

**MICHIGAN STATE**  
**U N I V E R S I T Y**

**Request for Qualifications  
for Construction Management Services**

**Hannah Administration – Renovations to Suite 150  
CP25032**

**Issue Date: September 10, 2025**

**Due Date: October 1, 2025**

**Michigan State University  
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Planning, Design and Construction  
Infrastructure Planning and Facilities  
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**Background:** More than one in five students at MSU are first-generation students – a student whose parent or parents did not earn a bachelor's degree. The First Gen Center will be a dedicated space to support and recognize the distinct contributions of first-generation college students, but will be open to all students. While the needs of first-generation students align with needs of all students, they are often experienced with greater intensity. Evidence shows that intentionally designed shared spaces encourage meaningful engagement among students from diverse demographic and socioeconomic backgrounds. The cross-engagement is a key driver of student success, fostering a stronger sense of belonging, improving retention and contributing to both academic achievement and postgraduate outcomes. Acting now ensures MSU delivers on its mission of inclusive excellence and builds an equitable foundation for the next generation of Spartans

**Project Description:** This project is anticipated to include approximately 12,500 square feet of renovation, 10,000 square feet in suite 150 and 2500 square feet in suite 2 at the Hannah Administration Building. The renovation is expected to include new offices, new open collaboration spaces, new conference rooms, new food service equipment, upgrades to existing HVAC equipment, both in the suites and possibly for the building systems, additional security system equipment, new electrical fixtures and controls, new flooring, new ceilings, breakrooms for staff, wellness rooms and single use restrooms. On completion, this project will support students successfully transitioning from being recent high school graduates to future college graduates. This project will not create or update any new spaces for the existing Registrar's Office staff that currently occupies suite 150. A separate project will be responsible for those accommodations.

Michigan State University has retained The Collaborative to serve as the architect of record. The university is seeking a construction management partner for the project. The estimated total project cost of this project is between \$4 Million and \$7 Million dollars.

MSU is seeking firms that excel in

1. Meeting challenging schedules and difficult site logistics
2. Providing reliable cost projections, estimates and GMP values
3. Brining added value to the planning and design process, including alternatives that increase quality and improve cost and reliability outcomes
4. Technical competence in construction, including managing subcontractors, meeting schedules, and completing projects with minimal rework
5. Innovation, including problem solving and offering solutions that support the mission of MSU
6. Customer service and accountability
7. Stewardship - delivering facilities to campus at great value
8. Working with diverse stakeholders from all areas of the University community

## **Form of Agreement**

MSU intends to use a modified form of ConsensusDocs 500 and will provide a copy of the contract to firms selected to proceed to the RFP stage.

MSU reserves the right to require that any or all 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 into 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. 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 using a party's password.

MSU also reserves the right to require the project team to use Autodesk Build for transactions, including design review, Submittals, and RFI's.

## **Selection Process:**

Michigan State University will evaluate the qualification statements to identify constructors best qualified to succeed. These constructors will be invited to compete in a Request for Proposals (RFP) process, including a technical and cost proposal and, at the Owner's discretion, interview.

The University may elect to interview constructors 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 opinion, will determine the constructors selected to participate in the RFP process.

## **Tentative Selection Schedule**

<b>RFQ Issued</b>	September 10, 2025
<b>RFQ Due</b>	October 1, 2025
<b>Shortlist / RFP Issued</b>	October 8, 2025
<b>Site Visit (3 pm Front of Lobby Hannah Admin. Building)</b>	October 15, 2025
<b>RFP Due</b>	October 22, 2025
<b>Interviews</b>	Week of October 27, 2025
<b>Award</b>	November 5, 2025
<b>Design</b>	September 2025 – May 2026
<b>Bid/GMP</b>	June 2026
<b>BOT 2 - Authorization to Proceed</b>	October 2026
<b>Anticipated Construction Start</b>	November 2026
<b>Substantial Completion</b>	<b>July 23, 2027</b>

## **Qualifications Submission:**

Constructors will submit Qualifications in an A3 format. Submit all **General** information on a single A3, with an additional A3 for **Key Personnel and Projects**. 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.

Provide responses in PDF format no later than 3:00 pm on the RFQ Due date in the schedule above. Late proposals will not be considered. Facsimile replies 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 instructions on using the system, see <https://us.promapp.com/msu/Process/Minimode/Permalink/C4Zb3SMqeofsfwPjDw2g5U>.

For more information or questions on registration to bid, contact [unifiersupport@msu.edu](mailto:unifiersupport@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 RFQ.

## **General Information**

***Provide the following information in a single sided A3. Upload each A3 as a separate document.***

Organization:

1. Firm name, address, and Federal Taxpayer Identification Number.
2. Identify type of organization for the firm/team, such as partnership, corporation (including type), etc. Include parent company if applicable.
3. Year established.
4. Total bonding capacity, single project bonding limit, and amount of total bonding capacity that is encumbered at this time.
5. Contact for this RFQ, including email, address, and phone.
6. Include information on the distribution of projects by size in your firm.

People:

1. Number of permanent employees.
2. Number of employees permanently assigned to pre-construction and construction services.
3. List number of staff in each of the following roles. Include number that are licensed, registered, or similarly noted.

Field Managers or Superintendents

Project Administrator or Managers

Estimator

Resource Personnel (safety, etc.)

Support or Administrative Persons

Principals or Officers

Other (specify)

Total

4. For the office or division identified above, list the net change in permanent employees over past 3 years.
5. For the office or division identified above, designate the technical level of all in-house personnel by category: licensed, registered, or similarly noted.
6. Certification by officer of firm:  
I certify to the best of my knowledge that the information provided is complete and accurate.

## **Key Personnel and Projects**

***Provide the following information on a separate single sided A3. Upload each A3 as a separate document.***

1. Provide the key personnel you propose for this project, including principal or project executive, project manager, superintendent, and preconstruction staff. Concise resumes (no more than one page per team member) may be attached in addition to A3 submittals; provide as a separate single file with applicable team members.
2. List representative projects, and the role of the Key Personnel.
3. Provide examples where your team has succeeded in delivering comparable projects. These projects should demonstrate your commitment to providing value and efficiency, working with existing operations, particularly student engagement renovations, , cost, and schedule reliability. The projects should also reflect your team's ability to work in a collaborative manner that supports MSU Infrastructure Planning & Facilities values of Service Excellence, Stewardship, and Innovation. Include the role of the proposed Key Personnel, and include:
  - a. Construction cost
  - b. Schedule
  - c. Delivery Method
  - d. Owner representative during design and construction, including name, email, and current telephone number of the individual that is most familiar with the project and your team's role.

## **Additional Information**

1. Include an electronic version of "Contractor Qualification Statement" (AIA Document A305 or ConsensusDocs 221).