



Muskegon County Road Commission

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Commissioner

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REQUEST FOR PROPOSALS
FOR
FULL CONSTRUCTION ENGINEERING SERVICES
for

Farr Road, Ryerson Road, Evanston Avenue
Bridge Replacements Project

**FRUITPORT TOWNSHIP
CEDAR CREEK TOWNSHIP
EGELSTON TOWNSHIP
MUSKEGON COUNTY, MICHIGAN**

PROPOSALS DUE BY:

Friday, March 6, 2026 at 3:00 p.m.

INSTRUCTIONS
and
GENERAL CONDITIONS

General Information

The Consultant shall furnish all services and labor necessary to provide construction engineering services for the Farr Road, Ryerson Road, Evanston Avenue Bridge Replacements Project (MDOT Contract ID 61000-220535) including project administration; meeting coordination and attendance; construction inspection; material fabrication inspection; construction staking; quality assurance testing and reporting; measurement, computation and documentation of quantities; reporting and record keeping; processing pay estimates; processing contract modifications; and finalizing all project documentation.

Project Manager

The Consultant's principal contact with the Muskegon County Road Commission (MCRC) shall be through the Project Manager. The Project Manager for the MCRC is:

Scott Saigeon, PE
Muskegon County Road Commission
7700 East Apple Avenue
Muskegon, MI 49442
Phone: (231) 788-7253
Email: ssaigeon@muskegoncountyroads.org

Inquiries

Any questions relative to the scope of services must be submitted by e-mail to the Project Manager at least five (5) working days prior to the due date and time specified above. The names of vendors submitting questions will not be disclosed.

Due Date for Proposals

Proposals shall be submitted via email to ssaigeon@muskegoncountyroads.org prior to **3:00 p.m.** on **Friday, March 6, 2026.**

Proposal Requirements

1. Proposals for this project must be submitted electronically in PDF format.
2. Proposals must be assembled and saved as a single PDF file.
3. The proposal must be bookmarked to clearly identify the proposal sections. See the Proposal Format section below.
4. The Proposal is to be no more than 5 pages in length, not including resumes.
5. The PDF file must be submitted via email to ssaigeon@muskegoncountyroads.org.
6. Proposals must be received by the MCRC prior to the due date and time specified in this RFP.
7. Consultants are responsible for ensuring the MCRC receives the proposal on time.

Proposal Format

Please provide a proposal using the following format:

1. **Understanding of Service.** Provide a brief description of the services to be provided.
2. **Qualifications of Team.** Provide a description of the structure of the project team, roles of the key personnel and an organization chart.
 - a) **Resumes.** Provide current resumes of the project manager, project engineer, office technician, construction technicians and surveyors where applicable. Each resume shall be two pages or less.

3. **Pricing Documents.** Provide itemized pricing for the services to be provided including hourly rates for all personnel, equipment and materials proposed for the services to be provided. The pricing estimate for services should be based on an assumed 50-hour work week, with durations of 16 weeks each for the Farr Road and Ryerson Road bridges, and 6 weeks for Evanston Avenue bridge. Payment to the Consultant shall not exceed the pricing submitted with the proposal unless an increase is approved by the Project Manager. Fabrication inspection will be a passthrough cost and negotiated at a later date once the fabricators are known.

**SCOPE OF SERVICES
FULL CONSTRUCTION ENGINEERING
for
FARR ROAD, RYERSON ROAD, EVANSTON AVENUE BRIDGE REPLACEMENTS**

Location

- **JN 220535 - Farr Road over Norris Creek**, located between Johnson Road and Hilton Park Road in Fruitport Township, Muskegon County, MI.
- **JN 220537 - Ryerson Road over Cedar Creek**, located between Dalson Road and Holton-Duck Lake Road in Cedar Creek Township, Muskegon County, MI.
- **JN 220915 - Evanston Avenue over Black Creek**, located between Chatterson Road and Maple Island Road in Egelston Township, Muskegon County, MI

Description of Work

On **Farr Road**, an existing triple CMP culvert is to be removed and replaced with a 38'-0" single span bridge with 17-inch prestressed concrete box beams and composite concrete slab.

On **Ryerson Road**, an existing bridge is to be removed and replaced with a 46'-0" single span bridge with 21-inch prestressed concrete box beams and composite concrete slab.

On **Evanston Avenue**, an existing quadruple cell wooden box culvert is to be removed and replaced with a 35'-3" span by 13'-7" rise by 50'-6" length aluminum arch culvert.

Project Information

MCRC Project Manager:	Scott Saigeon, PE
MDOT Job Number:	220535
Anticipated MDOT Bid Letting Date:	March 2026
Anticipated Start Date:	Summer 2026
Open to Traffic Date:	November 13, 2026
Final Contract Completion:	May 14, 2027
Estimated Construction Cost:	\$4,700,000
Prime Contractor:	TBD

MDOT Prequalified Service Vendor Requirements

The Consultant shall be MDOT prequalified in the following service classifications:

1. Construction Engineering: Bridges & Ancillary Structures
2. Construction Engineering: Roadway – Local Agency Program

General Information

The Consultant must furnish all services and labor necessary to provide and complete the full construction engineering services described herein. The Consultant must also furnish all materials, equipment, supplies, and incidentals necessary to perform the services (other than those designated in writing to be furnished by the MCRC), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work.

