

# MICHIGAN STATE UNIVERSITY

## INFRASTRUCTURE PLANNING AND FACILITIES DESIGN AND CONSTRUCTION

TITLE OF PROJECT: Library North Plaza Revitalization

PROJECT ISSUE DATE: April 28, 2026

PROJECT NUMBER: CP25058

ADDENDUM DATE: May 13, 2026

ADDENDUM NO: 2

This Addendum is being issued in response to individual queries.

1. Given the emphasis on a clear and concise RFP response and instructions in Section 4 – Relevant Experience, our understanding is that there is a limit of 5 projects with 5 total pages for these. Is it permitted for teams to include projects from other team members in addition to the 5 projects for the prime?

*No. Projects beyond the five (5) included in Section 4 – Relevant Experience are not permitted within that section. Note, the five (5) projects may be distributed across the full project team and are not required to be led solely by the Prime Consultant. For example, submissions may include a combination such as three (3) projects from the Prime and two (2) from sub-consultants.*

*Teams wishing to highlight additional project experience beyond the initial five (5) may do so under Attachment B – Team Matrix, specifically within the “Team Member Project Experience & Role for Other Projects” section.*

2. For stakeholder and community engagement, does the client team have an expectation of a certain number of meetings for this project (building upon engagement that was previously completed for the study/RFP)?

*Response: Not now. During the proposal stage there will be a discussion on the number of stakeholders or community meetings anticipated.*

3. Following the registration process outlined in the RFP, we submitted our firm registration on the day the RFP was released but have still not received confirmation of our registration. IPF Federated IT CPMS has noted that the bid invitation for this project has not yet been sent. Could you please advise when we can expect to receive the bid invitation and/or confirmation of our registration status?

*Response: MSU/IPF utilizes two separate systems for professional services and bidding solicitations: Unifier (eBidding platform) and the Plan Room.*

- *Unifier is used for issuance of the eBidding invitation and submission of proposals.*
- *The Plan Room is used to distribute bid documents, RFQ/P's including drawings, specifications, and addenda. To register to received notification for project out to bid, please contact [IPF.Bidding@msu.edu](mailto:IPF.Bidding@msu.edu)*

*Firms must be registered in both systems to fully participate in the solicitation process.*

*The eBidding invitation for this project was issued on April 28. Firms that completed their Unifier registration after the invitation was released would not have received the original posting. Any firm that has not received the eBidding invitation should contact Unifier Support to request inclusion in the solicitation.*

*Please note that addenda are not distributed through Unifier. All addenda and bid document updates are issued through the Plan Room, and proposers must be registered there to ensure receipt.*

4. The Proposal Requirements indicate we should use a condensed A3 format for our response. Can you confirm 11.7 x 16.5 is the preferred page size?

*Response: We are ok with 11' x 17' which is more typical for printing.*

5. Section 4 of the Submission Guidelines indicates that we should submit a separate file containing half-page resumes for each key team member. Could you please confirm whether this should be submitted as a separate PDF attachment with our response, rather than as a separate section within the main submission document?

*Response: I can be either, a separate section of separate pdf.*

6. Are there specific campus operational requirements, access constraints, or anticipated phasing considerations that the design team should account for during design and construction?

*Response: This will all depend on the timing of construction. They will be addressed during the design phase.*

**Attachments:**

- Site Visit Sign-In Sheet 5/7/2026

End of Addendum 2

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