

**REQUEST FOR PROPOSAL  
FOR BOUNDARY AND TOPOGRAPHICAL SURVEYING  
AND DESIGN ENGINEERING SERVICES**

**County Road 378 Project: CR 687 N to Bangor City Limits**

The Van Buren County Road Commission is requesting proposals for boundary and topographical surveying and design engineering services in Sections 11 and 12 T02S R16W (Bangor Township), Van Buren County, Michigan. Project Location is County Road 378 from CR 687 N. to the Bangor City Limits, approximately 1.25 miles.

Interested firms should email a Proposal Form to:

**[barryanttila@vbrc.org](mailto:barryanttila@vbrc.org)**

**On or before 4:00 PM on February 20, 2026.**

**1. Statement of Work / Specifications**

The Project Area is located as set forth above. Attachment provides site location map. The work to be performed under this section includes the furnishing of all labor, materials, equipment, and incidentals necessary to survey the approximate 1.25 mile project.

a. Boundary and Topographic Survey

i. Recover and measure all relevant section corners to be able to show the right of way.

ii. The following information will be included as part of the survey:

- State Plane Coordinates
- Elevations based on NAVD 88
- 1-foot contours over the entire site
- Topographical information to extend 40 feet on each side of physical centerline or 50 feet in major cut or fill areas.
- All visible site improvements (roadway, signs, mailboxes, culverts, drives, storm, etc.)
- Inverts of all storm structures and culverts.
- Centerline and Edge of Pavement elevations
- Visible surface evidence of utilities as marked by Miss Dig
- Placement of benchmarks on-site, 4 per mile minimum.
- Locate trees and/or tree lines on the survey.
- Intersection streets/roads will also be surveyed 50' past the spring point.

- iii. The boundary and topographical survey information will be shown on one drawing together with a PDF copy, a paper copy and AutoCAD Civil 3D version of the survey.
- b. Design Engineering
  - i. Provide survey and engineering services to
    - Crush and shape, trench and widen, with drainage corrections. Repave, including all associated costs such as signage, pavement markings, aggregate shoulders, etc.
    - Finished cross-section will be determined after the survey has been completed and reviewed.
    - The goal is to have this project ready for a GI submittal to MDOT as soon as possible to meet 2027 spring/summer construction.
  - ii. Consultant Responsibilities
    - Provide plan and profile drawings. The plans shall include a title sheet, typical roadway section, cross sections, and notes sheet. The Consultant will provide the County with a preliminary set of these plans to review and discuss at a preliminary design meeting.
    - Following the meeting, the County will be provided one set of plan revisions to address the questions and comments raised at this meeting.
    - Once the revisions are addressed, the Consultant will provide the County with a final set of plans suitable for bidding purposes (in PDF form as well as AutoCad Civil 3D).
    - Complete all required submissions (EGLE, NEPA, SHPO, etc.) as needed and provide copies of the submissions to VBCRC.
    - Coordinate any work performed in County Drains with the Van Buren County Drain Commissioner's Office.
    - Coordinate any wetland mitigation as necessary
    - Make necessary plans to protect the habitat of any threatened or endangered species within the project area.
    - Provide the County with a comprehensive list of quantities for incorporation into the bid documents.
    - Provide the County with any specific special provision that may be unique to this project.

- During bidding, the Consultant staff will be available to assist the County with responses to Contractor inquiries or comments.

## **2. Mobilization**

- a. The selected consultant is responsible for coordinating the Miss Dig services for survey.
- b. This timing is contingent upon completion of finalized Miss Dig marking in the field of all utilities.

## **3. Additional Conditions**

- a. “The Van Buren County Road Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award.”
- b. The Van Buren County Road Commission reserves the right to reject any or all bids, to waive irregularities in the bidding, and award the contract in any manner deemed to be in the best interest of the Road Commission.

**VAN BUREN COUNTY ROAD COMMISSION**

PROPOSAL  
“County Road 378 Boundary and Topographical Survey and Design Engineering”

Van Buren County Road Commission  
325 West James Street  
Post Office Box 156  
Lawrence, Michigan, 49064

The undersigned proposes to perform the Boundary and Topographical Surveying and Design Engineering Services as per Road Commission specifications which are herewith made part of this proposal at the price indicated below:

Boundary and Topographic Survey Lump Sum Cost	\$ _____
Design and Engineering Lump Sum Cost	\$ _____
Professional Project Engineering Services Per Hour	\$ _____

Very truly yours,

By: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_