

CITY OF



MUSKEGON

NOTICE TO BIDDERS

REQUEST FOR QUALIFICATION/PROPOSAL (RFP)

PROJECT NAME: Material Testing - 215733 Lakeshore Dr

DATE OF ISSUANCE: Friday, February 20, 2026

PRE-BID
INQUIRY SUBMISSION DATE: Wednesday, March 4, 2026 (4:00 PM)

DATE PROPOSAL DUE: Thursday, March 12, 2026 (2:00 PM)

ISSUING OFFICE: City of Muskegon
Department of Public Works
Parks Department
1350 Keating Ave.
Muskegon, MI 49442
Tel. (231) 724-4100

TABLE OF CONTENTS

PROPOSAL & AWARD..... 3

INSTRUCTIONS TO CONSULTANTS 4

TERMS & CONDITIONS 4

 PROPOSALS..... 4

 SUBMITTAL OF PROPOSALS 4

 AWARD - REJECTION OF PROPOSALS..... 4

 LOCAL PREFERENCE POLICY 5

 CITY RESPONSIBILITIES 5

SPECIFIC PROJECT INFORMATION 5

 BACKGROUND 5

 PERMITS; SCHEDULING; TRAFFIC; PAYMENT..... 6

 PRE-PROPOSAL INQUIRES 6

CONTENTS OF PROPOSAL 6

 APPLICABLE EXPERIENCE 6

 APPROACH TO THE PROJECT 6

 PROJECT STAFFING..... 7

 ADDITIONAL INFORMATION..... 7

EVALUATION 7

 EXPERIENCE 7

 STAFFING 7

 BID PROPOSAL UNIT COST PRICES..... 7

TENTATIVE SCHEDULE FOR AWARD 7

INSURANCE REQUIREMENTS..... 8

COST PROPOSAL..... 9

 RATES FOR WORK (BID TOTAL) 9

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) 724-4100 or via E-mail at 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.

Firm Name _____

Address _____

Telephone No. _____

E-Mail _____

Signature _____ Title _____

Print Name _____ Date _____

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: Material Testing – 215733 Lakeshore Dr
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, Thursday, March 12, 2026.**

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.

LOCAL PREFERENCE POLICY

The City Commission may give local preference on purchases and contractors to local businesses. If a contractor or business is located within the city limits of the City of Muskegon, a bid may be accepted at or within 2% of the lowest non-local bid. A contractor or business located within the County of Muskegon, a bid may be accepted at or within 1% of the lowest non-local bid.

Any contractor electing to pay prevailing wage to its employees may be granted an additional 1% allowance, up to a maximum of 3%. Prevailing wage will be paid according to the newest wage determination published by the U.S. Federal Government and agreed upon before awarding a contract. Contractor will be required to sign an affidavit ensuring proper payment to employees.

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

BACKGROUND

The city has a Local Agency project which testing services is required. The MDOT project number is 61000-215733 and the prime contractor is AnLaan.

SCHEDULING

The selected firm shall file a schedule with the City of Muskegon and receive approval in writing prior to commencing services. All work will be coordinated with the prime contractor, AnLaan, or their sub-contractors.

PAYMENT

Cost should be based on an hourly rate per the service that is being performed. Bidder should supply an hourly rate sheet. For the purposes of this RFP, the bidder is to assume hours to be spent on this project and formulate a lump sum, not to exceed bid.

PRE-PROPOSAL INQUIRIES

Inquiries in regards to this project will only be accepted via email to joel.brookens@shorelinecity.com through Wednesday, March 4, 2026 by 4:00 PM local time. All inquiries will be assembled and answered in a signed document and distributed on Monday, March 9, 2026.

CONTENTS OF PROPOSAL

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

APPLICABLE EXPERIENCE

Include a brief description of 5 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 following tasks are provided based on the City of Muskegon's requirements for materials testing. All MDOT standard testing procedures must be followed.

The tasks included, at a minimum, are the following:

CONCRETE

- a. Quality Assurance Administrator will develop a Quality Assurance Plan for project concrete testing. Selected firm will be paid for one Quality Assurance Plan per project.
- b. Quality Assurance Administrator will participate in preproduction meetings for concrete work, and review and assist the Engineer in approving or recommend

changes or alterations to Contractors Quality Control Plan. Firm will be at the per hour rate as bid in this proposal.

