonresponsive or may require scope or funding action that the County is not obligated to pursue.
- State grant payments are reimbursement-based and supported by actual expenditures. Consultant invoices must be sufficiently detailed to support County reimbursement requests and audit.
- The State retains 15 percent of grant funds until approval of the required survey and report. The County may structure contract retainage or final payment accordingly in the final professional services agreement.
- Project records must be maintained and made available for grant monitoring and audit. The County's grant agreement requires retention through the applicable seven-year audit period.
- The selected consultant must comply with all applicable grant provisions incorporated into the final professional services agreement.

7 Minimum Qualifications

- The person responsible for the survey and professional conclusions must hold a current Michigan professional surveyor license and be in good standing.
- Demonstrated experience with Public Land Survey System retracement, historical boundary research, monument recovery and perpetuation, and preparation of Land Corner Recordation Certificates.
- Ability to interpret nineteenth-century survey records and reconcile conflicting record and physical evidence.
- Sufficient qualified staff, equipment, and availability to complete the project within the grant period.
- Ability to obtain and maintain insurance and professional liability coverage required by St. Joseph County's final agreement.
- No actual or apparent conflict of interest that would impair independent professional judgment or contract performance.

8 Proposal Content and Organization

Submit a clear, concise proposal organized in the following order. The County may determine a proposal nonresponsive if required information is omitted.

1. Cover letter signed by an individual authorized to bind the firm, identifying the primary contact and acknowledging all addenda.
2. Firm profile, legal name, business address, Michigan-based office information if applicable, years in business, and relevant capabilities.
3. Project team, roles, availability, licenses, resumes, and identification of the professional surveyor who will sign and seal the work.
4. Relevant experience, with emphasis on comparable retracement, remonumentation, state-line, PLSS, historical-record, and LCRC projects completed within the last five years.
5. Project understanding and methodology, including research, control, field investigation, evidence evaluation, lost/disputed corner process, quality control, peer/Commission review, and recordation.
6. Project schedule showing mobilization, corner groups or sequence, review cycles, recordation, quarterly reporting, and final completion. Identify assumptions and seasonal constraints.
7. Three client references for comparable work, including organization, contact, email, telephone, project description, completion date, and contract value.
8. Completed cost proposal in the format of Appendix C, including lump-sum total, cost by milestone or corner group, and hourly rates for additional services that may be authorized in writing.
9. Disclosure of subcontractors, conflicts of interest, current claims or litigation material to performance, and exceptions to the RFP or anticipated County agreement.

10. Evidence of Michigan professional surveyor licensure and a certificate or statement of current insurance limits. Final coverage is subject to County approval before contract execution.
11. Completed proposal checklist and certifications in Appendices B through E.

9 Evaluation and Selection

The County will evaluate responsive proposals for best value. Cost is important but is not the sole basis of award. The County may verify references, request written clarification, interview one or more firms, and request a best and final offer when permitted.

Criterion	Points
Relevant firm and team qualifications and comparable experience	25
Understanding, technical approach, and treatment of evidentiary issues	25
Work plan, capacity, schedule, and ability to meet the grant deadline	20
Cost, cost clarity, and overall value	25
References, proposal completeness, and Michigan-based service preference	5
Total	100

Consistent with the grant agreement, the County will give preference to services offered by Michigan-based firms when making the award. The County will document why the selected proposal represents the best value to the project.

10 Questions and Addenda

Submit all questions in writing to Jerry Happel, GIS Director and Grant Administrator, at happelj@stjosephcountymi.gov, no later than the deadline shown in Section 2. The subject line should read: Question - MI-IN State Line Remonumentation RFP. The County may decline to answer late questions or questions submitted through another channel.

Only written addenda issued by the County modify this RFP. Oral explanations are not binding. Proposers must acknowledge every addendum in Appendix B.

11 Proposal Submission

Proposals must be received electronically no later than **8:00 a.m. Eastern Time on October 5th, 2026**. Late proposals may be rejected.

Proposals shall be submitted by email to:

Jerry Happel, GIS Director and Grant Administrator

Email: happelj@stjosephcountymi.gov

The email subject line must read:

Proposal – Michigan-Indiana State Line Remonumentation Project – Grant BCC MI-IN 26-104

The proposal and all required attachments must be submitted as searchable PDF files. The proposer is responsible for ensuring that the complete submission is received by the County before the deadline. The County will provide email confirmation of receipt. Proposers who do not receive confirmation should contact the Grant Administrator before the submission deadline.

