

MICHIGAN STATE
UNIVERSITY

MICHIGAN STATE UNIVERSITY
REQUEST FOR PROPOSALS
DESIGN & CONSTRUCTION PHASE
PROFESSIONAL SERVICES

Chemistry – HVAC Replacement and Improvements

CP# 25005

Issue Date: February 12, 2026

Due Date: March 5, 2026 (3 pm EST)

Real Estate and Capital Planning

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

Project Manager
Alan Vanderstelt: vande832@msu.edu

Project Overview

Michigan State University (MSU) seeks professional qualifications and proposals for design services for the project listed above. The following outlines the project and submission requirements.

Project Description and Scope

See **Attachment A** for the full project description, schedule, budget, and floor plans

Services shall be rendered in accordance with MSU's *Design Professional Services Agreement*, provided with this RFP.

MSU seeks the most qualified team to support this project. Submittals will be evaluated based on:

- Demonstrated experience of team key team members to those required for this project
- Knowledge of similar building types and uses
- Ability to collaborate effectively with a range and multitude of stakeholders
- Organization and commitment to meeting the project schedule and budget

Supporting Documents:

- Attachment A – Project Background, including schedule and budget
- Attachment B – Team Matrix Fillable Form
- Attachment C - Floor Plans/Served by Drawings
- MSU Standard Design Agreements
- Cost Proposal Form

Proposal Requirements

Submit the first four section requirements using a condensed A3 format to the best extent possible. The required information is listed below in the Submission Guidelines.

Provide responses in PDF format no later than 3:00 pm (EST) on the RFP due date. 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>.

MSU 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.

SUBMISSION GUIDELINES

SECTION 1 - GENERAL INFORMATION

a) Contact Information

1. Firm Name and Address (if multiple offices, list all offices that will develop the project)
2. Company Structure (e.g., partnership, publicly held corporation, etc.)
3. Is the firm a minority-owned, women-owned, or other disadvantaged business? (If yes, please specify)

4. Point of contact communications related to this RFP. Include Name, Title, phone, and email.

b) Firm History

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

c) Professional Staff

Current personnel by discipline for each firm that is part of the overall proposing team, including MEP, Site/Civil, if they are part of your firm. Provide separate columns for each firm with a material role on your team.

Discipline	Total	Licensed/Registered
Architectural Design		
Mechanical Engineering		
Electrical Engineering		
Civil Engineering		
Structural Engineering		
Other Engineering		
Landscape Architecture		
Interior Designers		
Other Designers		
Cost estimators		
Specification Writers		
Support, including accounting, legal, network, and risk management		

SECTION 2 – TEAM ORGANIZATIONAL CHART

Graphically show the individual members of the team that will staff the project, the services, disciplines, and responsibilities they will provide and how they relate to each other. Verify that the individuals and disciplines shown correspond to the individuals and disciplines indicated in all other parts of the submission guidelines. Graphic representation may be an organizational chart or another representation that best expresses individuals, discipline, responsibilities, and relationships.

SECTION 3 – PROJECT PLAN

1. Provide a project plan, should align with **Attachment A**. Include decision making time for the University and assess if the proposed schedule is realistic.
2. After reviewing the information provided, identify the key issues for a successful project. Provide examples where you have successfully addressed these issues in other projects.
3. To meet the Step 2 Board of Trustees (BOT) meeting deadlines, design, and CM Bid/GMP need to be completed prior. Provide examples where your team has collaborated to expedite design and construction procurement.
4. ADA requirements are sometimes seen as a compliance exercise. MSU promotes design to meet Universal Design principals. Give examples of successful designs that used these principles as a student experience enhancement. Provide examples in renovations similar to this scope.
5. Describe how your team will support MSU’s strategic initiatives and the IPF Mission, Vision, and Values if selected for this project.

SECTION 4 – RELEVANT EXPERIENCE

Submit up to **five (5)** relevant projects designed within the last five years. Include these in your Team Matrix.

One project per page (up to 5 pages total).

For each project, include:

- Project Name and Owner
- Project Status
- Current Design Phase or Year of Completion
- Delivery Method
- Proposed Team Members Involved
- Building Information:
 - Program description
 - Gross square footage (and grossing factor if available)
 - Construction cost and cost/SF + Total project cost and cost/SF
 - New construction, addition, or renovation
 - Sustainability certifications (LEED, Net-Zero, WELL, etc.)
- Design Team
- Constructor/Contractor
- Owner and Constructor Contact Information
- Other relevant information or links

Identify how the proposed team participated in the projects listed in **Relevant Experience**. If an individual did not contribute to these projects, describe their experience with similar projects.

Submit a separate file containing half-page résumés for each key team member.

Partnering

If your proposal involves multiple firms as part of the same discipline, outline each firm's specific responsibilities in:

- Project management
- Administration
- Technical disciplines
- Construction cost estimating

SECTION 4 – TEAM MATRIX

Firm Information -Indicate firm name and city. List each office separately if the firm has multiple locations.

Team Member Information: List all key personnel expected to participate, under the office from which they will provide services. Limit to personnel with major project responsibilities. Add rows if needed.

Project Discipline / Role - Use the following keys:

Discipline Key

A	Architect
C	Civil Engineer
E	Electrical Eng.
FP	Fire Prot. Eng.
LA	Landscape Arch.
M	Mechanical Eng.
P	Plumbing Eng.
S	Structural Eng.

Role Key

PIC – Principal in Charge
PM – Project Manager
PA – Project Architect
DA or E – Design Engineer/Architect
CA – Construction Admin.
ID – Interior Designer

Indicate everyone's role and discipline for the project lifecycle. If a role or discipline is not listed, type it directly on the form.

Years with Firm: Indicate everyone's years with the current firm vs. years with other firms.

Team Members Projects Experience & role for Similar Projects:

- Project title
- Construction cost
- Square footage
- Year of substantial completion
- Role of each staff member

Include up to **four additional projects** demonstrating previous collaboration (these should not be described elsewhere in your proposal).

SECTION 5 – COST PROPOSAL

Cost proposals will be reviewed **after** technical evaluation but will factor in selection.

Submit fees and expenses in a **separate Microsoft Excel-compatible file** using the provided Cost Proposal Form.

Break down fees and estimated hours by phase:

- Pre-Design
- Schematic Design
- Design Development
- Contract Documents
- Construction Administration and Closeout

Ensure your spreadsheet aligns with RFP requirements.

SUBMISSION INSTRUCTIONS

- Submit responses in PDF format **by 3:00 PM**
- Late proposals will not be considered.
- Submit via **MSU’s Oracle Primavera Unifier Bid Manager**.
- Registration is required:
 - Complete the Registration Form for Electronic Bidding for Capital Projects
 - Email it to: IPF.SA.CPMShelp@msu.edu
 - Only one email per company may be registered (use a centrally monitored account)
 - Details: <https://ipf.msu.edu/construction/partners/prospective-partners>

CLARIFICATIONS AND INTERPRETATIONS

Any clarifications or interpretations that could materially affect requirements may be issued by MSU as addenda. Respondents are responsible for obtaining and acknowledging all addenda and incorporating them into proposals.

End of RFP