MICHIGAN STATE
UNIVERSITY

Request for Qualifications

As-Needed Consultant

Professional Services

CP 27RFQ

Issue Date: November 13, 2026
Due Date: December 8, 2026 (3 pm EST)

IPF Contract Officer
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Infrastructure Planning and Facilities
Planning, Design and Construction
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1. Project Description

Michigan State University (MSU) Infrastructure Planning and Facilities (IPF) regularly engages architectural, engineering, planning, and specialty consultants to support studies, pre-design efforts, and small to mid-sized capital projects.

To streamline procurement and project delivery, MSU seeks to expand its current pool of As-Needed Consultants originally established in Spring 2025.

Selected firms may be considered for studies, feasibility assessments, pre-design services, precinct plans, and design and construction projects generally ranging **up to $7,500,000 in construction value**.

Contract Term

- Up to three (3) years
- Maximum aggregate contract value of $1,000,000 per firm
- Firms exceeding the $1,000,000 contract limit may be removed from the active consultant pool at the University's discretion
- Selection into the pool does not guarantee selection for professional services.

2. Tentative Selection Schedule

Milestone	Date
RFQ Issued	November 13, 2026
Final Date for Questions	December 1, 2026
Final Issuance of Responses	December 3, 2026
RFQ Submittal Due	December 8, 2026
Consultant Selection Notification	Week of January 4, 2027
Contract Execution	January/February 2027

Dates are subject to change at the University's discretion.

3. Specialty Categories Sought

Michigan State University seeks qualifications from firms with expertise in one or more of the following specialty categories. Firms may select multiple categories and should demonstrate relevant experience for each category requested via Attachment B – Team Matrix. See the Consultant Data Record for the checkboxes to indicate expertise.

A. Architectural Design, Interior Design & Space Planning

Including, but not limited to:

1. Architecture and Building Design
2. Interior Design
3. Furniture Planning and Specifications
4. Space Planning and Utilization Studies
5. Classroom Design and Renovation
6. Residence Life Facilities
7. Student Success and Engagement Facilities

8. Childcare Facilities
9. Adaptive Reuse Projects
10. Environmental Graphics
11. Architectural Photography

B. Academic, Research & Specialized Facility Planning

Including, but not limited to:

1. Laboratory Planning and Design
2. Libraries and Collections
3. Museums and Collections
4. Agricultural Science Facilities
5. Plant Science Facilities
6. Veterinary Medicine Facilities
7. Greenhouses and Phytotrons
8. Medical and Research Equipment Planning
9. Academic Precinct Planning

C. Healthcare Planning & Design

Including, but not limited to:

1. Student Health and Mental Health Facilities
2. Healthcare and Medical Clinics
3. Healthcare Teaching Facility Programming and Planning

D. Hospitality, Food Service & Student Amenities

Including, but not limited to:

1. Hospitality Design
2. Dining Facilities
3. Food Service Design
4. Commercial Kitchen Planning and Equipment Specifications

E. Mechanical, Electrical, Plumbing & Utility Engineering

Including, but not limited to:

1. Mechanical Engineering
2. Electrical Engineering
3. Plumbing Engineering
4. Utility Distribution Systems
5. Central Utility and Power Plants
6. Laboratory MEP Systems
7. Building Automation and Controls
8. Security Systems Design
9. Energy Audits
10. Chemical Waste & Incineration Facilities

F. Commissioning, Testing & Building Performance

Including, but not limited to:

1. Building Commissioning
2. Building Envelope Commissioning

3. HVAC Testing, Adjusting and Balancing (TAB)
4. Acoustical Consulting
5. Sound and Vibration Testing & Analysis

G. Civil, Site & Infrastructure Engineering

Including, but not limited to:

1. Civil Engineering
2. Site Development
3. Stormwater Analysis
4. Utility Infrastructure
5. Traffic Studies and Planning
6. Parking Structures
7. Inline Piping Inspections
8. Geotechnical Investigations and Analysis
9. Land Surveying