The County anticipates selecting a consultant and presenting the proposed award for approval on or about **October 13th, 2026**. The award remains subject to approval by the St. Joseph County Board of Commissioners and execution of a professional services agreement. No work may begin until the selected consultant receives a written notice to proceed.

12 Cost, Invoicing, and Additional Services

Provide a lump-sum, not-to-exceed price for the full scope. The final agreement may assign milestone values and retainage so payments track accepted deliverables and grant reimbursement. Each invoice must identify work completed by task or corner, staff and hours when requested, reimbursable expenses, percent complete, prior billings, current amount, and remaining contract balance.

The lump-sum price must include all labor, supervision, equipment, ordinary travel, research, monument materials, access coordination, meetings, recordation fees, document production, data delivery, overhead, profit, and other costs necessary to complete the stated scope, except items expressly identified as County-furnished. Additional services are compensable only when authorized in writing before the work is performed.

13 Reservation of Rights

St. Joseph County reserves the right to:

- Reject any or all proposals, in whole or in part.
- Cancel, postpone, amend, or reissue the solicitation.
- Waive minor informalities or irregularities that do not affect fair competition.
- Request clarification, supplemental information, interviews, or presentations.
- Investigate a proposer's qualifications, financial responsibility, references, and capacity to perform the work.
- Negotiate scope, schedule, price, and contract terms with the highest-ranked proposer, subject to applicable grant and procurement requirements.
- Award the contract in whole or in part, or make no award, when determined to be in the County's best interest.

All costs associated with preparing and submitting a proposal are the sole responsibility of the proposer. St. Joseph County will not reimburse any proposer for such costs.

14 Contract Award and Conditions

The selected proposer must execute a professional services agreement acceptable to the County. The agreement will incorporate this RFP, all addenda, the successful proposal, negotiated terms, the applicable grant requirements, and required County provisions. If those documents conflict, the final agreement will establish order of precedence.

Award is contingent upon approval by the St. Joseph County Board of Commissioners, continued availability of grant funding, verification of licensure and insurance, conflict review, and execution of a professional services agreement acceptable to the County..

Appendix A Detailed Narrative Corner List

Grant BCC MI-IN 26-104, as amended September 9, 2026. Assigned work: Mile Posts 54 through 79. These descriptions are condensed from the Michigan-Indiana State Line Study Survey Report and identify anticipated search areas, principal record-control information, and known evidence considerations.

Mile Post 54

Search area falls East of St. Joseph River between S. River Road and M-103/County Road 15. The search area should be calculated from the tie to the closing corner between sections 23 and 24 of Michigan, Town 8 South, Range 13 West. Kendrick's calls for the river can also be used. Michigan notes call for milepost 54 being 13.21 chains (871.86') West of the Southeast fractional corner of section 23. Recent surveys show the Southeast corner of Section 23 as being monumented. Search area can also be calculated from the tie to the closing corner between sections 12 of Indiana, Town 38 North, Range 6 East and Section 7 of Indiana, Town 38 North, Range 7 East. Indiana notes call out mile post 54 being 36.01 chains (2380.62') West of the Northeast fractional section corner of section 12. Indiana surveys show this corner as being monumented.

Mile Post 55

Search area falls between M-103/County Road 15 and Thomas/Reed Road. The area can also be calculated from the tie to the closing corner between sections 12 of Indiana, Town 38 North, Range 6 East and Section 7 of Indiana, Town 38 North, Range 7 East. Indiana notes call out mile post 54 being 36.01 chains (2380.62') West of the Northeast fractional section corner of section 12. Making mile post 55, 43.99 chains (2903.34') East of this corner. Indiana surveys show this corner as being monumented. Mile post 55 search area can also be calculated from the tie to the closing corner between sections 12 of Michigan, Town 8 South, Range 13 West and section 19 of Michigan, Town 8 South, Range 12 West. Michigan notes call out mile post 55 being 13.96 chains (921.36') East of the Southeast corner of Section 24. This corner may need to be reestablished to determine the location of mile post 55.

Mile Post 56

Search area falls between County Road 29 and County Road 133. The search area should be calculated from the tie to the closing corner between sections 12 of Michigan, Town 8 South, Range 13 West and section 19 of Michigan, Town 8 South, Range 12 West. Michigan notes call out mile post 55 being 13.96 chains (921.36') East of the Southeast corner of Section 24, making milepost 56, 66.04 chains (4358.64') East of this section corner. No land corner recordation certificate was found for this section corner and may need to be reestablished to reestablish mile post 56.

