



Antrim County ACRC

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February 9, 2026

REQUEST FOR PROPOSAL COUNTY HIGHWAY ENGINEER OF RECORD AND ENGINEERING CONSULTING SERVICES

Sealed proposals will be received through Monday, March 9, 2026. Proposals shall be received at the office of the Antrim County Road Commission, PO Box 308, 319 E. Lincoln St, Mancelona, Michigan 49659-0308. Proposals will be reviewed and a recommendation will be made to the Board of County Road Commissioners at their next regular meeting.

The Antrim County Road Commission is seeking proposals for a County Highway Engineer of Record to provide engineering services as an independent contractor for the Antrim County Road Commission on an as needed basis.

Worker's compensation and fleet insurances shall be as required by Michigan law.

The consultant shall hold harmless, indemnify and defend the Antrim County Road Commission, its employees, agents and officers from any and all claims arising from or out of and to the completion of the work. The Antrim County Road Commission, its employees, agents and officers shall be named additional insured on all consultant's liability policies required to perform the work described in this proposal.

The Antrim County Road Commission reserves the right to accept or reject any or all proposals, to waive any irregularity or defect in a proposal, or to accept that proposal which in the opinion of the Antrim County Road Commission is in the best interest of the county.

Allen Musall
Manager

SCOPE OF SERVICES

The following statement of work describes the on-going services that the engineering firm shall provide to the Antrim County Road Commission (ACRC). These services are contracted on an on-call basis. The ACRC will compensate the County Highway Engineer of Record (CONSULTANT) for general engineering services based on standard hourly rates and a fee schedule. It is expected that the CONSULTANT will be available daily for consultation.

The scope of services for the CONSULTANT may include, but not be limited, to the following:

- Assist with budgeting, planning, and rate studies.
- Assist with GPS data gathering and information compilation relating to existing infrastructure.
- Work with ACRC staff, organizations, and funding agencies to help develop competitive and complete grant applications or funding proposals.
- Work with ACRC staff to review or complete federal or state permits, applications, or agency notification.
- Act as the ACRC's representative with other state, federal, or local governmental agencies.
- Provide detailed design and construction specifications for successful bidding and construction coordination of county road infrastructure improvement and maintenance projects. Lead and/or attend pre-production, construction, or other meetings as requested.
- Provide various construction services for selected construction projects, e.g., project management, engineering design, pre-qualification, preparation of proposal documents, solicitation, procurement, and construction observation.
- Perform final construction observations and punch lists for project completion, including review of as-built drawings, testing results, as-built certification, project closeout and initiation of the required construction warranty period.
- Perform additional basic engineering and special services which cannot be fully described at this time, as requested by the ACRC.

For special projects, the CONSULTANT shall provide a cost estimate upon written request from the ACRC. The cost estimate shall include a detailed proposal, scope of work and schedule.

QUALIFICATIONS

All submissions should include the capability and willingness of the CONSULTANT to provide design and inspection services by providing the following items:

- Name, classification, and qualifications of key personnel to be assigned to the projects. Resumes should be included.
- Address CONSULTANT's familiarity with laws and regulations governing transportation systems, including operations, construction, and maintenance of the ACRC's current infrastructure system.

- A detailed fee structure based on personnel, scope of services, and reimbursables.
- Explanation of CONSULTANT's workload capacity and level of experience commensurate with the level of service required by the ACRC.
- A list of at least three (3) references from government clients of similar size for whom similar services have recently been provided.
- Location of office EOR work will be completed out of.
- Proof of professional liability insurance and comprehensive and auto insurance. Proof of coverage by Workers' Compensation Insurance or exemption.

CONSULTANT SELECTION

The ACRC will review the proposals submitted and will select the Consultant considered most qualified to perform the services based on the information provided in the proposals. The criteria listed above in "Qualifications" will be considered in the awarding process.

SERVICES AND RESPONSIBILITIES OF CONSULTANT

1. Services shall be provided pursuant to ACRC work task requests or as otherwise requested by the ACRC in writing. When authorized by the ACRC, the specific services the CONSULTANT shall furnish will generally consist of, but not be limited to, the following itemized services:
 - a. Engineering services for infrastructure systems including studies, designs, and construction administration.
 - b. Consult with the ACRC administration and staff members on specific problems related to the County's infrastructure.
 - c. Attend meetings, when requested by the ACRC, or when necessitated by project work underway.
 - d. Project review, construction observation, and field surveying services.
 - e. Miscellaneous technical services requested by the ACRC.
 - f. Preparation of Federal and State Funding applications, as authorized by the ACRC.
 - g. Plan review.
 - h. Feasibility studies and plans.
 - i. Apprise the ACRC of applicable changes in state or federal law regarding engineering or design services where such changes in state and federal law directly affect the CONSULTANT's work the ACRC's projects.
2. Basic engineering services:

When authorized by the ACRC, the CONSULTANT will provide engineering services for improvement projects. These will generally consist of, but not be limited to, the following itemized services:

 - a. Preparation of plans and specifications for a call for bids.
 - b. Tabulation of bids at bid opening, report same to the ACRC, and assist in awarding Contracts for Construction.

- c. General observation of the work by observation trips to the job site on a periodic basis, as agreed with the ACRC.
 - d. Preparation and submittal of proposed contract change orders.
 - e. Preparation of payments to the Contractor.
 - f. Final review of the project by the CONSULTANT.
 - g. Final acceptance of the project by the CONSULTANT and recommendations according to the ACRC.
 - h. Submission to the ACRC of final quantities and costs.
 - i. Furnish a set of "record" reproducible mylars, or other mutually agreed format suitable for long term preservation and storage.
3. Special Services:
- In addition to the basic services provided under Sec on 2 above, special services of varying types may be required upon the ACRC's request. Included in these services, but not limited to, are:
- a. Inspection – Provide the services of an Inspector, acceptable to the ACRC, as requested when contracts have been let by the ACRC for construction. The Inspector shall keep a daily diary of work progress. The Inspector shall check and approve all construction work, prepare record drawings of the construction work, and prepare the payment to the Contractor. As used in this document, the term "record drawings" means a set of documents consisting of record specifications and record drawings showing the reported location of the work. Record drawings are based on information provided by persons other than the Engineer, and the Engineer does not warrant their accuracy.
 - b. Redesigns – As ordered by the ACRC after final plans have been completed.
 - c. Appearances before courts or boards on matters of litigation related to a project. Preparation of operation and maintenance manuals and cost of duplication.
 - d. Printing of plans and specifications.
 - e. Preparation of planning studies or reports, including costs of duplication.
 - f. Coordinating and obtaining permits and arranging agency reviews. Fees for permits or agency review are excluded from CONSULTANT's services and will be paid by the ACRC.
 - g. Miscellaneous other technical services as may be assigned and for which the CONSULTANT has qualifications and/or expertise.
 - h. Consultant Services – Various technical services for which the ACRC requires the CONSULTANT to manage, monitor or direct:
 - i. Field Engineering – Survey crew to stakeout construction work, provide preliminary design surveys and design land surveys. Survey crew shall furnish all necessary equipment, instruments, transportation, stakes, and subsistence required for field engineering.
 - ii. Soils investigations – including test borings, related analysis, and recommendations by the CONSULTANT.
 - iii. Laboratory tests, well tests, borings, specialized geological, or other studies required by specifications and standards.
 - iv. Other consultant services requested by the ACRC, such as wetland, permitting and cost estimation services.