

MICHIGAN STATE
UNIVERSITY

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REQUEST FOR QUALIFICATIONS
FOR DESIGN PROFESSIONAL SERVICES
Wilson Hall – Renovations for Technology Engineering
CP24047

Issue Date: October 2, 2024

Due Date: October 17, 2024

Michigan State University

Tony Gibson, Project Manager

Planning, Design and Construction
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Project Description:

Michigan State University seeks professional qualifications for design services for the Wilson Hall Renovation. The following is a description of the project.

Wilson Hall is located at 219 Wilson Road in the south residential neighborhood. The former kitchen and dining spaces of the residence hall will be renovated to create teaching, learning and office space to meet the needs of the new Technology Engineering program. This renovation will expand upon the College of Engineering's undergraduate living and learning presence in the south residential neighborhood and proximate to other buildings utilized by the College of Engineering. The Technology Engineering program will provide cutting-edge education and foster experiential learning through laboratory courses that integrate theory with hands-on, project-based learning. The area of renovation is 20,000 square feet and will include infrastructure upgrades including HVAC, toilet rooms and elevator access. The scope of work will also include the installation of a new fire suppression system and replacement of the existing fire alarm system of the entire building, approximately 300,000 square feet.

Services shall be performed in accordance with MSU's standard agreement for design professional services, which will be provided with the Request for Proposal. 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 space function types, and ability to team with the project stakeholders.

Anticipated Selection Schedule:

Dates are tentative and subject to change.

A/E RFQ Issued	October 2, 2024
A/E RFQ Due	October 17, 2024
A/E RFP Issued to Shortlisted Firms	October 29, 2024
A/E RFP Due	November 18, 2024
A/E Interviews	December 9, 2024 – December 13, 2024
A/E Team Selection	December 19, 2024
Design	December 20, 2024 – January 9, 2026
MSU Board of Trustees Authorization to Proceed (Step 2)	April 2026
Construction Commences	May 2026
Substantial Completion	Classrooms: June 1, 2027 Building life safety systems: July 30, 2027

Selection Process:

1. Request for Qualifications.
2. The Request for Proposal (“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 IPF.SA.CPMShelp@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		
Lab Planning		
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 RESIDENTIAL & ACADEMIC 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**. 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. Project Delivery Method
4. Proposed Team members involved in the project
5. 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. Construction New facility, Addition, Renovation?
 - f. Sustainability LEED, Net-Zero, WELL, etc.
6. Design Team, including Architect of Record, Design Partner, MEP design, and other key team members.

7. Constructor
8. Contact Information for owner and constructor.
9. Other Significant Information to be noted, including links to project information or images if applicable.

SECTION 4: 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 5: COLLABORATION

MSU believes the best team will need to be nimble and collaborative. Please provide examples of collaboration in designing and constructing facilities. Include examples where your proposed team delivered projects using effective engagement with constructors, end users, third party consultants (e.g., commissioning) and owner subject matter experts. Provide examples of LEAN tools and experience that have been used in past projects.