Mile Post 57

Search area falls East of County Road 35/Vistula Road and West of Barker Road/County Road 37. The search area should be calculated from the tie to the closing corner between sections 20 and 21 of Michigan, Town 8 South, Range 12 West. Michigan notes call for milepost 57 being 16.54 chains (1091.64') West of the Southeast fractional corner of section 20. No land corner recordation certificate was found for this corner and may need to be reestablished to reestablish mile post 57.

Mile Post 58

Search area falls West of Barker Road. The search area should be calculated from the tie to the closing corner between sections 20 and 21 of Michigan, Town 8 South, Range 12 West. Michigan notes call for milepost 57 being 16.54 chains (1091.64') West of the Southeast fractional quarter corner of section 20. This would make mile post 58, 63.46 chains (4188.36') East of Southeast fractional quarter corner of section 20. No land corner recordation certificate was found for this corner and may need to be reestablished to reestablish mile post 58.

Mile Post 59

Search area falls along field edge West of US 131. Surveys reviewed make no tie to the Milepost location. The latitudinal position can be established from the Northeast corner of Fractional Section 11, Town 38 North, Range 11 East Indiana. The longitudinal position would be established by single proportionate measurement between the nearest found or reestablished mile posts.

Mile Post 60

Search area falls along in field East of US 131 and West of Eagley Road/County Road 43. The search area should be calculated from the tie to the closing corner between Section 12 of Indiana Township 38 North, Range 7 East and Section 7 of Indiana, Township 38 North, Range 8 East. Indiana notes call for the mile post 60 being 30.63 chains (2021.58') West of the Northwest fractional corner of Section 7, Township 38 North, Range 8 East. This section corner may need to be reestablished to determine the position of mile post 60.

Mile Post 61

Search area falls East of the intersection of Stone Lake Road/N 1150 W and Troyer Road and West of Fish Lake. The search area should be calculated from the tie to the closing corner between Section 12 of Indiana Township 38 North, Range 7 East and Section 7 of Indiana, Township 38 North, Range 8 East. Indiana notes call for the mile post 60 being 30.63 chains (2021.58') West of the Northwest fractional corner of Section 7, Township 38 North, Range 8 East. This would put mile post 61, 49.37 chains (3258.42') East of this section corner. This section corner may need to be reestablished to determine the position of mile post 61.

Mile Post 62

Search area falls East of Lake Road and West of N 1000 W. Surveys reviewed make no tie to the milepost location. Reestablished meander corners can be used to determine the location of mile post 62. If none exist, the latitudinal position can be established from nearby monuments. The longitudinal position would be established by single proportionate measurement from adjacent re-established mileposts.

Mile Post 63

Search area falls East of N 1000 W and West of Indian Prairie Road. Surveys reviewed make no tie to the milepost location. Original evidence, bearing trees/line trees will need to be used to determine the location of mile post 63. If none exist, the latitudinal position can be established from nearby monuments. The longitudinal position would be established by single proportionate measurement from adjacent re-established mileposts.

Mile Post 64

Search area falls in field, East of Indian Prairie Road/N 925 W and West of Sevison Road/N 800 W. The search area should be calculated from the tie to the closing corner between sections 21 and 22 Michigan, Town 8 South, Range 11 West. Michigan notes call for mile post 64 being 24.47 chains (1615.02') East of the Southeast corner of Section 21. This section corner may need to be reestablished to determine the position of mile post 64.

Mile Post 65

Search area falls approximately 100' West of Scott Road/N 700 W. The search area should be calculated from the tie to the closing corner between sections 21 and 22 of Michigan, Town 8 South, Range 11 West. Michigan notes call for mile post 64 being 24.47 chains (1615.02') East of the Southeast quarter corner of Section 21. Making milepost 65, 55.53 chains (3664.98') West of this section corner. The tie to the Pigeon River in Kendrick's notes can also be used to narrow down a search area. This section corner may need to be reestablished to determine the position of mile post 64.

Mile Post 66

Search area falls in field, East of Fawn River and West of Aldrich Lake Road/N 600 W. The search area should be calculated from the tie to the closing corner between sections 12 of Indiana Township 38 North, Range 8 East and Section 7 Indiana, Town 38 South, Range 9 East. Indiana notes call mile post 66 being 31.88 chains (2104.08') West of the NE fractional corner of section 12, Town 38 North, Range 8 East. This section corner may need to be reestablished to determine the location of mile post 66.