- c. Quality Assurance Administrator will assist the Project Engineer when problems arise with concrete mix designs, Potential Alkali Reactivity of Aggregates or any other issues that arise with concrete mixtures. Firm will be paid at the per hour rate as bid in this proposal.
- d. Level one technician certified by the Michigan Concrete Association to conduct Quality Assurance (QA) testing, with reports, in accordance with MDOT requirements. Firm will be required to supply all equipment and transportation. Technicians will be proficient at testing for entrained air, slump, temperature, test cylinders and unit weight. QA technicians will responsible storing test cylinders for initial cure in accordance with ASTM C 31 and transport test cylinder to firm's lab for final cure. Firm will be paid at the per hour rate as bid in this proposal.
- e. Concrete cylinder compression test by Certified Compressive Strength Technician with reports for QA test cylinders. Firm will be paid at the bid price for each cylinder tested.
- f. Concrete pavement cores 4 inch diameter will be taken at the locations identified by the Engineer. Cores will be measured for new pavement thickness as specified in the Manual for Michigan Test Methods section MTM 201 and recorded on MDOT form 502. New concrete pavement cores will typically be 8 to 10 inches thick. Frim will be paid for at the bid price per each core as recorded on form 502.
- g. Concrete pavement cores 6 inch diameter will be taken at the locations identified by the Engineer. Cores will be measured for thickness of new pavement and depth of steel reinforcement from pavement surface as specified in the Manual for Michigan Test Methods section MTM 201, and recorded on MDOT form 502. New concrete pavement cores will typically be 8 to 10 inches thick. Frim will be paid for at the bid price per each core as recorded on form 502.
- h. Lane ties to be tested for pull-out resistance will be identified by the City. Typically 15 lane ties will be tested per new concrete pavement project. Lane tie pull-out resistance testing shall be conducted as specified in section 602.03 of the MDOT 2013 Standard Specifications for Construction and section 4.03 of the MDOT Materials Quality Assurance Procedures Manual. Lane tie pull out resistance testing will be paid at the bid price per each lane tie tested.
- i. On some construction projects the City of Muskegon's personal will perform concrete testing on projects. Concrete cylinder samples will be cured in a tank by the City. Included in the work will be transporting cylinders from Muskegon City Hall to firm's lab, storing samples until cylinders are 28 days old and then performing compressive test. Firm will be paid at the bid price per cylinder.

HMA

- a. Quality Assurance Administrator will develop Quality Assurance Plan for HMA testing. Firm will be paid at the bid price per Quality Assurance Plan.
- b. The Quality Assurance Administrator will participate in preproduction meetings for HMA work. And review and assist the Engineer in approving or recommend changes or alterations to Contractor Quality Control Plan. Quality Assurance Administrator will assist the Project Engineer when problems arise

with HMA mix designs, or any other issues that arise with HMA mixtures during production. Monitor testing reports for compliance with MDOT requirements. Firm will be paid at the bid price per hour for Quality Assurance Administrator's work outside of developing the Quality Assurance Plan.

- c. HMA plant inspection shall be performed by a MDOT certified Local Agency HMA Qualified Sampler. A minimum of two 20,000 gram samples will be obtained by the technician. The plant inspection will include travel time to the HMA Plant site, collecting samples spaced throughout the proposed daily tonnage, collecting samples of Asphalt Cement and transporting samples to firm's Lab. The selected firm will be paid at the bid price for HMA Plant in Muskegon or Ottawa County per Daily Production or HMA Plant in Oceana, Newaygo, Kent or Allegan County per Daily Production.
- d. HMA extractions and gradation shall be performed by a Bit Level One or a Bit QA/QC certified technician. All labs performing acceptance testing will be qualified labs per MDOT HMA Production Manual and participate in the MDOT round robin process, or they must be AASHTO Materials Reference Laboratory (AMRL) accredited for AASHTO T 30 OR T 27 and AASHTO T 164 or T 308. Extraction and gradation test will be recorded on MDOT form 1903. Firm will be paid at the bid price per extraction test.

AGGREGATE

- a. Aggregate sampling shall be performed by a MDOT Certified Aggregate Sampling Technician or MDOT Certified Level One Aggregate Technician. The aggregate sampling will include travel time to the aggregate pit or stock pile site, and collecting samples in accordance with the MDOT Manual for Procedures for Aggregate Inspection, and transporting samples to firm's lab. More than one sample may be required to be collected per each sampling occurrence, but the firm will be paid for only one occurrence. The selected firm will be paid at the bid price for Aggregate Sampling in Muskegon or Ottawa County per occurrence or Aggregate Sampling in Oceana, Newaygo, Kent or Allegan County per occurrence.
- b. Aggregate gradation analysis will be performed by a MDOT Certified Aggregate Level One or Level Two technician as specified in the MDOT Manual for Procedures for Aggregate Inspection. The firm will be paid for each gradation analysis as recorded on the MDOT form 1900.

DENSITY

- a. Density test shall be performed by MDOT Certified Density Technician. Technician shall be equipped with a nuclear gage that has been calibrated in the current year. The technician shall be equipped with all the equipment as specified in the MDOT Density Testing and Inspection Manual. Technician shall conduct all density test in accordance with the current Density Testing and Inspection Manual. Test results shall be recorded on MDOT form 582. The firm will be paid at the bid price per hour rate, which includes the technician, equipment, and truck.

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.

BID PROPOSAL UNIT COST PRICES

Cost will play a large part in choosing the firm the City of Muskegon selects to enter an agreement with for services. Provide a hourly rate sheet for services provided.

TENTATIVE SCHEDULE FOR AWARD

Issue RFP	February 20, 2026
Pre-Proposal Inquiry Due Date	March 4, 2026 (4:00 PM)
Pre-Proposal Inquiry Response Date:	March 9, 2026
Proposal Due Date	March 12, 2026 (2:00 PM)
Notice of Award (day after commission)	March 25, 2026
Notice to Proceed (after signed contracts back)	April 17, 2026

BID TOTAL

LUMP SUM BID TOTAL (not to exceed): \$ _____