



**NOTICE TO CONSULTANTS**

**REQUEST FOR QUALIFICATION/PROPOSAL (RFP)**

PROJECT NAME:	AutoCad Standards and Templates
DATE OF ISSUANCE:	September 26, 2025
PRE-PROPOSAL INQUIRY SUBMISSION DATE:	October 27, 2025 (4:00 PM)
<b>DATE PROPOSAL DUE:</b>	<b>Thursday, October 30, 2025 (2:00 PM)</b>
ISSUING OFFICE:	City of Muskegon Department of Public Works Engineering Department 1350 Keating Ave. Muskegon, MI 49442 Tel. (231) 724-4100

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**Note:** Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact Joel Brookens at the City of Muskegon Public Works Department at (231) 724-6900 or via E-mail at [Joel.Brookens@shorelinecity.com](mailto:Joel.Brookens@shorelinecity.com)

**PROPOSAL & AWARD**

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Fax No. \_\_\_\_\_

**INSTRUCTIONS TO CONSULTANTS**  
**TERMS & CONDITIONS**

**PROPOSALS**

All proposals must be submitted following the proposal format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the RFP documents, and at its option may reject the same.

Each firm shall include in its proposal, in the format requested thereof, the cost of performing the work. The prices set forth in the proposal submitted by each firm shall remain in effect for 90 days from the time of proposal opening.

Each firm will include in their proposal a listing of each principal and the names of any proposed sub-consultant/contractor and the name and address of each office which may be involved in the project.

Before executing any subcontract, the successful firm shall submit the name and principals of any proposed subcontractor for prior approval.

**SUBMITTAL OF PROPOSALS**

Two copies of the proposal documents shall be submitted in a sealed envelope to:

City of Muskegon  
Attn: City Clerk – Ann Meisch  
RE: RFP - AutoCad Standards and Templates  
933 Terrace Street  
Muskegon, MI. 49440

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular professional services contract for which the proposal is offered.

The proposals shall be submitted by no later than **2:00 PM, October 30, 2025.**

**AWARD - REJECTION OF PROPOSALS**

The project will be awarded to the firm who provides a proposal that is most responsive to meeting both the needs of the project and the City of Muskegon.

The City reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The firm to whom the Award is made will be notified at the earliest possible date. All firms submitting proposals will be notified when the award is made.

## **CITY RESPONSIBILITIES**

The City of Muskegon will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposal, and other documents prepared by the firm and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the firm in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

## **SPECIFIC PROJECT INFORMATION**

### **INTRODUCTION TO PROJECT**

The City of Muskegon is seeking qualification/proposal from qualified firms to provide AutoCad related services. The City would like to create a drawing standard to which their own engineers can use when designing road reconstruction projects. These standards would use current cad best management practices. Deliverables to include but not limited to:

- AutoCad template file (dwg.) containing
  - Layers setup per standard; color, line weights, etc
  - Blocks
  - Page layouts and templates
- AutoCad Standards Report
  - Describing the above
  - Which information goes on which layers
- Conduct an in person training session.

Also included in this proposal will be 80 hours per year of as needed tech support for any AutoCad related issues that City staff may encounter.

The contract will expire one year from materials being delivered to the city.

Deliverables will become the property of the City of Muskegon. No copy rights or proprietary information will be retained by the firm selected.

### **BACKGROUND INFORMATION**

The City is using the most current edition of AutoCad with Civil 3D. Currently, there are four staff actively using Civil 3D. Staff has basic knowledge with alignments and surfaces. Goals would be:

- Proficient with alignments, corridors, profiles and surfaces
- Gain knowledge about pipe networks, assembly and intersections; including setting up a library of structures and pipe.

The primary intent of the proposal is to help city staff with their engineering design proficiencies.

### **PRE-PROPOSAL INQUIRIES**

Inquiries in regards to this project will only be accepted via email to [joel.brookens@shorelinecity.com](mailto:joel.brookens@shorelinecity.com) through Monday, October 27, 2025 by 4:00 PM local time. All inquiries will be assembled and answered in a signed document and distributed.

### **CONTENTS OF PROPOSAL**

At a minimum, each proposal shall include the following items:

### **APPLICABLE EXPERIENCE**

Include a brief description of 3 projects of similar scope that your firm has completed in the last 5 years highlighting the contribution of the proposed project team.

### **APPROACH TO THE PROJECT**

Describe, in narrative form, your technical plan for accomplishing the work. Explain the choice of methodology, including its strengths and weaknesses. Provide a time line indicating in a bar chart display each event, task and decision point in your work plan.

### **PROJECT STAFFING**

Include the number of professional personnel by skills and qualifications that will be employed in the work. Indicate where the individual personnel will be physically located during the time they are engaged in the work. Indicate which of the individual personnel you consider key to the successful completion of the project and include their resumes.