Mile Post 67

Search area falls in field, East Aldrich Lake Road/N 600 W, South of Aldrich Lake and West of M-133. The search area should be calculated from the tie to the closing corner between sections 24 of Michigan Town 8 South, Range 11 West and Section 19 of Michigan, Town 8 South, Range 10 West. Michigan notes call for MP 67 being 26.73 chains (1764.18') West of Southeast corner of section 24. This section corner may need to be reestablished to determine the location of mile post 67.

Mile Post 68

Search area falls in field East of N 450 W and West of Shimmel Road/N 400 W. The search area should be calculated from the tie to the closing corner between sections 24 of Michigan Town 8 South, Range 11 West and Section 19 of Michigan, Town 8 South, Range 10 West. Michigan notes call for MP 67 being 26.73 chains (1764.18') West of Southeast corner of section 24. This would put mile post 68, 53.27 chains (3515.82') East of this section corner. This section corner may need to be reestablished to determine the location of mile post 67.

Mile Post 69

Search area falls in largely undisturbed woods east of M-138/N 400 W and West of Stubey Road/N 300 W. Corner position may be able to be re-established from bearing tree positions as well as calls to Fawn River found in Kendrick's Notes. Surveys reviewed make no tie to the mile post location.

Mile Post 70

Search area falls in largely undisturbed woods around Fawn River East of M-139. Corner position may be able to be re-established from bearing tree positions as well as calls to Fawn River found in Kendrick's Notes. Surveys reviewed make no tie to the mile post location.

Mile Post 71

Search area may fall in largely undisturbed woods along field edge. Corner position may be able to be reestablished from bearing tree positions. Surveys reviewed make no tie to the mile post location. If no original evidence is found the latitudinal position can be established from the nearby monuments as monumented in LCRC in Liber 7 page 65 and Liber 7 page 64. The longitudinal position would be established by single proportionate measurement from adjacent re-established mileposts.

Mile Post 72

Search area falls North and West of W Co Rd 800 N. The search area should be calculated from the tie to the closing corner between sections 12 of Indiana Town 38 North, Range 9 East and Section 7 of Indiana, Town 38 North, Range 10 East. Indiana notes call for the milepost being 38 chains (2508') West of the Northeast fractional section corner of section 12. Indiana records show this corner as being monumented.

Mile Post 73

Search area falls in a field East of N 050 E/S Nottawa Street and West of N 100 E/S Lakeview Street. The search area should be calculated from the tie to the closing corner between sections 24 of Michigan Town 08 South, Range 10 West and Section 19 of Michigan, Town 08 South, Range 9 West. Michigan notes call for the milepost being 27.26 chains (1799.16') West of the Southeast fractional section corner of section 24.

Search area can also be calculated from the tie to the closing corners between sections 7 and 8 of Indiana, Town 38 North, Range 10 East. Indiana notes call for the mile post 73 being 29.25 chains (1930.50') West of The Northeast fractional corner of Section 7. Michigan records show the Southeast fractional quarter corner of section 24 being monumented in Liber 8 Page 200 and 201. Indiana records do not show the Northeast fractional corner of section 7 as being monumented.

Mile Post 74

Search area falls in largely undisturbed wooded area East of Fawn River, West of Big Hill Road. Corner position may be able to be re-established from bearing tree positions. If evidence is not found the search area should be calculated from the tie to the closing corner between sections 8 and 9 of Indiana, Town 38 North, Range 10 East. Indiana notes call for the mile post 74 being 28.50 chains (1881') West of The Northeast fractional corner of Section 8. Indiana records show this corner as being monumented.

Mile Post 75

Search area falls East of Miller Road/N 250 E and West of the Fawn River. The search area should be calculated from the tie to the closing corner between sections 9 and 10 of Indiana, Town 38 North, Range 10 East. Indiana notes call for the mile post 75 being 30 chains (1980') West of The Northeast fractional corner of Section 9. Indiana records do not show this corner as being monumented.

Mile Post 76

Search area falls East of Fawn River and West of Kime Road/N 375 E. The search area should be calculated from the tie to the closing corner between sections 10 and 11 of Indiana, Town 38 North, Range 10 East. Indiana notes call for the mile post 76 being 30.10 chains (1986.6') West of The Northeast fractional corner of Section 10. Indiana records show this corner as being monumented.

Mile Post 77

Search area East of Carls Road and West E 825 N and near where the state line intersects N 465 E. The search area should be calculated from the tie to the closing corner between sections 11 and 12 of Indiana, Town 38 North, Range 10 East. Indiana notes call for the mile post 77 being 29.54 chains (1949.64') West of The Northeast fractional quarter corner of Sec 11. Indiana survey of Vivian Smith Acres as recorded in Plat Book 17 Page 59 shows the NE corner of fractional sec 11.

