January 7, 2008

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

RE: AE Procurement Presentation

Dear Design Professional,

The Eastern Michigan University Physical Plant and Purchasing Department would like to thank you for your interest in our procurement procedures and the potential for establishing a business relationship with the University. Based on the public presentation made on November 29, 2007, we would like to further extend this information for your review. Attached, please find a copy of information provided at that presentation including the contact information page and the Power Point presentation.

For those of you unable to attend that presentation, or as a reminder for those who were there, we would like to summarize a few of the key elements regarding procurement of professional design services.

- RFQ’s and RFP’s will generally be found on the Purchasing Department website (http://www.emich.edu/controller/purchasing/index.html). The University may select to notify local professional or trade organizations.
- The University generally bases selection of design service on the “best value” which includes both qualifications and fee. Determination of this best value is dependant on the project size and scope.
- Both a qualitative and quantitative analysis is conducted of the information provided. All proposals received for a project will be evaluated accordingly.
- As described at the presentation, the concepts and issues discussed are the general guidelines for the University in requesting, evaluating, and selecting professionals to perform work on University projects. Actual methods will be determined on a project by project basis depending on needs, project scope, size, and specifics.

If you have questions or comments regarding the procedure or design and construction activities at Eastern Michigan University, please contact the Physical Plant or Purchasing Department. Again, thank you for your interest in EMU.

Sincerely,

EMU Physical Plant
EMU Purchasing Department
Eastern Michigan University
Contact Information for AE Procurement

**Physical Plant Contact Information**
- Main office phone: 734-487-3591
- Main office fax: 734-487-8680
- Web site: [http://www.emich.edu/physplant](http://www.emich.edu/physplant)
- Mailing address: Physical Plant
  Eastern Michigan University
  875 Ann Street
  Ypsilanti, MI 48197

Contact Person: Robin Piach  email: rpiach@emich.edu

**Purchasing Department Contact Information**
- Main office phone: 734-487-1200
- Main office fax: 734-487-4191
- Web site: [http://www.emich.edu/controller/purchasing](http://www.emich.edu/controller/purchasing)
- Mailing address: Purchasing Department
  Eastern Michigan University
  122 Physical Plant
  875 Ann Street, Suite 122
  Ypsilanti, MI 48197

**Physical Plant Key Staff**
- John Donegan: Associate Vice President Business and Finance – Facilities
  - Scott Storrar: Manager Facilities Planning and Construction
    - Seán Braden: Coordinator Construction Projects
    - Chris Longerbeam: Coordinator Construction Projects
    - Travis Temeyer: Associate Coordinator Construction Projects
    - Kay Sekerak: Interior Designer
  - Chad Crocker: Director of Facilities Maintenance
    - Ray Sowers: Chief Plant Engineer – Electrical
    - Bilal Sarsour: Chief Plant Engineer – Mechanical
    - Kevin Abbasse: Chief Plant Engineer – Structural and Life Safety

**Purchasing Department Key Staff**
- Gary Reffitt: Director of Purchasing
  - Rick Paffenroth: Manager of Administrative Support Services
Eastern Michigan University

Physical Plant

“Providing the Environment for Education First”

Physical Plant and Purchasing Department

Procedure for Procurement of Design or Consulting Services for Facilities Planning, Design, or Construction Projects

Used for Obtaining Services from Architects, Engineers, Consultants or Similar Professionals
Vice President for Business and Finance
Janice Stroh

Associate Vice President for Business and Finance - Facilities
John Donegan
Eastern Michigan University

Eastern Michigan University
EMU Tag Line:
Education First

“Providing the Environment for Education First”

Background
Projects: Recent, Ongoing, and Upcoming

- Recent Projects (last 2 years)
  • Student Center ≈ $35 Million
  • McKenny Reassignment ≈ $4.7 Million
  • Downing Hall Renovation ≈ $5 Million
  • Miscellaneous Total Other Projects ≈ $5 Million
- Several New Projects Ongoing
  • Mark Jefferson Science Complex
  • Space Utilization Services
  • Pease Façade Renovation
  • Department of Public Safety Facility
- Upcoming Projects
  • Pray Harrold Renovations
  • Tank Farm Replacement
  • Campus Master Plan
  • Time and Materials Contracts / Yearly Average ≈ $2 to $5 Million

