



E A S T E R N M I C H I G A N U N I V E R S I T Y

January 16, 2007

To All Professional Design Consultants  
Including Architects, Engineers, and Design/Construction Consultants

RE: AE Prequalification Statements and T&M Proposals

Dear Design Professional,

The Eastern Michigan University Physical Plant and Purchasing Department would like to invite all design professionals interested in establishing a business relationship with the University to review, complete, and submit a Prequalification Statement. Successful completion of the Prequalification Statement will establish a list of competent vendors that the University may invite to bid on future projects. This statement will be kept on file and considered valid for one year. It is the responsibility of the submitting firm or professional to keep all pertinent information current, and update this Prequalification Statement on a yearly basis. A firm or professional may complete or update their statement at any time of the year.

Based on the list of vendors, the University may select suitably qualified firms and invite them to bid on projects. These selections will be made based on qualifications specific to the work scope, possible current vendors under a time and material contract, and/or a rotating basis of other firms to promote competitive bidding and new relationships. Please note that submission of a Prequalification Statement does not guarantee notification of RFQ's, RFP's, or invitation to bid for work.

At this time, the University is also considering professional service vendors for Time and Materials Contracts. A separate form is attached to the Prequalification Statement for those firms interested in pursuing this work. Responses to the Time and Materials request for proposal shall only be accepted in a sealed envelope until 2:00 p.m. on February 15, 2008. See the forms for additional instructions.

Please find the A/E Prequalification Statement and T&M RFP at the EMU Purchasing Department website (<http://www.emich.edu/controller/purchasing/index.html>). For those interested in submitting, please complete the form(s) and submit original signed documents to Rick Paffenroth of the Purchasing Department ([rpaffenro@emich.edu](mailto:rpaffenro@emich.edu)). Questions regarding the Prequalification should also be directed to the Mr. Paffenroth.

Thank you for your interest in EMU.

Sincerely,  
**EMU Physical Plant**  
**EMU Purchasing Department**



**Eastern Michigan University**  
Purchasing Department  
Attn: Rick Paffenroth  
Physical Plant  
875 Ann Street, Suite 122  
Ypsilanti, MI 48197  
Phone: (734) 487-1200  
Fax: (734) 487-4191

# Architectural, Engineering and Professional Design and Consulting Services APPLICATION FOR ANNUAL PREQUALIFICATION

## PLEASE PRINT OR TYPE ALL INFORMATION

IF AN ITEM DOES NOT APPLY, PLEASE INSERT "N/A" – NOT APPLICABLE.  
Incomplete applications may be deemed non-responsive and returned without evaluation.

Please Note: As a public institution in the state of Michigan, the Eastern Michigan University is subject to provisions of the state's Freedom of Information Act (FOIA).

**BUSINESS NAME OF APPLICANT:** \_\_\_\_\_

**STREET, PO BOX:** \_\_\_\_\_, \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**COMPANY WEBSITE:** \_\_\_\_\_

**TAX I.D. or**  **S.S. NUMBER:** \_\_\_\_\_

**DUNS NUMBER:** \_\_\_\_\_

**APPLICANT CONTACT PERSON:** \_\_\_\_\_

**CONTACT PERSON'S TITLE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**Vendor ID, Addr Seq No:** \_\_\_\_\_ (For Internal Use Only), \_\_\_\_\_ (For Internal Use Only)

**RETURN TO: EASTERN MICHIGAN UNIVERSITY**  
Purchasing Department  
Attn: Rick Paffenroth  
Physical Plant  
875 Ann Street, suite 122  
Ypsilanti, MI 48197  
Phone: (734) 487-1200  
Fax: (734) 487-4191

**1. BUSINESS ORGANIZATION**

(Check all that apply)

Corporation:  
State of Incorporation: \_\_\_\_\_ Year: \_\_\_\_\_

Subsidiary / Division of: \_\_\_\_\_  
Headquarters Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
DUNS Number: \_\_\_\_\_

Parent to: \_\_\_\_\_  
List Subsidiaries & Divisions \_\_\_\_\_  
\_\_\_\_\_

Partnership  
 General  Limited  
State & County where filed: \_\_\_\_\_

Date of Organization: \_\_\_\_\_

Individual Proprietorship  
Date of Organization: \_\_\_\_\_

Joint Venture  
Date of Organization: \_\_\_\_\_

Attach a copy of the Joint Venture Agreement if available. Provide the estimated division of work each team member will be responsible for and identify the number of projects you have worked together on as a Joint Venture team. Individual members of joint ventures may be identified.

