

MICHIGAN STATE
UNIVERSITY

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REQUEST FOR PROPOSAL

FOR CONSTRUCTION MANAGEMENT SERVICES

Tennis Center – Construct Original Building

CP24007

Issue Date: July 10, 2024

Due Date: August 1, 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**

Instructions for Filling RFP Response

GENERAL INFORMATION:

Michigan State University (MSU, or alternatively, the Owner) is soliciting proposals for the **Tennis Center – Construct Original Building.** It is MSU's intent to select the team that will provide the most value to the project. The successful firm will enter into MSU's standard agreement for Construction Management Services. There are three principal components to the selection process.

It is the intent of the university to enter into a CM agreement with the successful firm in accordance with the terms, conditions, and requirements set forth in this Request for Proposals.

There are four principal components to the selection process

1. Qualifications and Experience of the proposed team.
2. This Request for Proposals ("RFP") provides the information necessary to prepare and submit Proposals including fee proposals and general conditions pricing, staffing and general requirements.
3. In the third step of the process, shortlisted respondents will be requested to attend an interview with the Owner and selected design professional to confirm their Proposal and answer additional questions.
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 decide if the premium brings corresponding value. If it is significantly lower, MSU will review to ensure the cost proposal is reasonable.

The university will select the team which, in its sole judgment, is the best qualified to execute this project.

Attachments:

1. Project A3
2. Contract Form
3. Cost Proposal Form
4. Preliminary schematic floorplan and massing drawing

Type of Contract:

This project will be delivered in a highly collaborative Construction Management approach. A contract resulting from this solicitation will be in the form of the ConsensusDocs 500, as modified by MSU and available on request.

Clarifications and Interpretations:

Any clarifications or interpretations of this RFP that materially affect its requirements in any way will be issued by the Owner. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda shall be issued by the Owner before the proposals are due as part of the RFP. Respondents shall acknowledge receipt of and incorporate each addendum in its Proposals.

Submission of Proposal:

The submission due date for Proposals is August 1, 2024, at 3:00 P.M. Local Time. The proposal will be received via Bid Manager, which requires prior registration and invitation.

- **Bid Manager** is the Oracle Primavera Unifier Bid Manager application used by the Owner to receive proposals for this project.
- Provide MSU with the name, email and phone number of their representative responsible for submitting the proposal.

Firms to follow up with Two (2) copies of their Proposal to be delivered to the Project Manager by August 2. In addition to the written proposals and Electronic Copy, Firms are required to provide the financial proposal in a live unsecure excel file as provided in with this RFP. This is to be provided as an attachment in Bid Manager, along with the other documents requested.

The Owner designates the following person as its representative and Project Manager for this RFP. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFP, including questions regarding terms and conditions, to the Project Manager.

Jason VanZee
517-432-2675
vanzeeja@msu.edu

Ship/Mail Clearly Marked Proposals to:

Michigan State University
Infrastructure Planning and Facilities
Planning Design & Construction
Attn: Jason VanZee
1147 Chestnut Road, Room 101
East Lansing, MI 48824-1215
**Tennis Center – Construct Original
Building and Court Renovations –
CP24007**

Michigan State University is not responsible for any expenses incurred in the preparation of any proposal or presentation, nor does Michigan State University assume any contractual obligation by issuing this RFP.

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 build a new tennis building to house athlete locker rooms, athlete lounge space, athletic training space, and coaches offices. Project will replace existing 12 outdoor courts with 6 new post tensioned courts with spectator viewing, perimeter fencing, and court amenities including nets, officiating platforms, reinstallation of scoreboards.

The design of the new space will have to recognize a phased construction approach allowing for outdoor courts to be used during the 2025 season while finishing the building construction.

It will be critical to have price certainty before seeking authorization to proceed from the MSU Board of Trustees on February 7, 2025.

Intercollegiate athletics is very dynamic, with evolving challenges and responses. Funding may change on this project, and new opportunities present themselves. The successful team will demonstrate an ability and pattern of effective problem-solving.

The University is providing a preliminary schematic floor plan and massing diagram to aid understanding of the project.

Project Goals

- Replace 12 existing outdoor courts with new 6 post tension concrete courts.
- Add seating and viewing options for spectators.
- Provide team locker rooms, nutrition, lounge space, and coaches offices.
- Review options for future indoor court facility that would house 4-6 competition courts.

Project Scope

- 4000-6000 sq ft student athlete building.
- Replace outdoor courts with new post tension concrete playing surfaces.
- New court amenities – fencing, nets, scoreboards, and officiating platforms
- Seating/viewing areas for spectators.
- Student Athlete Lounge/Nutrition Space.
- Team meeting space.
- Connection to Duffy service drive for shared loading dock use.
- Added outdoor equipment

Selection and Tentative Project Schedule:

RFP Issued	July 10, 2024
RFP Due	August 1, 2024
Interviews	August 13-14, 2024
Selection	August 16, 2024
Bid/GMP	December 2024
BOT Step 2	February 7, 2025
Construction	Courts - April 2025 - August 2025 Building – February 2025 - April 2026
Substantial Completion	May 2026

Written RFP Responses:

While responding to these questions, please remember that the MSU selection team will be reviewing several other proposals along with core duties, so efficient responses will be appreciated. Where applicable, provide examples where the proposed team has successfully addressed these challenges.

Please limit narrative responses to a single-sided A3 per question below.

1. Provide a project execution plan that includes a path to a GMP 4 weeks in advance of the February 7 BOT meeting. Include strategy for engaging trade partners and obtaining pricing certainty, key decision-making requirements for the owner, and deliverables from Designer.
2. Assess project schedule. Provide key milestones that must be met to maintain project schedule.
3. Provide a preliminary site logistics plan. This plan should demonstrate your approach to addressing the issues you anticipate with the project. The plan should at a minimum describe how to phase construction and efficiently and safely deliver the projects on a tight schedule, on a constrained site adjacent significant vehicular and pedestrian traffic.
4. Provide a construction execution plan that will demonstrate your team's expertise with phased turnover and on restricted project sites.
5. After review of information provided, identify the key issues for developing and defining a successful project for this project. Provide examples where you have successfully addressed these issues in other projects.
6. 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>)

Interview:

Interviews will be scheduled for all shortlisted firms.

For the project interview, please provide a project plan which addresses the following:

1. Project team and roles
2. Site logistics considerations.
3. Schedule, including procurement
4. Assessment of the project estimate and budget.
5. Cost management techniques.
6. How your team will advance the IPF values of Stewardship, Innovation, and Customer Service.
7. What do you see as the greatest opportunities and challenges on this project

Please provide an electronic copy of any presentation materials on the day of the interview.

Cost Proposal:

Please provide cost proposal on the attached form.

Include an estimate of all general conditions, including those that may be included in subcontracted work scopes. MSU will be open to any suggested allowances that would benefit the Project. Cost proposal to be based on \$8M construction cost.

Provide personnel costs in detail on and electronic spreadsheet (will be emailed separately)

1. FIRM NAME(s)/ BUSINESS ADDRESS(s):
2. TELEPHONE NUMBER(s):
3. State the Name, Title, Email Address and Telephone Number of the Contact Person:

Signature:

(Name)

(Title)

(Date)

