

**MICHIGAN STATE**  
**UNIVERSITY**

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**REQUEST FOR QUALIFICATIONS**

**FOR DESIGN PROFESSIONAL SERVICES**

**Tennis Center – Construct Original Building**

**CP24007**

**Issue Date: 4/15/2024**

**Due Date: 4/25/2024**

**Michigan State University**

**Jason VanZee, Project Manager**

**Planning, Design and Construction  
Infrastructure Planning and Facilities  
1147 Chestnut, Room 101  
East Lansing, MI 48824-1215**

**Project Description:**

To ensure student athlete wellness, increase operational efficiencies, and to provide facilities that reflect a highly competitive Tennis program. MSU Intercollegiate Athletics Department will engage design consultants to design replacement of the existing 12 outdoor courts with new surfaces and a reduced count configuration, spectator seating, restrooms, lighting, and a new building to support team and staff spaces. These spaces will support several programmatic needs including student nutrition, lounge, locker rooms, staff offices, and review options for a future indoor building to house 4 competition courts with public restrooms and viewing options.

The design of the new space will have to recognize a phased construction approach to complete new reconfiguration of playing surfaces and spectator improvements in the offseason while the team building can extend into the 2025/2026 season.

Services shall be performed in accordance with MSU's standard agreement for design professional services, which will be provided with the Request for Proposals.

MSU seeks the strongest team to support the project. This Request for Qualifications is focused on the team each firm will assign to the project. MSU will evaluate submittals on team's demonstrated availability to meet the project schedule, knowledge of the building type, and ability to team with the project stakeholders.

**Anticipated Selection Schedule:**

<b>RFQ Issued</b>		<b>April 15, 2024</b>
<b>RFQ Due</b>		<b>April 25, 2024</b>
<b>RFP Issued to Shortlisted Firms</b>		<b>April 29, 2024</b>
<b>RFP Due</b>		<b>May 9, 2024</b>
<b>Interviews</b>		<b>May 20 - 21, 2024</b>
<b>Team Selection</b>		<b>May 23, 2024</b>
<b>Services Commence</b>		<b>May 27, 2024</b>
<b>CM Selection Completed</b>		<b>June 28, 2024</b>
<b>MSU Board of Trustees Authorization to Proceed (Step 2)</b>		<b>February 7, 2025</b>
<b>Construction Commences</b>		<b>February 10, 2025</b>
<b>Substantial Completion</b>		<b>Courts - August 30, 2025 Building - March 2026</b>
<b>Final Completion</b>		<b>August 2026</b>

## **Selection Process:**

There are four principal components to the selection process:

1. Request for Qualifications.
2. The Request for Proposals (“RFP”) provides the information necessary to evaluate the team’s approach to project execution.
3. Firms may be invited to an interview, which should be an engaged work session interview to gauge team collaboration.
4. MSU will identify the best-qualified firm, and then review cost proposals. If the most qualified firm is higher than other proposals, MSU will determine if the premium brings corresponding value. If it is significantly lower, MSU will review to ensure the cost proposal is reasonable.

## **Qualifications Submission:**

Provide responses electronically no later than 3:00 pm on the RFQ due date. Any proposals received after the established time and date will not be considered. Submit responses through MSU’s Oracle Primavera Unifier Bid Manager. This system requires prior registration. To register, please complete the [Registration Form for Electronic Bidding for Capital Projects](#) and email it to [unifiersupport@msu.edu](mailto:unifiersupport@msu.edu). Please note that MSU can only assign one email per company; we recommend using a centrally monitored email account. For more information see <https://ipf.msu.edu/construction/partners/prospective-partners>.

Limit responses to ONE A3 for each section, with exceptions as noted below. Cover letters are not required.

Michigan State University is not responsible for any expenses incurred in the preparation of any proposal or presentation, nor does MSU assume any contractual obligation by issuing this RFQ. Further, the University reserves the right to waive irregularities in this process, at its discretion.

# Qualification Questionnaire

Designers will submit Qualifications in an A3 format. Submit a single A3 for each Section except as noted. Required information is listed below.

MSU is using A3's for succinct decision making and project updates. The document allows faster input and feedback. Respondents have discretion to organize the information in the best manner to demonstrate their qualifications, provided it responds to all data requested.

## **SECTION 1: GENERAL INFORMATION**

### **I. Contact Information**

- a. Firm Name and Address ((if multiple offices, list office that will develop the project)
- b. Company Structure (e.g., partnership, publicly held corporation, etc.)
- c. Is the firm a minority-owned, women-owned, or other disadvantaged business? (If yes, please specify)
- d. Point of contact communications related to this RFQ. Include Name, Title, phone, and email.

### **II. Firm History**

Provide an overview of your firm. Identify any relevant specialty studios within your firm.