Years your organization has been in business as a Professional Design or Consulting firm \_\_\_\_\_

Years your organization has been in business under its present name \_\_\_\_\_

List other or former names under which your organization has operated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. LICENSING INFORMATION

List company or principal registration/license numbers, locations and the states to which they apply.

_____	_____
_____	_____
_____	_____
_____	_____

## 3. CLASSIFICATION

Type of Business: (check only ONE)

- |  |  |
|--|--|
| <input type="checkbox"/> A Small Business                      | <input type="checkbox"/> S Labor Surplus Area – Large Business |
| <input type="checkbox"/> B Large Business                      | <input type="checkbox"/> H Non-Profit Organization             |
| <input type="checkbox"/> E Labor Surplus Area – Small Business | <input type="checkbox"/> I Foreign-Based                       |

If you have any questions regarding your size classification (Large or Small Business), contact your local office of the Small Business Administration or check their website at <http://www.sba.gov/size/>.

Ownership: (at least 51%)

- |  |
|--|
| <input type="checkbox"/> F Women-Owned (WBE)   |
| <input type="checkbox"/> J Handicapped / ADA (DBE)                                     |
| <input type="checkbox"/> C Minority/Disadvantaged (MBE)                                |
| <input type="checkbox"/> African American  |
| <input type="checkbox"/> Puerto Rican  |
| <input type="checkbox"/> Native American (includes Indians, Aleut & Native Hawaiian)   |
| <input type="checkbox"/> Hispanic American   |
| <input type="checkbox"/> Asian/Indian American (includes India, Pakistan, Bangladesh)  |
| <input type="checkbox"/> Asian/Pacific American (includes Asia, Pacific Islands, etc.) |

Ownership Certification: (attach copy of certification letter)

***This information is optional and is not required – it may be supplied at the discretion of the applicant.***

- |   |
|---|
| <input type="checkbox"/> MMBDC (Michigan Minority Business Development Council) |
| <input type="checkbox"/> NAWBO (National Association of Women Business Owners)  |
| <input type="checkbox"/> MWBC (Michigan Women's Business Council)               |
| <input type="checkbox"/> Other: _____   |

### STATEMENT OF NON-DISCRIMINATION:

Design Professional(s) hired by Eastern Michigan University shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, or gender identity or expression, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant may be regarded as a material breach of the contract. Submission of this Prequalification Statement shall constitute understanding and acceptance of this Non-Discrimination requirement.

#### 4. EXPERIENCE

Summary of Experience:

Provide a summary list of noteworthy experience relating to your firms professional abilities, expertise, and capabilities. **Information should be current for the past five (5) years only, and should only be considered for the primary firm listed (not for parent companies, partnerships, or similar).** Incorrect or insufficient information may result in the Prequalification Statement being dismissed or voided and removed from the current list of vendors.

- Total # of Completed Projects: \_\_\_\_\_
  - Total # of Current Projects: \_\_\_\_\_
  - # of Completed projects valued less than \$625,000 in Construction Cost: \_\_\_\_\_
  - # of Current projects valued less than \$625,000 in Construction Cost: \_\_\_\_\_
  - # of Completed projects valued \$625,000 to \$2,000,000 in Construction Cost: \_\_\_\_\_
  - # of Current projects valued \$625,000 to \$2,000,000 in Construction Cost: \_\_\_\_\_
  - # of Completed projects Greater than \$2,000,000 in Construction Cost: \_\_\_\_\_
  - # of Current projects Greater than \$2,000,000 in Construction Cost: \_\_\_\_\_
  - # of Completed Higher Education Projects: \_\_\_\_\_
  - # of Current Higher Education Projects: \_\_\_\_\_
  - # of Completed LEED Projects:           Certified \_\_\_\_\_ Silver \_\_\_\_\_ Gold/Platinum \_\_\_\_\_
  - # of Current LEED Projects:            Certified \_\_\_\_\_ Silver \_\_\_\_\_ Gold/Platinum \_\_\_\_\_
  - # of Projects Completed with Eastern Michigan University (Total): \_\_\_\_\_
- Past 5 Years:   2007   \_\_\_\_\_   2006   \_\_\_\_\_   2005   \_\_\_\_\_   2004   \_\_\_\_\_   2003   \_\_\_\_\_
- # of Projects Currently underway with Eastern Michigan University: \_\_\_\_\_

