

# 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 751/26123.RLO	PROPOSAL DUE DATE <b>Thursday, April 30, 2026, at 2:00 p.m., Eastern</b>
CLIENT AGENCY Department of Natural Resources	
PROJECT NAME AND LOCATION Tin Cup Springs Equestrian Campground Improvements	
PROJECT ADDRESS (if applicable) 7001 8 <sup>TH</sup> Street, Reed City, Michigan 49677	
CLIENT AGENCY CONTACT Steven Tinskey	TELEPHONE NUMBER 231-878-9113
DTMB - DCD PROJECT DIRECTOR Ronda Osga	TELEPHONE NUMBER 989-619-6426

## WALK-THROUGH INSPECTION DATE, TIME, AND LOCATION:

**MANDATORY** Pre-Proposal Meeting, 10:00 a.m., on Friday, April 17, 2026, at 7001 8th Street, Reed City, Michigan 49677

**MANDATORY** (Check box if Mandatory)

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

**PROJECT DESCRIPTION/SERVICES REQUESTED:** Professional engineering phase 400 & 500 services, including review and improvement of the existing campground. Construction work was started on the development of this campground without proper construction and permitting reviews. The intent of this work is to upgrade the campground to meet all code and health department requirements. Construction work on this campground is intended to be completed by the agency. Please see the DNR Scope of Work document for additional requirements and information.

Please NOTE:

- Proposal responses **MUST** be uploaded to SIGMA VSS. Please enter the total cost for all phases as the bid amount.
- **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](mailto: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](mailto:WatrosA@michigan.gov)) and Don Klein ([KleinD4@michigan.gov](mailto:KleinD4@michigan.gov)).

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- 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

90657, 90672, 92517, 92533, 92597

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DESIRED SCHEDULE OF WORK

DNR would like to have the design work completed by end of August.

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ACCEPTING RFP QUESTIONS UNTIL:

Please do not submit online questions via VSS. ALL questions should be emailed to Ronda Osga at [Osgar@michigan.gov](mailto:Osgar@michigan.gov) address no later than **12:00 p.m., Eastern on Thursday, April 23, 2026.**

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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)  
Attachment(s)

- Tin Cup Springs Location Map
- DNR Tin Cup Springs EQ Campground Scope