- How EMU Physical Plant does Business, and How the A/E Industry can do Business with EMU
Key Staff / Introductions

• Business and Finance
  • Janice Stroh, Vice President

• Physical Plant
  • John Donegan, Associate VP Business and Finance - Facilities
    – Scott Storrar, Manager; Facilities, Planning and Construction
      » Sean Braden, Coordinator Construction Projects
      » Chris Longerbeam, Coordinator Construction Projects
      » Travis Temeyer, Assistant Coordinator Construction Projects
      » Kay Sekerak, Interior Designer
      » Robin Piach, Administrative Assistant
    – Chad Crocker, Director of Facilities Maintenance
      » Ray Sowers, Chief Plant Engineer – Electrical
      » Bilal Sarsour, Chief Plant Engineer – Mechanical
      » Kevin Abbasse, Chief Plant Engineer – Structural & Life Safety

• Purchasing
  • Gary Reffitt, Director of Purchasing
    – Rick Paffenroth, Manager of Administrative Support Services

Project Overview
Project Types
General Guidelines

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Construction Cost</th>
<th>Consultant Cost</th>
<th>Project Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type I</td>
<td>Over $2,000,000</td>
<td>Over $160,000</td>
<td>Major Project</td>
</tr>
<tr>
<td>Type II</td>
<td>From $625,000 to $2,000,000</td>
<td>From $50,000 to $160,000</td>
<td>Mid-Size Project</td>
</tr>
<tr>
<td>Type III</td>
<td>Under $625,000</td>
<td>Under $50,000</td>
<td>Small Project</td>
</tr>
</tbody>
</table>

EMU reserves the right to adjust project type definitions based on project scope and needs.

Oversight and Committees

- Oversight Committees will vary in formation and size depending on several factors:
  - Project Type (size or cost)
  - Sensitivity / Multi-Departmental
  - Staff Availability
- Oversight Committees may be only utilized for certain phases (design, construction, etc.)
- Oversight Committees may not be required when deemed appropriate by the University.
Type I - Major Projects

• Major Projects Defined as:
  – Projects with a Construction Cost exceeding $2,000,000 and/or Projects with a Design/Consulting fee exceeding $160,000;
  – Projects with significant coordination requirements between multiple trades / stakeholders;
  – Projects of significant complexity or sensitivity requiring additional supervision or oversight
Type I – Major Projects

• Request for Qualifications Issued by Purchasing
  – Public Advertisement of RFQ is Issued by Purchasing
    • Purchasing Department Web Site
    • Trade Publications (CAM, CNS, etc.)
    • Other Publications deemed necessary by Purchasing / Plant
    • Complimentary Notifications Issued to Pre-Qualified Vendors who have expressed specific interest in the project. *There is no guarantee of Complimentary Notification.*

• RFQ Responses Received
• RFQ Responses Evaluated by Physical Plant and Purchasing
• Short List Recommendations
  – Developed by Physical Plant and Purchasing
  – Approval of Short List by Vice President of Business and Finance

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*Project Partnership Hierarchy*

*General Guideline for Type I (Major) Projects / Varies per Project*

- EMU
- Executive Committee
- Advisory Committee
- EMU Physical Plant
- EMU Project Manager
- EMU End User
- General Contractor or Construction Manager
- Architect, Engineer, or Consultant
Type I – Major Projects

• Request for Proposals Issued to Short List
  – RFP Documents Issued to Short List
  – RFP Responses Received by Purchasing
• RFP Responses Evaluated by Designated University Representatives
• Short List Interviews Conducted (if necessary)
• Recommendation of Award by Evaluators
• Scope Review Conducted by Plant and Purchasing (if necessary)
• University Determines Award
• Contract Award / Negotiations Conducted by Plant

Type II - Mid-Size Projects
Type II – Mid-Size Projects

• Mid-Size Projects Defined as:
  – Projects with a Construction Cost exceeding $625,000 up to $2,000,000 and/or Projects with a Design/Consulting fee exceeding $50,000 up to $160,000;
  – Projects with moderate coordination requirements between multiple trades / stakeholders;
  – Projects of moderate complexity or sensitivity requiring supervision or oversight