Project / Work Type Breakdown:

In the last 5 years, what percentage of your total workload was for the following:

Higher Education _____%	<u>Higher Education Subcategories</u> (total to 100%):		
K-12 _____%	Hospital/Healthcare _____%	Sports Facility _____%	
Commercial _____%	Science/Research _____%	Food Service _____%	
Residential _____%	Classroom _____%	Support Facility _____%	
Industrial _____%	Office _____%	Parking / Traffic _____%	
Municipal _____%	Performing Arts _____%	Apartment _____%	
_____ %	Residence Hall _____%	Public Safety _____%	
_____ %	Library _____%	Security _____%	
_____ %	_____ %	_____ %	
Total: <u>100</u> %	_____ %	_____ %	_____ %

Specific Projects:

Provide a Project Resume of noteworthy projects relating to your firms professional abilities, expertise, and capabilities. **Information should be current for the past five (5) years only, and should only be considered for the primary firm listed (not for parent companies, partnerships, or similar).** Incorrect or insufficient information may result in the Prequalification Statement being dismissed or voided and removed from the current list of vendors.

Project Name: \_\_\_\_\_ Project Location: \_\_\_\_\_  
Client Name: \_\_\_\_\_ Client Contact: \_\_\_\_\_  
Project Cost: \_\_\_\_\_ Year of Completion: \_\_\_\_\_  
Project Type: Renovation \_\_\_\_\_ New Construction: \_\_\_\_\_ Other: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Location: \_\_\_\_\_  
Client Name: \_\_\_\_\_ Client Contact: \_\_\_\_\_  
Project Cost: \_\_\_\_\_ Year of Completion: \_\_\_\_\_  
Project Type: Renovation \_\_\_\_\_ New Construction: \_\_\_\_\_ Other: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Location: \_\_\_\_\_  
Client Name: \_\_\_\_\_ Client Contact: \_\_\_\_\_  
Project Cost: \_\_\_\_\_ Year of Completion: \_\_\_\_\_  
Project Type: Renovation \_\_\_\_\_ New Construction: \_\_\_\_\_ Other: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Location: \_\_\_\_\_  
Client Name: \_\_\_\_\_ Client Contact: \_\_\_\_\_  
Project Cost: \_\_\_\_\_ Year of Completion: \_\_\_\_\_  
Project Type: Renovation \_\_\_\_\_ New Construction: \_\_\_\_\_ Other: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_

Project Specialization Examples:

Provide no more than five (5) examples of projects highlighting the Primary, Secondary, and Specialization services of your firm (refer to page 7 for description). Each project example shall consist of a single page and include all critical information necessary to describe the project name, location, client, scope, cost, contact information, and general description.

Personnel Experience:

Please provide summary resumes (per chart below) of key personnel likely to be assigned to the University. Submit a separate page showing a corporate organizational chart. Individual resumes may be required upon University request, but are not required to be submitted with this form.