H. Structural Engineering & Building Envelope Services

Including, but not limited to:

1. Structural Engineering
2. Structural Assessments
3. Building Envelope Investigations
4. Roofing Assessments
5. Mass Timber and Hybrid Timber Design

I. Historic Preservation & Existing Facilities Consulting

Including, but not limited to:

1. Historic Preservation
2. Historic Structure Reports
3. Existing Building Assessments
4. Building Demolition Planning

J. Landscape Architecture & Campus Planning

Including, but not limited to:

1. Landscape Architecture
2. Campus Planning
3. Precinct Planning
4. Open Space Planning

K. Sustainability, Resilience & High-Performance Buildings

Including, but not limited to:

1. Sustainability Planning and Design
2. LEED Administration
3. WELL Administration
4. Fitwel Administration
5. Passive House (PHIUS / Passive House) Administration

L. Information Technology, Audiovisual & Digital Security Systems

Including, but not limited to:

1. Audiovisual (AV) Systems
2. Information Technology Infrastructure
3. Smart Building Technologies
4. Integrated Technology Systems

4. Supporting Documents

The following documents are included with this solicitation:

A. Consultant Survey | Qualtrics Experience Management

The online Consultant Survey | Qualtrics Experience Management includes:

- Consultants contact information
- Specialty classifications
- Cells to upload attachments A, B and C

Included in this posting is:

- Attachment A: MSU As-Needed Unifier Vendor Information Sheet – to upload
- Attachment B: MSU As-Needed Matrix Form - to upload
- Attachment C: MSU As-Needed Fee Rate Sheet – to upload
- Attachment D: MSU As-Needed Design Professional Services Agreement
- Attachment E: MSU Standard Design Agreement (Design and Construction Projects)

B. Attachment B – 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		**Role Key**
A	Architect	PIC – Principal in Charge
C	Civil Engineer	PM – Project Manager
E	Electrical Engineer	PA – Project Architect
FP	Fire Protection Engineer	DA or DE – Design Architect/Engineer
ID	Interior Design	CA – Construction Administrator
LA	Landscape Architect	
LS	Land Surveyor	
M	Mechanical Engineer	
P	Plumbing Engineer	
S	Structural Engineer	

Indicate individual'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 individual's years with the current firm and years with other firms.

Team Members Projects Experience & Role for Similar Studies or Projects:

- Project title & type
- Construction cost
- Square footage or acreage
- Year of substantial completion
- Role of each staff member

Sample MSU Team Matrix & Relevant Experience

SAMPLE TEAM MATRIX #1

Firm Information + Location	Staff Name and Registration Credential	Project Discipline / Role for this Project (see keys, instructions for filing)	Years with Current Firm / Years with Other Firms	1. Western State University Student Union, $90M, 150K SF, 2022	2. Eastern U, Student Success Center Remodeling, $15M, 35K, SF, 2019	7. Midwestern University Laboratory Classroom Condition & Damand Analysis (Study), $350K, 325K SF, 2020	3. SMU, New Science & Engineering Bldg. (Concept Study), 300K 45K SF 2021	4. Acme College Student STEM Bldg Pre-Design (Study), $450K, 214K SF, 2023
Sample Specialty Category				A-1 A-2 A-7 A-10	A-1 A-2	A-4 A-5 B-1 E-6 I-3 J-1 K-1	A-1 A-4 A-5 B-1	A-1 A-4 A-5 B1
Acme Architects Troy, MI	**Carol Smith**	A	17	X	X	X	X	
	AIA, NCARB	PIC	30					
	Bob Chu	A	3	X	X			
	NCARB	DA	7					
	Ammar Hassan	A	6	X	X		X	X
	LEED AP BD+C,	Utilization	8					
Acme Architects Chicago, IL	**Michelle Hutchinson**	Architect	14			X	X	X
	AIA, LEED AP, NCARB	Academic Programmer	25					
	Andrew Farriss	Interior Designer	15			X		
	NCIDQ	Interiors	20					
	Molly Kenna	Architect	8		X	X	X	X
	AIA, NCARB	Space Planner	15					
MEP Specialist Grand Rapids, MI	**Tyrone Jones**	SE / EoR	7	X	X	X		
	PE	PE	10					
	Bridget Murphy	S	2		X	X		
	PE	PM	11					
	Jim Hansen	PE	2	X	X	X	X	X
	PE	MEP	9					
	Amy Larson	PE	6	X	X	X		X
	PE	EE	18					
Site Design Associates Ann Arbor, MI	**Russ Davis**	Civil	10	X				
	PE	PE	25					
	Ji-Min Park	Landscape	9	X				
	LA	LA	17					

