

PROJECT STATEMENT

STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
State Facilities Administration
Design and Construction Division
3111 West St. Joseph
Street
Lansing, Michigan 48909

FILE NUMBER 591/26063.KMM	PROPOSAL DUE DATE Thursday, April 30, 2026, at 2:00 p.m., Eastern
CLIENT AGENCY Department of Transportation	
PROJECT NAME AND LOCATION Aeronautics Building – HVAC Equipment Replacement	
PROJECT ADDRESS (if applicable) 2700 Port Lansing Rd., Lansing, MI 48906	
CLIENT AGENCY CONTACT Vince Cushing Bryan Budds	TELEPHONE NUMBER 517-855-1489 517-335-9841
DTMB - DCD PROJECT DIRECTOR Kurt Maiberger	TELEPHONE NUMBER 517-899-2693

WALK-THROUGH INSPECTION DATE, TIME, AND LOCATION:

A MANDATORY PRE-PROPOSAL MEETING will be conducted by the Issuing Office for this Request for Proposal at Aeronautics Building, 2700 Port Lansing Road located in Lansing, Michigan, at 11:00 a.m. Eastern on Wednesday, April 8, 2026.

MANDATORY (Check box if Mandatory)

NOTE: An individual is only permitted to represent one bidder at a mandatory walk-through.

PROJECT DESCRIPTION/SERVICES REQUESTED:

The Department of Technology, Management and Budget (DTMB) on behalf of Michigan Department of Transportation (MDOT), is requesting professional architectural and engineering services to perform Phase 300, 400, 500, 600, 700 Professional Services at the Aeronautics Building, Lansing, Michigan. The intent of this selection process is to contract with a qualified firm to provide ad-hoc professional services to design a project to do a one for one replacement of the existing HVAC rooftop equipment and controls. This should include but not limited to structural roof load analysis, compliance with current energy codes and ventilation standards, updated controls and integration with buildings systems, electrical circuit capacity review, etc.

Phase 600 and 700 construction administration by the PSC will be required, and the PSC will participate in the contractor bidding and selection process.

Provide a complete PSC proposal for all required Professional Architectural and Engineering Services in compliance with the State of Michigan, Department of Technology, Management and Budget (DTMB) Project Statement (DTMB-0427), DTMB Billable Rate Professional Services Contract and the DTMB Request for Proposal Billable Rate Form (DTMB-0430) and the DTMB, State Facilities Administration, Design and Construction (DCD) policies and procedures for complete Phase 300, 400, 500, 600, and 700 design services to produce the deliverables detailed in the Scope of Work.

Professional services shall also include, but are not limited to the following:

- Gathering and verifying all base information required for the proper design of the project.
- Phase 300, 400, 500 design services as required to produce schematic plans through contract document development.
- Design submittals for review at 50% and 90% milestones. Cost estimates are required with each submittal.
- Phase 600 & 700 construction administration services.
- Gathering or preparing all data and design development information that shall ultimately be necessary for plans, submittals, and permit application considerations where required. Include as reimbursable expenses.
- Provide a proposed design schedule. Schedule shall be kept up to date through the project design.
- Provide up to four (4) full-size sealed hardcopy sets of contract documents, including addenda, for DTMB and MDOT use during construction.
- Asbestos and Lead Survey of Building work areas.
- Michigan Licensing and Regulatory Affairs (LARA) plan review submittal.
- All testing throughout construction.
- Sub-consultants, printing/reproduction, postage, and project travel (over 100 miles) are to be included as a reimbursable expense.

The PSC proposal shall also include, but are not limited to the following:

- The proposal must include meetings as required to fulfill the intent of the contract. While some project team meetings may be considered in the form of computer-based meetings (e.g., Teams, Zoom, etc.), key review meetings shall be in person. For all document review meetings, required review information shall be submitted within sufficient time to allow for complete Owner review, in electronic and in hard copy formats. At a minimum, four (4) face to face meetings will be required, including but not limited to: the predesign meeting, pre bid meeting and pre-construction meetings.
- Provide a bi-weekly progress summary email to the project team, briefly documenting the prior two weeks' progress by the PSC and display the initial project schedule and current schedule status.
- All testing required to verify the site conditions for the proper design are to be identified in the PSC Technical proposal, and the associated costs of testing are to be itemized in the PSC Cost proposal as reimbursements. The PSC shall indicate in their proposal any testing requirements.
- A graphic bar chart schedule (in weeks) indicating the PSC's proposed timeline for services based on a proposed PSC contract start date of May 29, 2026. For scheduling purposes, assume fourteen (14) calendar days each for Owner review for the documentation and recommendation.
- Budget for the construction portion of the project.

The PSC shall be required to maintain a complete project file of all project documentation including, but not limited to, base information, contract documents, all correspondence, all e-mails, all RFI's and answers, Field Orders, and communications.

Reimbursable Items: Itemize all reimbursable expenses and allowances in the PSC Proposal as individual line items.

- List and include all field services, travel expenses, permitting, and testing required for the proper design and construction oversight of this project.
- LARA Plan Review.
- PSC shall detail any additional reimbursables not specifically listed they deem needed to successfully complete this project.

Attachments:

- AeronauticsFP Model 2011 As-builts.pdf

Please NOTE:

- Proposal responses MUST be uploaded to SIGMA VSS. Please enter the total cost for all phases as the bid amount.
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- Firms are encouraged to combine their technical and cost proposals into one (1) attachment for proposal submission.
 - Please remember that attachments can be no larger than 25mb.
 - Do not wait until just before the 2:00 p.m. solicitation deadline to submit your proposal response. SIGMA VSS will not allow a proposal to be submitted after 2:00 p.m., even if a portion of the proposal response has been uploaded.
 - If you experience issues or have questions regarding your electronic submission, you **must** contact the SIGMA Help Desk for assistance prior to the 2:00 p.m., solicitation deadline. You may contact the SIGMA Help Desk by telephone at 517.284.0540 or toll-free at 888.734.9749. You may also email the SIGMA Help Desk at sigma-procurement-helpdesk@michigan.gov
 - Please email the Design and Construction Contract Specialists if you are having SIGMA VSS issues. Please include your SIGMA ticket number and any supporting documentation (i.e., screenshots) to Anne Watros (WatrosA@michigan.gov) and Don Klein (KleinD4@michigan.gov).
 - You may be asked by our contract specialists to email your proposal. Emailed submissions will require DCD approval and will be handled on a case-by-case basis.
 - Approved emailed submissions MUST be received prior to 2:00 p.m. deadline to be considered responsive and responsible.
 - Responses should not be emailed to the Project Director.
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NIGP CODES

90607, 90638, 90644, 92507, 92531, 92567

DESIRED SCHEDULE OF WORK

Award of design contract in May 2026. Complete design and have a set of construction documents ready to bid in August 2026. Award construction contract October 2026. Construction starts in Spring 2027.

ACCEPTING RFP QUESTIONS UNTIL:

Please do not submit online questions via VSS. ALL questions should be emailed to **Kurt Maiberger** at maibergerk@michigan.gov address no later than 2:00 p.m., Eastern on **April 16, 2026**.

REFERENCE STANDARDS: This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (DCH, EGLE, DNR, and MIOSHA), and any other local regulations and standards that may apply.

This form is required to be a part of the professional service contract. (Authority: 1984 PA 431)