<u>Name</u>	<u>Title</u>	<u>Highest Attained Degree</u>	<u>Years with Firm</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total number of full time Personnel in your firm: # \_\_\_\_\_

Licensed Architects:	# _____	Licensed Engineers:	# _____
Non-Licensed Architects/Engineers:	# _____	Interior Designers:	# _____
Executive Management:	# _____	Administration & Support:	# _____

Professional Services Provided:

Please identify the General, Primary, and Secondary services provided, and specific elements of Specialization / Expertise your firm provides. ***This should reflect internally employed staff only and not include consultants, parent companies, or associated partnerships.***

General Services Provided: (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Architecture                           | <input type="checkbox"/> Interior Design                          |
| <input type="checkbox"/> Planning (space, master, land)         | <input type="checkbox"/> Program Statements / Feasibility Studies |
| <input type="checkbox"/> Drafting / CAD                         | <input type="checkbox"/> Building Information Modeling (BIM)      |
| <input type="checkbox"/> Contract Administration                | <input type="checkbox"/> Construction Management                  |
| <input type="checkbox"/> Sustainability / LEED Consulting       | <input type="checkbox"/> Program Management                       |
| <input type="checkbox"/> Energy Consulting                      | <input type="checkbox"/> Cost Estimating                          |
| <input type="checkbox"/> Utility Planning                       | <input type="checkbox"/> Value Engineering                        |
| <input type="checkbox"/> Graphic Design                         | <input type="checkbox"/> Construction Auditing                    |
| <input type="checkbox"/> Environmental Analysis / Testing       | <input type="checkbox"/> Construction / Materials Testing         |
| <input type="checkbox"/> Civil Engineering                      | <input type="checkbox"/> Landscape Architecture                   |
| <input type="checkbox"/> Storm Water Planning and Design        | <input type="checkbox"/> Parking / Traffic Planning               |
| <input type="checkbox"/> Electrical Power Distribution          | <input type="checkbox"/> Lighting Design                          |
| <input type="checkbox"/> IT Design / A/V Design                 | <input type="checkbox"/> Security Technology                      |
| <input type="checkbox"/> Life Safety (Fire Alarm / Suppression) | <input type="checkbox"/> Structural Engineering                   |
| <input type="checkbox"/> Mechanical Engineering                 | <input type="checkbox"/> Steam Generation / Distribution          |
| <input type="checkbox"/> Space Planning / Space Utilization     | <input type="checkbox"/> Commissioning                            |
| <input type="checkbox"/> Operational / Maintenance Consulting   | <input type="checkbox"/> Facilities Condition Analysis            |
| <input type="checkbox"/> _____                                  | <input type="checkbox"/> _____                                    |

Primary Services Provided: (check up to 2)

- |   |   |
|---|---|
| <input type="checkbox"/> Architecture                   | <input type="checkbox"/> Structural Engineering           |
| <input type="checkbox"/> Site/Civil Engineering         | <input type="checkbox"/> Landscape Architecture           |
| <input type="checkbox"/> Electrical Engineering         | <input type="checkbox"/> Mechanical Engineering           |
| <input type="checkbox"/> Construction Management        | <input type="checkbox"/> Construction Auditing            |
| <input type="checkbox"/> Security Auditing / Design     | <input type="checkbox"/> IT Design / A/V Design           |
| <input type="checkbox"/> Environmental                  | <input type="checkbox"/> Materials / Construction Testing |
| <input type="checkbox"/> Planning (space, master, land) | <input type="checkbox"/> _____                            |

Secondary Services Provided: (check up to 3)

- |   |   |
|---|---|
| <input type="checkbox"/> Architecture                   | <input type="checkbox"/> Structural Engineering           |
| <input type="checkbox"/> Site/Civil Engineering         | <input type="checkbox"/> Landscape Architecture           |
| <input type="checkbox"/> Electrical Engineering         | <input type="checkbox"/> Mechanical Engineering           |
| <input type="checkbox"/> Construction Management        | <input type="checkbox"/> Construction Auditing            |
| <input type="checkbox"/> Security Auditing / Design     | <input type="checkbox"/> IT Design / A/V Design           |
| <input type="checkbox"/> Environmental                  | <input type="checkbox"/> Materials / Construction Testing |
| <input type="checkbox"/> Planning (space, master, land) | <input type="checkbox"/> _____                            |

Specialization / Expertise: (check up to 3. Please note that specific examples of work are required to support this information, as identified on page 6, Project Specialization Examples).

