

# 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

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| <b>FILE NUMBER</b><br>751/20169.JBB   | <b>ACCOUNTING TEMPLATE</b><br>Index 5519 | <b>PROPOSAL DUE DATE</b><br>May 27, 2021 at 2:00 p.m EDT  |
| <b>CLIENT AGENCY</b><br>Michigan Department of Natural Resources (MDNR) Parks and Recreation Division (PRD)   |  |   |
| <b>PROJECT NAME AND LOCATION</b><br>Replace Toilet Shower Building & On-site Sewage Disposal<br>Twin Lakes State Park, Houghton County  |  |   |
| <b>PROJECT ADDRESS (if applicable)</b><br>6204 E Poyhonen Rd<br>Toivola, MI 49965   |  |   |
| <b>CLIENT AGENCY CONTACT</b><br>Eric Cadeau, WOC Development Unit Manager<br>Dan Dowdy, WOC Western UP Regional Field Planner<br>Rich Pirhonen, Ranger at Twin Lakes State Park |  | <b>TELEPHONE NUMBER / E-MAIL ADDRESS</b><br>C: 906-241-8318 cadeaue@michigan.gov<br>C: 906-250-3993 dowdyd@michigan.gov<br>O: 906-288-3321 pirhonenr@michigan.gov |
| <b>DTMB - DCD PROJECT DIRECTOR</b><br>Jeff Barsch, Project Director<br>Danielle Foertsch, Field Rep   |  | <b>TELEPHONE NUMBER</b><br>C: 906-251-0727 barschj@michigan.gov<br>C: 517-331-5369 foertschd@michigan.gov   |

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

May 6, 2021 at 1:30 p.m. EDT. Meet at the south end of day use parking area near the contact station.

☒ **MANDATORY** (Check box if Mandatory)

**COVID-19 Precautions:** DTMB – DCD requires that masks be worn by attendees of ALL in person meetings, including pre-proposal meetings. Attendees must also observe social distancing protocols. Any individual refusing to comply with the mask requirement will be asked to leave the premises and expected to do so peacefully. Said individual will not be qualified for attendance and the firm that the individual represents will be ineligible to submit a proposal for the project.

If a firm has staff who cannot medically tolerate a mask, please do not send those individuals, and have other staff attend the meeting that can mask up. Also, please do not attend if you have a fever, show any COVID 19 symptoms, have had any contact with a known COVID 19 patient or if you have traveled outside the United States within two weeks of the Pre-Proposal Meeting. In the above instances, please send an alternative representative.

**PROJECT DESCRIPTION/SERVICES REQUESTED**
**PROJECT DESCRIPTION:**

The Michigan Department of Natural Resources (MDNR) Parks and Recreation Division (PRD) is requesting professional architectural and engineering services for the design (Phases 100, 500) of the following scope items at Twin Lakes State Park:

1. Scope Item #1: Toilet Shower Building & New Campsites – removal and replacement of the existing campground toilet shower building with new campsites and construction of a new standardized toilet shower building based on the MDNR's prototype at a new location.
2. Scope Item #2: On-site Sewage Disposal – demolition or abandonment of two existing drain fields – one at the sanitation station and one at the existing campground toilet shower building – and an analysis, study, and design of recommended replacement option(s).

Scope item #1: Toilet Shower Building & New Campsites

The existing toilet shower building has reached the end of its anticipated life span, and the MDNR would like to demolish the existing building and construct a new toilet shower building based on the MDNR's toilet shower building prototype plan, which is currently under design development. Draft drawings and specifications for a toilet shower building currently under design at Brimley State Park are included as an attachment for the PSC's review and consideration. These drawings and specifications should be considered the toilet shower building prototype. Design of the prototype is at approximately the 50% design level and

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further development and refinement is expected. Coordination with the MDNR as revisions are made to the prototype toilet shower building design will be required throughout the design phase for the new toilet shower building at Twin Lakes State Park.

Due to the occupancy, nature of use, and duration of use of toilet shower buildings by campers, the Michigan Department of Licensing and Regulatory Affairs' (LARA) Bureau of Construction Codes (BCC) has determined that, portions or all of new toilet shower buildings are required to be heated in order to comply with the Michigan Building Code and Michigan Mechanical Code. The design of the new toilet shower building shall plan for the insulation of heated spaces, as required, to comply with the Michigan Energy Code. The MDNR will provide further clarification on heating requirements as the design of a standard heating system for the prototype toilet shower building is implemented. The MDNR does not intend to change the seasonality of the toilet shower building, so the heating system will not need to handle winter conditions. The Twin Lakes State Park Campground is typically open from May through October.