1. The Consultant's principal contact with the MCRC must be through the designated Project Manager.
2. The Consultant must demonstrate knowledge of the project construction contract, proposal, and plans; Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance

Procedures Manual; Documentation Guide; Density Testing and Inspection Manual; Soil Erosion and Sedimentation Control Manual; National Bridge Inspection Standards; AASHTO Manual for Condition Evaluation of Bridges; Bridge Inspector's Reference Manual; MDOT Bridge Analysis Guide; and all other references, guidelines, and procedures manuals.

Consultant Responsibilities

1. **Safety:** The Consultant must perform field operations in accordance with MIOSHA regulations and accepted safety practices.
2. **Project Engineer:** Perform as the Project Engineer for the project in accordance with the specifications, plans, proposal, the MDOT Construction Manual, the Materials Source Guide, and any and all other applicable references, guidelines, and/or procedures manuals. Assign the Project Engineer as the liaison between the Consultant and the Project Manager.
3. **Inspectors:** The Consultant must assign a sufficient number of qualified and experienced inspectors to the project(s) to perform the services in a quality manner to avoid any delay to the Contractor. Personnel performing inspection and testing on hot mix asphalt, concrete, aggregate or for density must have the appropriate certification and level for the inspection and testing that is being performed. Daily Work Reports (DWRs) are to be documented and provided to the Project Engineer electronically on a daily basis unless approved otherwise by the Project Manager.
4. **Construction Staking:** Provide construction staking for horizontal and vertical control for road and bridge work. The Consultant shall furnish all materials, equipment, supplies and incidentals necessary to perform the construction staking. The Consultant is responsible for verifying all plan grades and all other necessary grades for construction of project prior to staking. The Consultant should review the project documents far enough in advance to determine if they contain errors so that they can be corrected prior to staking the information in the field. Errors shall be brought forth to the Project Engineer and Project Manager immediately upon discovery. Staking documentation and field notes shall be legally bound, signed, checked, dated and provided by the Consultant in a neat and orderly manner. The field notes and grade computation documents shall become the property of the MCRC upon completion of the work. Failure to provide the field notes and grade computation documents upon completion of the work could result in non-payment for Consultant services. The Consultant shall be responsible for any errors that occur on the project due to a staking error.
5. **Fabrication Inspection:** Obtain a minimum of three (3) quotes from fabrication inspection consultants and provide a recommendation to the Project Manager to enter into an inspection agreement with the fabrication inspection consultant. The MCRC will enter into a separate agreement with the fabrication consultant and will be responsible for the cost of the fabrication inspection. Coordinate, oversee, and supervise all inspection necessary for the fabrication of all prestressed concrete box beam elements, and aluminum arch pipe if required, in accordance with all applicable MDOT inspection, testing, and acceptance requirements. Review fabrication inspection consultant's invoices for payment by the MCRC. Obtain fabrication inspection documentation in PDF format for MCRC records.
6. **Material Quality Assurance Sampling and/or Testing and Density Control:** Conduct quality assurance sampling and/or testing of materials including but not limited to, hot mix asphalt, concrete, aggregates, and density testing and reporting in accordance with MDOT's Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Testing and Inspection Manual, Documentation Guide, and any or all other applicable referenced or included Contract Documents. Determine the acceptability of materials based on their respective specification requirements. Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance. Reject Contractor's work and materials not in compliance with the contract documents or as directed by the Project Manager. The Consultant will be held accountable for all quality assurance activities and will be reimbursed for these activities unless otherwise

documented by the Project Manager that the Consultant is not responsible for these services.