Sustainability / LEED Accreditation Note: Eastern Michigan University does not list Sustainability or LEED Accreditation as a Specialization because the University expects all projects to be designed with "green" principles, including Sustainable elements and achieve LEED Certification when required.

- |   |   |
|---|---|
| <input type="checkbox"/> Historical Preservation        | <input type="checkbox"/> Renovations                          |
| <input type="checkbox"/> Cost Estimating                | <input type="checkbox"/> Value Engineering                    |
| <input type="checkbox"/> Acoustical Engineering         | <input type="checkbox"/> Energy Auditing / Design             |
| <input type="checkbox"/> Utilities Infrastructure       | <input type="checkbox"/> Planning (space, master, land)       |
| <input type="checkbox"/> Security Design                | <input type="checkbox"/> Fire Alarm / Fire Suppression        |
| <input type="checkbox"/> Heating Plants / Steam Systems | <input type="checkbox"/> Operational / Maintenance Consulting |
| <input type="checkbox"/> Science / Lab / Health Care    | <input type="checkbox"/> Academic / Classroom                 |
| <input type="checkbox"/> Residence Hall / Apartments    | <input type="checkbox"/> Dining / Kitchen                     |
| <input type="checkbox"/> Athletic Facilities            | <input type="checkbox"/> Commissioning                        |
| <input type="checkbox"/> Library / Archive              | <input type="checkbox"/> Auditorium / Theater                 |
| <input type="checkbox"/> _____                          | <input type="checkbox"/> _____                                |
| <input type="checkbox"/> _____                          | <input type="checkbox"/> _____                                |

Consultants: (one page only)

Attach a single page listing primary/regularly utilized consultants, with the following information: Consultant's Discipline, Corporate Name, Address, Phone, Fax, Email, Primary Contact Person, how many projects have been collaborated on, and how many years the relationship has been fostered.

**5. INSURANCE**

Liability:

Limits your firm is able to obtain:

General Liability: \$\_\_\_\_\_ per occurrence \$\_\_\_\_\_ aggregate  
Automobile Liability: \$\_\_\_\_\_  
Professional Liability: \$\_\_\_\_\_

Name of agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. FINANCIAL INFORMATION**

State total worth of work currently in progress and under contract: \$\_\_\_\_\_

What size project does your firm prefer? Minimum \$\_\_\_\_\_ Maximum \$\_\_\_\_\_

State annual amount of Architectural/Engineering services performed during the past five years:

Year: \_\_\_\_\_  
Amount: \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_ \$\_\_\_\_\_

Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

Has your organization ever defaulted on a contract?  Yes  No  
Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?  Yes  No  
Has your organization filed any lawsuits or claims with regard to Professional Services contracts within the last five years?  Yes  No

**7. AFFIRMATIVE ACTION**

*This information is optional and is not required – it may be supplied at the discretion of the applicant.*

Does your firm have an Affirmative Action Program?  Yes  No

If the request is made by the University, the firm shall provide a copy of the Affirmative Action program/statement. Also include a percentage breakdown of the firm and the key personnel.

**8. QUALITY ASSURANCE**

Does your firm have a Quality Assurance Program?  Yes  No

If the request is made by the University, the firm shall provide a copy of the Quality Policy Statement and Table of Contents from your Quality Manual. Furthermore, if certified (ISO, Q1, etc.), provide a copy of your firm's quality certification document(s). Lastly, if requested provide a copy of your most recent Customer Satisfaction Survey produced from the program.

**9. SIGNATURE**

Dated this \_\_\_ day of \_\_, 20\_\_.

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public:

My Commission Expires:

**10. COMMENTS**

**COMPLETENESS / CORRECTNESS OF INFORMATION FOR PREQUALIFICATION STATEMENT**

Firms are required to complete, sign, and notarize this Prequalification Statement and file with the Purchasing Department in order to be included on the prequalified list. Firms shall fill out all appropriate sections, and include only the information requested and/or required. Do not include peripheral or impertinent information. Failure to properly complete this document, or inclusion of unnecessary information may result in a rejection of the Prequalification Statement and will require the firm to resubmit an accurate form.