### **III. Current workload and Project Type**

Identify all active projects over \$10M currently underway, indicating the size in dollars and the status of each. This may be on a separate table from the A3.

### **IV. Professional Staff**

Current personnel by discipline. Provide separate columns for each firm with a material role on your team.

Discipline	Total	Licensed/Registered
Architects		
Mechanical Engineers		
Electrical Engineers		
Civil Engineers		
Structural Engineers		
Other Engineers		
Landscape Architects		
Interior Designers		
Other Designers		
Specification Writers		
Support, including accounting, legal, network, and risk management		

**V. Partnering**

If submittal is by association with more than one firm, please outline for each firm, specific professional services responsibilities in the areas of project management, administration, technical discipline and construction cost estimating.

Discipline	Firm performing	Comments
Architectural		
Structural Engineering		
Civil Engineering		
Mechanical Engineering		
Electrical Engineering		
Landscape Architecture		
Other (Detail)		

**Certification:** Provide a signed statement from an officer of the firm that the information provided is, to the best of their knowledge, current and accurate.

**SECTION 2: PROJECT TEAM**

- a. On a single A3 for all firms on the team
  - a. Provide an organizational chart
  - b. Identify Key Team Members by Role and Firm. The intent is to communicate the strength and depth of your proposed project team.
  - c. Identify how the proposed team was engaged in each of the projects identified in Section 3 (provide a matrix or graphic). If they have not contributed to these projects identify their experience on similar projects.
  
- b. In a separate file, provide a one-page resume for key team members.

**SECTION 3: RELEVANT ATHLETIC BUILDING TYPE EXPERIENCE**

- 5 PAGES TOTAL / 1 PROJECT PER PAGE -

Please Identify five (5) *relevant facilities* your team has designed in the last five years. Each project should be on one page including images and identified as projects **numbered 1-5**. Also complete the attached table with the same information. Project information should include the following information as bullet points:

1. Project Name and Owner
2. Project Status Current Design Phase or Date of Completion (year)
3. Describe the Level of Athletic programming provided.
4. Project Delivery Method
5. Proposed Team members involved in the project
6. Building Information
  - a. Programs Define the Programming
  - b. Gross Square Footage Include Building Grossing Factor if available
  - c. Construction Cost Include Cost\SF
  - d. Project Cost Include Cost\SF

- e. Other Programs                      Other significant programs or considerations
  - f. Phased Bidding                      Fast-track other project delivery?
  - g. Construction                        New facility, Addition, Renovation?
  - h. Sustainability                        LEED, Net-Zero, WELL, etc.
7. Design Team
- a. Architect of Record
  - b. Design Partner
  - c. MEP Engineer
  - d. Civil\Site Planning
  - e. Note proposed project team members that worked on this project.
8. Constructor
9. Contact Information
- a. Owner                                      Name, Title, Phone and Email
  - b. Constructor                              Name, Title, Phone and Email
10. Other Significant Information to be noted
11. Optional: provide a Web Page Link to additional project information or images

**SECTION 4: PROGRAMMING EXPERTISE**

Describe experience leading the programming efforts for Athletics Buildings with sports courts, spectator seating and amenities. Describe the emerging trends or innovations you see relevant to this project.

What is your methodology for developing a program and design for a facility supporting athletic programs? Please identify a few key considerations MSU should be aware of for this project.

Optional: provide a Web Page Link to any relevant white papers your firm may published.

**SECTION 5: ALIGNMENT WITH MSU VALUES**

Describe how your proposed team supports MSU strategic initiatives and IPF Mission Vision and Values. How will your team support MSU’s Diversity, Equity Inclusion Plan, a strategic initiative of the University? (<https://president.msu.edu/initiatives/dei-plan/index.html>). Describe your organization’s commitment and demonstrated experience in supporting Diversity, Equity, and Inclusion in the community.

**SECTION 6: FACILITY TRENDS AND BENCHMARKING & COLLABORATION**

MSU is interested in understanding your firms experience with programming, planning, designing, engineering, and constructing projects of this type. Please provide any insights into current planning trends and infrastructure that demonstrate your knowledge of the building type. Web page links to presentations or papers your firm has developed are appropriate.

MSU is interested in considering collaborative project approaches that improve project quality and construction delivery. Please provide examples of collaboration in designing and constructing facilities. These can be informal techniques you have utilized or formal approaches including Project Visioning, Partnering Agreements, Design Assist, BIM, Integrated Design Workshops, IPD, etc.

#### **SECTION 7: STUDY EXAMPLE**

Please provide as a separate attachment a completed Programming\Planning Study your firm has completed in the past 10 years that would be relevant to this project. A PDF submittal is required (no hard copies). The intent is for MSU to understand the work product your firm can provide as we scope the new facility.