

**MICHIGAN STATE**  
**UNIVERSITY**

**MICHIGAN STATE UNIVERSITY**  
**REQUEST FOR PROPOSAL**  
**CONSTRUCTION MANAGER SERVICE PROFESSIONAL**  
**SERVICES**

**Jenison Fieldhouse – Infill Pool and Alterations to Room**

**135**

**CP# 26010**

**Issue Date:** April 10, 2026

**Due Date:** May 1, 2026 – 3pm (EST)

**Planning, Design and Construction**

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

**Kristi Cruz,**  
**Contract Officer** [kcruz@msu.edu](mailto:kcruz@msu.edu)

**Jason VanZee,**  
**Project Manager** [vanzeeja@msu.edu](mailto:vanzeeja@msu.edu)

## **Project Description and Scope:**

See **Attachment A** for the full project description, schedule, budget, and previous study documentation.

## **Project Overview:**

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

It is MSU's intent to select the team that will provide the most value to the project. The successful firm will enter MSU's standard agreement for Construction Management Services. There are three principal components to the selection process.

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. 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.
4. There is no intention to conduct interviews. Selection will be based on the proposals only.

The university selection committee will select the team which, in its judgment, is the best qualified to execute this project. Submittals will be evaluated based on:

- Demonstrated teaming experience
- Experience with comparable building and project types
- Ability to collaborate effectively with stakeholders
- Commitment to meeting the project schedule and budget

## **Supporting Documents:**

- Attachment A – Project Background & Objectives, including schedule, budget, and floor plans
- Attachment B – Team Matrix Fillable Form
- Attachment C – Concept Plans
- Attachment D – Existing Building Drawings
- Attachment E – Contract Form (ConsensusDocs 500)
- Attachment F – Cost Proposal Form

## **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 attached to RFP for reference.

## **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.

## 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

### Submission of Proposal:

The submission due date for Proposals is listed in front of this RFP. 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.

## 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.

## SECTION 2 – TEAM ORGANIZATIONAL CHART

Graphically show the individual members of the team, 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 to 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 construction procurement.
4. 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 facilities constructed 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
- Owner 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 outline each firm's specific responsibilities in:

- Project management
- Administration
- Technical disciplines

## SECTION 4 – CM 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:

<b>Discipline Key</b>	
Exec	Project Executive
PM	Project Manager
Est	Project Estimator
PrEng	Project Engineer
S	Superintendent
A	Accountant
SO	Safety Officer

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).

**Key Personnel and Staffing Changes**

The Proposer shall identify all key personnel and project team members (including sub-consultants) proposed to perform the services described in this RFP. The individuals identified in the Proposer's submittal are considered material to the evaluation and selection process.

Any substitution, reassignment, or removal of proposed key personnel or project team members between the submission of the RFP and the commencement of the project, or thereafter during the term of the contract, must be requested in writing and approved in advance by the Owner. Such requests shall be made in writing to the Owner no less than (10) business days prior to the proposed change, include the reason for the proposed change and the qualifications and experience of the proposed replacement, which must be equal to or better than those of the originally proposed individual.

The Owner reserves the right to reject any proposed substitution and to consider unapproved changes in staffing as a material breach of contract.

**Sample Matrix**

- (Attachment B)

## 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.

### SUBMISSION INSTRUCTIONS

- Submit responses in PDF format **by 3:00 PM on the due date in Attachment A.**
- 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](mailto: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>

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 Contract Officer 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.

Kristi Cruz (IPF Contract Officer)  
517-930-0580  
[kcruz@msu.edu](mailto:kcruz@msu.edu)

Jason VanZee (IPF Project Manager)  
517-432-2675  
[vanzeeja@msu.edu](mailto:vanzeeja@msu.edu)

### 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.

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.

End of RFP