Eastern Michigan University reserves the right to reject any and all proposals received in conjunction with the Prequalification Statement, to waive any defects or irregularities therein, and negotiate Contract terms where it is in the University's interest. All bidders must agree that these actions shall be without liability on the part of the University for any damage or claim brought by any bidder because of such actions, nor shall the bidders seek any recourse of any kind against Eastern Michigan University. The filing of any response to this invitation shall constitute and agreement of the Bidder to these conditions.

**ATTACHMENT CHECKLIST** (Check N/A if item is not applicable or not available)

<input type="checkbox"/> Joint Venture Agreement (Sect. 1) <input type="checkbox"/> N/A	<input type="checkbox"/> Project Resume List – 5 Max. (Sect. 4) <input type="checkbox"/> N/A
<input type="checkbox"/> Diversity Certification Letter (Sect. 3) <input type="checkbox"/> N/A	<input type="checkbox"/> Consultants List - 1 Page (Sect. 4) <input type="checkbox"/> N/A
<input type="checkbox"/> Registration / Licenses (Sect. 4) <input type="checkbox"/> N/A	<input type="checkbox"/> Claims and Suits (Sect. 6) <input type="checkbox"/> N/A

**END OF PREQUALIFICATION STATEMENT**



**Eastern Michigan University**  
Purchasing Department  
Attn: Rick Paffenroth  
Physical Plant  
875 Ann Street, Suite 122  
Ypsilanti, MI 48197  
Phone: (734) 487-1200  
Fax: (734) 487-4191

# **Architectural, Engineering and Professional Design and Consulting Services TIME & MATERIALS PROPOSAL**

## **PLEASE PRINT OR TYPE ALL INFORMATION**

IF AN ITEM DOES NOT APPLY, PLEASE INSERT "N/A" – NOT APPLICABLE.  
Incomplete applications may be deemed non-responsive and returned without evaluation.

Please Note: As a public institution in the state of Michigan, the Eastern Michigan University is subject to provisions of the state's Freedom of Information Act (FOIA).

### **TIME & MATERIALS PROPOSAL**

**This document is a separate proposal from the prequalification statement, however relies on the same data submitted for the prequalification of design and consulting professional services. Prequalification Statements may be submitted throughout the year or at annual open solicitations.**

**Responses to this Request for Proposals for Time and Materials services shall only be received through 2:00 p.m. February 15, 2008. Original copies containing signatures must be submitted to the Purchasing Department and only these will be considered when evaluating for award.**

**Firms only need to prepare and submit this part of the statement if they wish to be considered for a time and materials contract with Eastern Michigan University.**

**RETURN TO: EASTERN MICHIGAN UNIVERSITY**  
Purchasing Department  
Attn: Rick Paffenroth  
Physical Plant  
875 Ann Street, suite 122  
Ypsilanti, MI 48197  
Phone: (734) 487-1200  
Fax: (734) 487-4191

**TIME AND MATERIALS PROPOSAL:**

The Architectural, Engineering and Professional Design and Consulting Services Prequalification Statement shall be considered part of the Proposal for the Time and Material Contract. Information as submitted in the Prequalification Statement shall constitute the corporate information, experience, qualifications, and services provided by the submitting firm. This T&M Proposal shall provide additional information and fee proposals to be considered for a T&M Contract. The Prequalification Statement and this Time and Materials Services proposal will be attached and referenced as part of the Time and Materials Contract.

**TIME AND MATERIALS CONTRACTS:**

It is the intent of Eastern Michigan University to enter into a Professional Services Contract with vendors who can provide professional design and/or construction administration services. Sample Contracts have not been attached; however general terms and conditions of the University shall apply. After all proposals are received and evaluated, those firms selected to participate will be notified and contracts shall be prepared and executed. Submission of a proposal neither guarantees the Vendor that they are eligible for contract, nor binds the University to offering a contract for any service.

