

MICHIGAN STATE
UNIVERSITY

Request for Proposal
As-Needed Design Professional Services Agreement
For Small to Midsize Quick Response Projects

CP99RFP

Issue Date: September 10, 2024

Due Date: October 10, 2024

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

Project Description

Michigan State University (MSU) Infrastructure Planning and Facilities (IPF) regularly engages design consultants for a variety of capital projects. This includes architecture, engineering, landscape architecture, and interior design. To expedite the As-Needed Design Professional Services selection process, we are identifying qualified firms capable of doing this work, particularly for small to midsize projects, generally ranging from \$250,000 up to \$5,000,000. The firms will serve as an extension of our design team and demonstrate nimble and quick responses to project needs.

The emphasis of the selection is based on the firm's ability to be responsive for quick design projects for small to medium-sized projects but may occasionally be over \$1million.

Form of Agreement

To expedite the contracting process, MSU will enter into standard As-Needed Design Professional Services agreements with successful firms. MSU will authorize work on individual projects based on this agreement using the standard Short Form Agreement for Design Consultant Services contract format.

The As-Needed Design Professional Services agreement and the Short Form Agreement for Design Consultant Services are attached.

MSU reserves the right to require that any transactions and submissions be conducted and delivered electronically through Oracle Primavera Unifier (Unifier), a web-based project management software system. MSU will provide the necessary licenses for access to Unifier and the initial training necessary to use Unifier. Access to Oracle Primavera Unifier will be password restricted, and any proposal, acceptance, quote or other information submitted through Unifier through the use of a party's password shall be deemed to be the submission of such party and any proposal, acceptance, quote or other information in the submission shall be binding on such party as if such proposal, acceptance, quote or other information was in a writing signed by such party. The Owner shall not be required to verify the validity of any such submission or inquire as to the authority of the user gaining access to Unifier through the use of a party's password.

Selection Process

The University may elect to interview firms or request additional information. Michigan State University reserves the right to reject any or all submittals either in whole or in part and to waive any irregularities. Michigan State University, in its sole judgment, will select the teams which are the best qualified to enter into an As-Needed Design Professional Services agreement.

Tentative Selection Schedule

RFP Issued	September 10, 2024
RFP Due	October 10, 2024
Interviews, if applicable	TBD
Selection	TBD
Project Assignments Begin	TBD

Proposal Submission

Firms will submit RFP Responses in an A3 format. Submit all **General** information on a single A3, with an additional A3 for each **Discipline** proposed. Required information is listed below.

Provide responses in PDF format no later than 3:00 pm on the RFP due date in the schedule above. Late proposals will not be considered. Submit responses through MSU's Oracle Primavera Unifier Bid Manager. This system requires prior registration. Please submit registration at least 7 days before responses are due. For instructions on registration, see <https://ipf.msu.edu/construction/partners/prospective-partners>

For more information or questions, contact IPF.SA.CPMShelp@msu.edu.

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.

General Information

Please limit narrative responses to a single A3. (Graphics, including images of other projects, are not included in this limit.)

1. Confirm the team members for these projects.
2. Where can MSU improve on this delivery and how will you help?
3. Provide examples where your team has provided **excellent customer service and stewardship** on projects of this nature and how it would apply to this program.

4. Provide examples of where your team has **innovated** on projects of this nature, and how it would apply to this program.
5. Confirm MSU contract is acceptable or note requested changes.
6. Describe a time you had to disagree with an Owner and how you made this tension improve the end result.
7. Provide Owner references for your team's work in this discipline. Include name, email/phone contact, and comparable projects.
8. What are the biggest issues facing this design discipline at MSU?
9. How does your organization include and implement DEI into your projects?
How does your organization make sustainability a priority?

Cost Proposal

Please complete the attached Excel workbook.

Labor Billing rates: Rates are to include all applicable benefits and insurance, including vacation, social security, unemployment, workers compensation, retirement, and disability. Rates should also include overhead costs not allowed as direct costs per the MSU contract (e.g., travel of less than 100 miles one-way, mobile phone, technology, etc.)