7. **Material Certification:** Ensure that acceptable test reports and/or material certifications from the Contractor have been received prior to the incorporation of materials in the work and before payment is issued.
8. **Office Support and Equipment:** Provide an experienced and MDOT certified office technician knowledgeable about all aspects of the AASHTOWare Project Construction & Materials (APCM) module and procedures regarding project record documentation. Provide all computer and related equipment necessary to access and run the APCM module. Provide construction administration, field implementation and record keeping per the most current Special Provision for Construction Document Management or as otherwise directed by the Project Manager.
9. **Meetings:** Arrange and conduct meetings required for carrying out the services or as may be required by the Project Manager. Prepare and distribute minutes of all meetings unless requested otherwise by the Project Manager.
10. **Coordination:** Provide appropriate coordination, public relations and cooperation with all affected local, state, and/or federal agencies including the Federal Highway Administration; other consultants and other contractors; the general public; utilities and railroad companies; and local police, fire, and emergency services which may be affected by the project. Provide weekly construction updates to the MCRC.
11. **Progress:** Keep daily diaries, sketches, logs, and records as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.
12. **Changes/Extras/Adjustments:** Notify the Project Manager immediately of any unanticipated project conditions and any changes, extras, or adjustments to the contract before processing a Work Order and/or Change Order.
13. **Contentious Issues:** Resolve any problems, issues, discrepancies or other items brought to the attention of the Consultant by the Contractor. Provide documented resolution of such issues. Keep the Project Manager informed of all such issues.
14. **Contractor Claims:** Represent the MCRC as the Project Engineer on any and all claims and denied extensions of time requests filed on behalf of the Contractor and/or Subcontractor on the project. These claims must be represented by the Consultant in accordance with Section 104.10 of the most current Standard Specifications for Construction and/or MDOT's Claim or Dispute Review Board Procedures in effect at the time the Contractor files the claim.
15. **Staff Reductions:** Withdraw personnel and halt services no longer required within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The Consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.
16. **Consultant Deliverables:** Collect, properly label and electronically (where applicable) provide or deliver to the MCRC all original diaries, logs, notebooks, accounts, records, reports, other documents and Project files prepared by the Consultant in the performance of the services.
17. **Design Changes:** The Consultant shall be responsible for all necessary design changes with approval from the Project Manager.
18. **Soil Erosion and Sedimentation Control (SESC):** The Consultant must assign a Construction Storm Water Operator (CSWO) who possesses a current Construction Storm Water Operator Certification to perform site inspections to determine compliance with the Soil Erosion and

Sedimentation Control Plan and report any deficiencies on a Soil Erosion Sedimentation Control (SESC) Inspection Report. A CSWO is defined as an individual who has taken the Michigan Department of Environmental Quality (MDEQ) Construction Storm Water Operator/Soil Erosion Inspector Training (covering Units 1-5) and holds a valid, current CSWO Certification. The CSWO duties consist of performing and documenting inspections of the construction site to ensure SESC measures are implemented and maintained per the SESC plan and are effective in minimizing soil erosion and preventing sedimentation from leaving the site. The CSWO must inspect a project for SESC compliance every seven days or within 24 hours of a precipitation event (rain or snowmelt) that results in runoff from the site.

19. **Storm Water Management:** The Consultant shall perform inspections of the construction site to ensure that the Contractor's operation is following pollution prevention and good housekeeping best management practices. Notify the Project Manager immediately of the occurrence of, or potential for, release of polluting material to the ground, groundwater, surface water, or storm water drainage system including open ditches, culverts and enclosed storm sewers.
20. **Environmental Permits:** Have a thorough working knowledge of the construction requirements of all project specific environmental permits issued by the EGLE, U.S. Army Corp of Engineers or other permitting agencies. Inspect project areas covered by these permits and assure that the Contractor complies with the permit requirements. Report to the Project Manager and fully document all site conditions and actions taken regarding potential or actual violations of the permit requirements.
21. **Other Environmental Issues:** Have a thorough working knowledge of any project specific specifications regarding such as bridge painting, diamond grinding, hydro-demolition and hazardous materials. Ensure that the Contractor complies with these specifications and maintain proper documentation.
22. **Inspection Reports:** Complete inspection reports including, but not limited to, Daily Work Report (DWR) and SESC Inspection Report as necessary to fully document all site conditions and any corrective action required and completed related to environmental issues. Provide digital photos as necessary to document conditions and all corrective actions.
23. **Shop Drawings:** Perform all shop drawing reviews for compliance with plans, field constructability, all applicable specifications and requirements. Reconcile any issues between shop drawings and plan design details with the plan design engineer. Provide a final fully approved and corrected copy of all shop drawings in pdf format for incorporation into the MCRC bridge inventory file system.
24. **As Built Plans:** Provide a marked up set of the as bid plans, in vector PDF format, documenting all changes made during construction.
25. **Project Files:** Return all original records to the MCRC upon completion of the project.

MCRC Responsibilities

1. The Project Manager will furnish to the Consultant all project-specific construction contracts, proposals, plans, plan revisions, documented instructions and other information as deemed necessary by the Project Manager for the services required herein, unless such information is available to be downloaded via the MDOT website.
2. The Project Manager will provide general monitoring and quality auditing inspection of the project to assure that the project has been completed in reasonable conformance with the plans and specifications for project acceptance and to determine that the work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.
3. Bridge load rating analysis will be performed by MCRC's design consultant.

Assumptions

1. The initial safety inspection, underwater inspection, scour inspection, stream sections and entering information in MiBridge will be performed by MDOT's bridge inspection consultant upon the completion of construction.

Consultant Payment

Compensation for the Consultant's services will be the actual costs based on the billing rates submitted with the proposal up to the not to exceed amount. The basis of payment includes billing rates that are all-inclusive and reflects direct labor costs, including benefits, overhead, and profit. Invoices for the services provided shall include labor hours by classification or employee, hourly labor rates, equipment rental rates and Subconsultant costs, if applicable.

Consultant shall submit a not to exceed price for the duration of the project. Payment to the Consultant for services rendered shall not exceed the price submitted in the proposal unless an increase is approved by the Project Manager.

All efforts will be made by the Consultant to minimize the amount of overtime required to deliver the scope of services.