**REQUESTED T&M SERVICES:**

Professional Services are being requested based on the actual services available, including General, Primary, Secondary, and Specializations as identified in the Prequalification Statement. At this time, the University is looking for professional service vendors in the following disciplines (Primary services):

- Architects / Interior Designers
- Structural Engineers
- Mechanical Engineers
- Electrical Engineers
- Civil Engineers / Landscape Architects
- Program Managers / Construction Administration & Consulting
- Materials Testing / Construction Testing
- Environmental Inspection, Testing, and Administration
- Move Management / Relocation Coordination

The University anticipates approximately three (3) vendors per discipline. The final quantity of vendors will be at the discretion of the University. Selection of Vendors will be based on the available professional services provided and qualifications of the proposed vendor as described in the Prequalification Statement and the fee proposal as submitted in this T&M Proposal form. Services of vendors will be examined for Primary, Secondary, and Specialization services. It is the intent of the University to ensure that the quantity of vendors selected for a given discipline will together provide a broad range of services regularly encountered at EMU.

**TIME & MATERIAL FEE PROPOSAL**

This fee proposal will be considered to hold for the duration of the Time and Materials Contract; however firms may request, in writing, a yearly cost increase which is subject to the approval of Eastern Michigan University. Fees for services may also be considered in actual RFQ's, RFP's, bids, proposals, or other quotations and/or negotiations at the time of solicitation based on the work scope.

<b><u>Staff / Personnel</u></b>	<b><u>(or title per your firm)</u></b>	<b><u>Hourly Rate:</u></b>
Principal	and/or _____	\$_____
President	and/or _____	\$_____
Vice President	and/or _____	\$_____
Project Architect / Engineer I	and/or _____	\$_____
Project Architect / Engineer II	and/or _____	\$_____
Project Manager I	and/or _____	\$_____
Project Manager II	and/or _____	\$_____
Drafter / Designer I	and/or _____	\$_____
Drafter / Designer II	and/or _____	\$_____
Drafter / Designer III	and/or _____	\$_____
Accountant I	and/or _____	\$_____
Accountant II	and/or _____	\$_____
Clerical / Administrative I	and/or _____	\$_____
Clerical / Administrative II	and/or _____	\$_____
Clerical / Administrative III	and/or _____	\$_____
Other: _____	and/or _____	\$_____
Other: _____	and/or _____	\$_____

**Reimbursable Expenses:**

Vendors shall provide an itemized breakdown of all reimbursable expenses and shall only allow a mark-up as necessary for administration of these items. Costs shall be as follows:

For work proposed to be performed by your consultants, a markup of \_\_\_\_\_% will be added to the consultants proposed fee. (EMU anticipates this to be no more than 10%.)

For reimbursable expenses encountered on projects, a markup of \_\_\_\_\_% will be added to the reimbursable expense. (EMU anticipates this to be no more than 5%.)

**Lump Sum or Not-To-Exceed Fee Proposals:**

Multiple Time and Material vendors may be asked to provide a lump sum fee quote or not-to-exceed quote for work, at the discretion of the Physical Plant and/or Purchasing Department.

**T&M PROPOSAL SIGNATURE**

Dated this \_\_\_ day of \_\_\_, 20\_\_.

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public:

My Commission Expires:

**T&M PROPOSAL COMMENTS**

**COMPLETENESS / CORRECTNESS OF INFORMATION FOR TIME AND MATERIAL STATEMENT**

Firms are required to complete, sign, and notarize this Time and Materials Proposal and file with the Purchasing Department in order to be considered for the Time and Materials Contract. Firms shall fill out all appropriate sections, and include only the information requested and/or required. Do not include peripheral or impertinent information. Failure to properly complete this document, or inclusion of unnecessary information may result in a rejection of the Prequalification Statement and will require the firm to resubmit an accurate form.

Eastern Michigan University reserves the right to reject any and all proposals received in conjunction with the Prequalification Statement and/or Time and Materials Proposal, to waive any defects or irregularities therein, and negotiate Contract terms where it is in the University's interest. All bidders must agree that these actions shall be without liability on the part of the University for any damage or claim brought by any bidder because of such actions, nor shall the bidders seek any recourse of any kind against Eastern Michigan University. The filing of any response to this invitation shall constitute and agreement of the Bidder to these conditions.

**END OF TIME AND MATERIAL PROPOSAL**