Mile Post 78

Search area falls East of E 825 N and West of Oak Tree Road/N 575 E. The search area should be calculated from the tie to the closing corner between section 12 Indiana, Town 38 North, Range 10 East and section 7, Town 38 North, Range 11 East. Indiana notes call for mile post 78 being 29.96 chains (1977.36') West of The Northeast fractional corner of Section 12. Indiana notes also show the Northeast fractional corner of section 12 being 85 links (56.1') West of the Northeast fractional quarter corner of section 23 of Michigan, Town 8 South, Range 9 West. Making mile post 78, 30.81 chains (2033.46') west of the Southeast fractional corner of section 23 of Michigan, Town 8 South, Range 9 West. Indiana and Michigan records do not show these corners as being monumented.

Mile Post 79

Search area falls East of that portion of State Line Road running north and South and West of Halsey Square Road. The search area should be calculated from the tie to the closing corner between sections 24 of Michigan, Town 8 South, Range 9 West and Section 19 of Michigan, Town 8 South, Range 8 West. Michigan notes call for mile post 79 being 31.81 chains (2099.46') West of The Southeast fractional corner of Section 24. Michigan records show this corner as being monumented. Indiana notes show mile post 80 as being 52.51 chains (3465.66') West of the Northeast Fractional corner of Section 7 of Indiana, Town 38 North, Range 11 East. Making mile post 79, 27.49 chains (1814.43') East of the Northeast fractional corner of Section 7. Indiana records do not show this corner as being monumented.

Appendix B Proposal Identification and Certifications

Field	Proposer response
Legal name of proposer	
Business address	
Primary contact, title	
Telephone and email	
Michigan professional surveyor in responsible charge	
Michigan license number	
Michigan-based office or service location	
Addenda acknowledged	

By signing below, the proposer certifies that the proposal is valid for 90 days after the due date; the signer is authorized to bind the proposer; the information provided is accurate; the proposer has disclosed known conflicts and material exceptions; and the proposed price includes the work required by this RFP except as expressly stated.

Authorized signature	Date
Printed name and title	

Appendix C Cost Proposal

Enter a lump-sum total and allocate that total across the proposed milestones. The allocation is for evaluation and contract administration and must equal the lump-sum total. Attach additional detail if useful.

Milestone or cost component	Proposed amount
Mobilization, records review, and survey planning	\$
Mile Posts 54-60	\$
Mile Posts 61-70	\$
Mile Posts 71-79	\$
Peer-group and/or Commission review support and revisions	\$
LCRC preparation, recordation, and distribution	\$
Final survey package, Indiana comparison report, and electronic archive	\$
Total lump-sum, not-to-exceed price	\$

The total survey-services budget available under the amended grant is \$135,631. The County is not obligated to award the full available amount.

Rates for Authorized Additional Services

Classification or item	Hourly rate or unit price
Principal or project manager	\$
Professional surveyor	\$
Survey crew	\$
Survey technician or CAD/GIS specialist	\$
Clerical or records support	\$
Other	\$

List proposed reimbursable expenses, markups, exclusions, assumptions, and any price-escalation terms. If none, state none.

Appendix D References Exceptions and Disclosures

Reference 1

Organization and contact	Project, completion date, and contract value

Reference 2

Organization and contact	Project, completion date, and contract value

Reference 3

Organization and contact	Project, completion date, and contract value

Subcontractors

Identify each proposed subcontractor, its role, responsible professional, location, and estimated share of the work. If none, state none.

Conflicts and Material Disclosures

Disclose actual or potential conflicts of interest, debarment or suspension, and claims or litigation that may materially affect performance. If none, state none.

Exceptions

List every exception to the RFP or anticipated contract terms and explain the proposed alternative. Silence constitutes acceptance for proposal-evaluation purposes, subject to final contract negotiation.

Appendix E Proposal Checklist

Included	Required item
☐	Signed cover letter and authorized contact
☐	Firm profile and Michigan-based service information
☐	Project team, licenses, resumes, and availability
☐	Relevant project experience
☐	Project understanding and methodology
☐	Detailed project schedule
☐	Three references
☐	Completed cost proposal
☐	Subcontractor, conflict, litigation, and exception disclosures
☐	Proof of licensure
☐	Current insurance limits or certificate
☐	Acknowledgment of all addenda
☐	Complete proposal and required attachments submitted as searchable PDF files