SAMPLE TEAM MATRIX #2

Firm Information + Location	Staff Name and Registration Credential	Project Discipline / Role for this Project (see keys, instructions for filing)	Years with Current Firm / Years with Other Firms	1. Western State University Campus Utility Master Plan, $1.5M, 2022	2. Eastern U, Heating Plant Upgrade Project, $120M, 350K, SF, 2019	3. DOD Military Complex, Retro Commissioning, $2.3M, 1,628 acres + 11K SF, 2020
Sample Specialty Category				E-1 E-2 E-3 E-4 E-5	E-1 E-2 E-3 E-4 E-5 F-1 F-2 F-5	A-4 E-2 E-2 E-4 F-1 F-2 G-3 G-7 J-1
Acme Engineering Huston, TX	**Carl Smith**	M	17			X
	PE, IEEE & AWWA	PIC	30			
	Bob Chu	E	3			X
	PE, IEEE	E	7			
	Lee Morrison	M	6	X	X	X
	LEED AP & WELL	Sustainability	8			
Acme Engineerring, Detroit MI	**John Jones**	SE / EoR	7	X	X	X
	PE	PM	10			
	Bridget Murphy	S	2		X	X
	PE	PM	11			
	Jim Hansen	PE	2	X	X	X
	PE	MEP	9			
	Amy Larson	PE	6	X	X	X
	PE	EE	18			
Site Design Associates AnnArbor, MI	**Russ Davis**	Civil	10	X		X
	PE + Stormwater	DE	25			
	Jason Anderson	Landscape	9		X	X
	LA	LA	17			

5. Submission Requirements

Respondents shall complete all of the following:

A. Vendor Registration

Firms must be registered as a vendor with Michigan State University.
If not currently registered, firms must complete registration at least seven (7) calendar days prior to the proposal due date.

Instructions are available at: https://ipf.msu.edu/construction/partners/prospective-partners

B. Oracle Primavera Unifier Registration

All responses must be submitted through MSU's Oracle Primavera Unifier Bid Manager system.
Early registration is strongly encouraged.

C. Consultant Data Record

Complete the Consultant Data Record through the provided Qualtrics link and upload by the submittal date and time. Include all the required attachments:

- Attachment A: MSU As-Needed Unifier Vendor Information Sheet – to upload
- Attachment B: MSU As-Needed Matrix Form - to upload
- Attachment C: MSU As-Needed Fee Rate Sheet – to upload

D. Attachment B – MSU Team Matrix and Relevant Experience (See instructions)

Respondents shall submit a completed Attachment B – MSU Team Matrix in PDF format.

The Team Matrix is intended to demonstrate the qualifications, experience, and depth of personnel proposed to support the specialty categories selected in the Consultant Data Record.