Project Partnership Hierarchy
General Guideline for Type II (Mid-Size) Projects / Varies per Project

EMU

Oversight Committee

EMU Physical Plant  EMU Project Manager  EMU End User

General Contractor or Construction Manager  Architect, Engineer, or Consultant
Type II – Mid-Size Projects

• Per the Discretion of the Physical Plant Project Manager the Procedure for Type I Projects may be utilized.
  - or -
• Annual Pre-Qualification Statements will be Advertised and Received once per year (generally September/October)
  – Advertisement of Pre-Qualification is Issued by Purchasing
    • Purchasing Department Web Site
    • Trade Publications (CAM, CNS, etc.)
    • Other Publications deemed necessary by Purchasing / Plant
• Firms may Submit Qualifications at any time
• Qualification Responses Reviewed by Physical Plant to confirm minimum qualifications

Type II – Mid-Size Projects

• Request for Proposal Issued by Purchasing
  – Notification of RFP is Issued by Purchasing
    • Invitation to Pre-Qualified Vendors only as selected by Plant and Purchasing based on the following:
      – Qualifications Specific to the Project Scope
      – Possible current T&M Vendors
      – Rotating Basis to promote competitive bidding
• RFP Responses Received and Evaluated by Physical Plant and Purchasing
• Interviews Conducted with Short List (if necessary)
• Recommendation of Award by Plant or Committee
• Contract Award / Negotiations Conducted by Plant
Type III - Small Projects

- Small Projects Defined as:
  - Projects with a Construction Cost under $625,000 and/or Projects with a Design/Consulting fee under $50,000;
  - Projects with regular coordination requirements between multiple trades/stakeholders;
  - Projects requiring regular oversight generally handled by the Project Manager
Project Partnership Hierarchy

General Guideline for Type III (Small) Projects / Varies per Project

- EMU
  - EMU Physical Plant
  - EMU Project Manager
  - EMU End User
  - General Contractor or Construction Manager
  - Architect, Engineer, or Consultant

Type III – Small Projects

- Per the Discretion of the Physical Plant Project Manager the Procedure for Type I or Type II Projects may be utilized
  - or -

- Project Manager requests Quotations from T&M Vendors
  - Public Notification or Bidding *Not Required* – Use of Previously Bid T&M Vendors
  - Request for Quotation made by Project Manager to T&M Vendors (Minimum 3 when possible – varies depending on contracts in place)

- Quotations and Proposed Work Scope Received and Evaluated by Physical Plant Project Manager

- Work Order Provided to the “Low Bid” Vendor based also on qualifications and their expertise in the subject work area.
  - Consulting Professionals or Specialists hired in their area of focus
Project Proposals and Evaluations

T&M Qualifications / Proposals

- Time and Materials Contract RFP’s will be Released by Purchasing as needed (minimum every 5 years)
  - Contract for One to Five Years
  - Public Advertisement of RFP is Issued by Purchasing
    - Purchasing Department Web Site
    - Trade Publications (CAM, CNS, etc.)
    - Other Publications deemed necessary by Purchasing / Plant
    - Notification to previous T&M Vendors
- RFP Responses Received and Evaluated by Physical Plant and Purchasing
- Anticipated Three (3) T&M Contracts per Discipline Awarded if Possible
Annual Pre-Qualifications

• Two Types of Pre-Qualifications: Annual Pre-Qualification and Project Specific Pre-Qualifications
• Annual Pre-Qualification Statement is Evaluated for Basic Minimum Requirements:
  – Licensure in Michigan
  – Area of Expertise (Architecture, MEP Engineering, Civil, Consulting)
  – Other Basic Corporate Information
• Annual Pre-Qualification is utilized to develop list of interested Vendors with minimum competency required to work at EMU.
• Firms will be fully evaluated on a project by project basis upon the receipt of a Proposal in response to a RFQ or RFP.
  – Annual Pre-Qualification is *not ranked and does not determine level of qualification of a firm or professional*.