### **ADDITIONAL INFORMATION**

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

## **SCOPE OF SERVICES**

The City of Muskegon is seeking proposals from qualified consultants to provide professional services related to the update and development of construction standards and drafting tools. The selected consultant will be responsible for the following tasks:

1. **Update and Revise Standard Specifications for Construction**
  - Review the City’s existing Standard Specifications for Construction.
  - Evaluate specifications for consistency with current industry standards, state and federal requirements, and best practices.
  - Recommend revisions, deletions, and additions to improve clarity, accuracy, and usability.
  - Coordinate with City staff to incorporate City-specific policies, practices, and preferences.
  - Using EJCDC template documents the City has already purchased, create a custom “front end” set of contract documents (EJCDC Sections C-100 to C-900) that when combined with the updated Standard Specifications for Construction and a set of plans, create a complete set of contract documents. This will include a review by the City attorney’s office and any associated revisions will need to be incorporated into the documents.
  - Provide the City with a complete, updated document in both editable and publication-ready formats.
2. **Develop Standard Construction Details**
  - Prepare a comprehensive set of standard construction detail drawings for common infrastructure projects and repairs.
  - Details should include, but are not limited to:
    - Typical street layouts
    - Typical cross sections for HMA and concrete pavements
    - Concrete curb and gutter construction
    - Sidewalk and driveway approaches
    - Utility trenches, bends, manholes, chimneys, connections, etc.
    - Utility service connections
    - Hydrant installation and replacement
    - Pavement patching and restoration
  - Ensure details are consistent with the updated Standard Specifications for Construction.
  - Provide final details in both PDF and CAD formats.
    - PDF details shall be provided in individual 8.5 x 11 sheets, as well as pre-positioned on 24 x 36 sheets with like details (e.g., a road construction detail sheet with all related details included, separate from a utility construction detail sheet, etc.)
3. **Create a CAD Template Drawing**
  - Develop a standardized AutoCAD template for use by City staff and potentially by consultants.
  - Template shall include, at a minimum:
    - Standard layers, line types, colors, and text styles
    - A set of blocks, including an associated legend sheet, for existing and proposed items commonly encountered in road and utility construction

- Title blocks with City logo and standard project information fields, and a cover sheet template
    - A standard notes sheet with basic notes included and areas customizable with project-specific notes
  - A reference document for City staff, explaining how the standards should be applied and giving guidance about drawing preparation using the standards.
- 4. Project Management and Deliverables**
- Conduct a project kickoff meeting with City staff.
  - Provide regular progress updates, including draft submittals for City review and comment.
  - To determine current and preferred materials and methods, provide organized lists of questions and confirmations that can be provided to staff from impacted departments. For example, a list of water system construction materials and methods that need to be confirmed before preparing the specifications and details (main material, service material, curb stop type, hydrant nozzle pattern, etc.)
  - Incorporate City feedback into revised drafts. A minimum of two rounds of revisions should be anticipated.
  - Deliver final versions of all specifications, details, and CAD tools in both editable and publication-ready formats. Any PDFs must be direct conversions (no scans) including accessibility components that allow for third-party read-out-loud and translation features to operate properly.
  - Provide all files electronically, organized and ready for City implementation.
- 5. Training and Tech Support**
- Conduct an in-person training program after delivery of the materials, teaching staff how to use and apply the CAD template and standards to create a comprehensive, clear set of drawings. Given multiple staff priorities, its likely this program will need to be presented in multiple sessions over a period of time.
  - Provide 80 hours (useable in one-hour minimum periods over the course of one year), separate from the training program, for as-needed questions and support. The City anticipates assistance will be available within 24 hours of a request.

## **EVALUATION**

All proposals received shall be subject to an evaluation by representatives of the City. The following factors will be considered in making the selection:

### **EXPERIENCE**

Evaluation will include the firm's applicable experience and the assigned team's experience on similar projects within the last 5-years.

**STAFFING**

Evaluations will be assessed on the experience, qualifications and skills of personnel that will be available for the project work. Indicate which of the individual managers and technicians you consider key to the success of the project and include their resumes.

Unit Price Cost will play a large part in choosing the firm the City of Muskegon selects to enter an agreement with for services.

**COST PROPOSAL**

- **Guaranteed**

- Lump Sum Rate .....\$\_\_\_\_\_

**TENTATIVE SCHEDULE FOR AWARD**

Issue RFP	September 26, 2025
Pre-Proposal Inquiry Due Date	October 27, 2025, (4:00 PM local time)
Pre-Proposal Inquiry Response Date:	October 28, 2025
Proposal Due Date	October 30, 2025 (2:00 PM local time)
Commission Meeting Date	November 11, 2025