For each specialty category requested, firms shall identify key personnel and document representative project experience completed within the past five (5) years that is relevant to the services being offered. Projects may include, but are not limited to:

- Feasibility Studies
- Existing Facility Assessments
- Programming and Pre-Design Services
- Campus, Precinct, or Master Planning Projects
- Architectural Design Projects
- Engineering Design Projects
- Construction Projects
- Specialized Technical Consulting Assignments

For each project identified within the matrix, provide the following information:

- Project name and location
- Client/owner
- Brief project description

- Construction value, when applicable
- Building area, acreage, or project scale, as applicable
- Year completed
- Individual staff member role and responsibilities

Respondents are encouraged to select and identify all specialty categories for which the firm is qualified and intends to provide services under any resulting agreement. Firms are not required to provide a separate project example for every specialty category selected. The Team Matrix is intended to demonstrate the overall qualifications, depth, and relevant experience of the proposed team. The Team Matrix shall clearly indicate which projects demonstrate experience for as many of the specialty category checked.

Respondents shall reference the applicable specialty category using the letter and number designation identified in Section 3, **Specialty Categories Sought**.

Firms may submit multiple Team Matrix forms as necessary to adequately represent personnel, office locations, disciplines, specialties, or project experience. Additional rows and columns may be added as needed; however, firms should focus on personnel anticipated to have significant responsibility for project delivery under any resulting agreement.

The University encourages respondents to demonstrate the breadth of services available within the proposed team, including the ability to support multiple specialty categories, disciplines, and project types.

5. Fee Rate Sheet Requirements

Submit the MSU As-Needed Rate Sheet (Attachment C) through the Qualtrics portal.

Respondents shall provide fully burdened hourly billing rates for all anticipated personnel classifications.

Submitted rates shall include:

- Direct labor
- Overhead
- Profit
- Employee benefits
- Vacation/PTO/Sick Leave
- Social Security
- Unemployment insurance
- Workers' Compensation insurance
- Retirement benefits
- Disability insurance

Rates shall also include routine business expenses not reimbursable under standard MSU contracts, including:

- Mobile phones
- Computer equipment
- Software

- Normal office expenses
- Travel less than 100 miles (one-way)

The University reserves the right to negotiate rates and utilize submitted rates as the basis for individual task authorizations.

6. Form of Agreement

Successful firms will first execute an: **As-Needed Design Professional Services Agreement**

Project-specific work will subsequently be authorized using one of the following agreements attached for review and reference:

- **Standard Design Agreement** (Design and Construction Projects)

7. Oracle Primavera Unifier Requirements

Michigan State University requires that project management activities, contract administration, document exchanges, and project submissions be conducted electronically through Oracle Primavera Unifier.

MSU will:

- Provide access to Unifier system licenses
- Provide initial training
- Maintain the system environment

Access will be password protected. Any proposal, submission, acceptance, quote, or project document transmitted through an authorized user account shall be deemed an official submission of the firm.

8. Selection Process

A committee composed of representatives from MSU Infrastructure Planning and Facilities (IPF) will evaluate all responses received.

The committee will review qualifications submitted for each specialty category and establish a pool of pre-qualified consultants capable of supporting future University projects.

Evaluation Criteria

Factors that may be considered include:

- Relevant qualifications and technical expertise
- Experience performing services within requested specialty disciplines
- Experience with projects of similar scale and complexity
- Quality and experience of proposed personnel
- Past performance on MSU projects, when applicable
- Ability to support projects located within Michigan
- Responsiveness and demonstrated client service

Consultant Pool Management

The University intends to maintain a balanced pool representing a range of:

- Firm sizes
- Technical capabilities
- Specialty disciplines
- Geographic locations

Work may be distributed among selected firms based upon:

- Specialized expertise
- Consultant availability
- Past performance
- Overall University needs

Interviews

Interviews are not anticipated.

MSU reserves the right to:

- Select multiple firms within a specialty area
- Select no firms within a specialty area
- Request additional information
- Negotiate contract terms
- Reject any or all submissions

9. Proposal Submission

Responses must be submitted electronically through Oracle Primavera Unifier no later than:

3:00 PM (Eastern Time) on December 8, 2026

Late submissions will not be considered.

Michigan State University is not responsible for costs incurred in preparing responses and assumes no contractual obligation by issuing this RFQ.

End of RFQ