Project Specific Qualifications
Both Quantitative and Qualitative

• Quantitative Evaluation
  – Corporate Project Experience
    • General Experience
    • Similar Experience
    • Quantity of Projects
    • % of Total Work
  – Fee / Cost Proposal
    • Total Cost
    • Inclusions / Exclusions
    • Reimbursable Expenses
• Qualitative Evaluation
  – Professionalism
    • Completeness / Appearance
  – General Project Experience
  – Similar Project Experience
  – Design Team
    • Personnel / Resumes
    • Hierarchy / Organization
  – Understanding the Project
    • Letter of Understanding
    • Work Plan
    • Schedule
Evaluation of Proposals

• Proposals are Reviewed and Awarded on a Qualifications Based System:
  – Professionalism and Completeness of Response
  – Qualifications as Related to *this Specific Project*
    • Quantitative Evaluation
    • Qualitative Evaluation
  – Fee/Cost Proposal

• All Proposals Received will be Evaluated

• Evaluations are Based on:
  – The Information Received in the Proposal (We can only know what Vendors tell us)
  – Selection Criteria Spelled out in the RFQ / RFP.

Evaluation Scoring

• Scoring of Evaluation Categories will generally follow a points based system:

  0 - The proposal/interview was *silent* regarding this selection criteria and did not address a proposed approach, answer/solution to meet he needs of the University.

  1 - The proposal/interview *minimally addressed* the selection criteria, and/or was *unclear and/or vague* on a proposed approach, answer/solution to meet the needs of the University.

  2 – The proposal/interview *partially addressed* the selection criteria, and/or the proposed approach, answer/solution *did not adequately satisfy* the needs of the University.

  3 – The proposal/interview *adequately addressed* the selection criteria and *satisfied* the needs of the University.

  4 – The proposal/interview *marginally exceeded* the selection criteria and/or *defined an approach* that provided an enhanced answer/solution to meet the needs of the University.

  5 – The proposal/interview *excessively exceeded* the selection criteria and/or *defined a creative, distinct approach*, that provided and enhanced answer/solution to meet the needs of the University.

• Categories will be Weighted based on Relative Importance to other categories and to the project.
Sample Evaluation

Interviews

• Depending on the Project, before a final selection is made, interviews may be required:
  – Often for Type I Projects
  – Sometimes for Type II Projects
  – Unnecessary for Type III Projects since this is typically a T&M quotation
  – Best Interview does not guarantee a “win” – is a accumulation of prior RFQ / RFP and Interview

• Not all Projects will require interviews. This is left to the discretion of the University.
Post Proposal Scope Review

• After Evaluations are Complete, the University may conduct Scope Reviews:
  – Verification of Submitted Proposals
  – Verification of Project Understanding
  – Pre-established questions to aid in verification
  – Fee/Cost Proposals may only be adjusted with a clearly defined modification in scope – no “bid shopping”, “bid rigging”, or “auctioning”

• Not all firms will have a scope review – this depends on the project and quantity of bidders

Responsibilities of Stakeholders
Responsibility of Bidders

- Maintain Yearly Pre-Qualification Statement
- T&M Vendors Maintain Communications and Relationship with EMU
- Submit Complete, Concise, Professional and Honest Proposals in Response to RFQ’s and RFP’s
- During the RFQ and RFP Process maintain the integrity of the process and limit contact only to the Purchasing Department (please do not contact the Physical Plant directly).
- Submission of a Proposal is an acknowledgement and acceptance of the EMU procurement procedures.

Responsibility of EMU

- Publicly Advertise all Type I Projects and Invite Proposals for Type II Projects
- During the RFQ and RFP Process maintain the integrity of the process and limit contact only to the Purchasing Department (no Vendor Contact).
- Conduct a Professional Evaluation of RFQ’s and RFP’s.
- Provide all Participants a Timely Notification of Award
Summary and Conclusions

Summary

• EMU Expects Compliance with Standards and Professional Service.
• Projects are categorized by Cost and Size as Type I, Type II, or Type III.
• Depending on the Project Type, University Oversight will vary in style with Committees and Management.
• Each Project Type has a defined Procurement Procedure for Professional Design and Consulting Services.
• EMU will evaluate proposals on a qualifications based review of the information submitted in the proposals.
Thank You for Coming

If you have any questions or comments, please contact the EMU Physical Plant Design and Construction Department:

Robin Piach
rpiach@emich.edu