The design for the toilet shower building & new campsites shall include the following scope of work:

1. The PSC shall evaluate the park's water and electric utilities to confirm they are adequate in capacity to support the proposed toilet shower building. For the basis of the proposal, assume the water and electric infrastructure is adequate.
2. Hazardous materials survey and abatement prior to demolition of the existing toilet shower building.
3. Demolition of the existing toilet shower building, which was constructed in 1975 and does not provide a sufficient number of showers for the campground size. The campground currently serves 62 campsites.
4. Analysis of the number of plumbing fixtures required to be provided based on legislation governing campgrounds under Part 125 of Public Health Code, Act 368 of 1978 and evaluation of infrastructure needed to support these fixtures and usage patterns of visitors at the park. Please see the supporting document titled "2B - Twin Lakes fixture count analysis" for a brief analysis of existing and proposed fixture counts.
5. Replacement of the existing toilet shower building with a standard MDNR toilet shower building based on the prototype currently under design for Brimley State Park prototype. The MDNR will provide plans, specifications, and other files to assist the PSC in development of a site-specific adaptation of the MDNR's standard toilet shower building. The new building shall meet all current building codes and health department regulations. The new toilet shower building is proposed to be constructed at a new location. This location is identified on the supporting document titled "2A – Proposed project elements and locations."
6. The new toilet shower building location will require site work including new ADA-compliant sidewalks, site grading, landscaping, and accessible parking spaces near the building, including one van accessible parking space and aisle.
7. The site of the existing toilet shower building will be required to be restored to two modern campsites after demolition of the existing building. These campsites will include 20/30/50 amp electric and water at the utility pedestal, a gravel or asphalt camper pad, and turf restoration. One of the two campsites shall have grades compliant with ADA standards.

#### Scope Item #2: On-site Sewage Disposal

The drain field serving the existing toilet shower building has reached the end of its anticipated life span. The drain field servicing the sanitation station also requires replacement. The intent of this study is to evaluate options for combining the on-site sewage treatment and disposal systems at the park. The study shall determine if the existing septic tanks and drain fields can be abandoned or if they will require removal and restoration.

Based on consultation with the Western Upper Peninsula Health Department (WUPHD) and/or the Michigan Department of Environment, Great Lakes, and Energy (EGLE), the PSC shall develop three (3) options for on-site sewage treatment and disposal, whether septic tank & drain field, lagoon, alternative system, or some combination, and provide a final recommendation for design and implementation. Given the high strength wastewater generated by RVs, it is possible that pre-treatment of wastewater may be required. EGLE has recommended dilution of high strength wastewater from RVs by combining sanitation station sewage with that of the toilet shower buildings. Consultation with EGLE throughout the design of the wastewater disposal system in compliance with Part 41

The design for the on-site sewage disposal system shall include the following scope of work:

1. Calculation of water and wastewater flows
  2. Sampling and effluent analysis on existing systems to determine:
    - a. if existing treatment is adequate at times of peak usage
    - b. basis of design for a new sewage treatment and disposal system
    - c. Please note that the park's high use period typically occurs between Independence Day and Labor Day. Effluent sampling and analysis shall be conducted at times dictated by EGLE, which will typically include 4 sample sets (2 during peak periods such as the weekends of Independence Day or Labor Day and 2 during non-peak periods such as mid-week during early June or late September).
  3. Development of three (3) options for on-site sewage treatment and disposal.
    - a. Recommend site locations for each new sewage treatment and disposal system.
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- i. This may include looking at suitable sites located to the west of State Highway M-26.
    - ii. As applicable, conduct a boundary survey to confirm property lines where proposed site locations may impact properties adjacent to the park lands.
  - b. Evaluate potential impacts to park lands and to the adjacent multi-use Bill Nicholls Trail on the west side of State Hwy M-26, if applicable. Identify items such as wetland impacts and soils suitability for sewage disposal.
  - c. Consider permitting, licensing, ease of operations, and life cycle maintenance costs when selecting and providing recommendations for on-site sewage treatment and disposal.
  - d. Evaluate and analyze existing sewer piping, lift stations, pumps, and other equipment, if any, and provide recommendations for continued use, replacement, or rehabilitation of components
  - e. Estimate construction costs, including demolition or abandonment of existing drain fields.
4. For the selected location of the sewage treatment and disposal system, the consultant is requested to perform preliminary soils research and preliminary wastewater flow calculations for determining the size and location requirements for the proposed treatment system. The PSC is requested to perform soil borings and/or soil sampling and provide an analysis to inform the design of the on-site sewage treatment and disposal system. The PSC shall perform a boundary survey, site survey, and topographic survey to properly locate proposed options for the on-site sewage treatment and disposal system.
  5. Based on the National Wetland Inventory, it is not anticipated that wetland delineation will be required.
  6. Based on the Michigan Natural Features and Archaeological resources Inventory database, neither Archaeological Resources or Threatened and Endangered Species are anticipated to be an issue.

#### Budget:

A project construction budget has not yet been developed. The PSC shall provide budgetary pricing for each of the options developed during the Phase 100 study. Selection of options and further development of a single option will be required as the project construction documents are prepared in Phase 500. The PSC's study, recommendations, and preliminary construction budget will be used to seek funding for the project.

#### Schedule:

MDNR wishes to have the Phase 500 construction documents completed by March 25, 2022. The MDNR anticipates the project information gathering, including boundary, topographic, and site surveys, soil borings, and wastewater sampling will be completed in the summer and fall of 2021. Please provide a proposed design and construction schedule with the PSC Proposal.

#### Occupancy:

Twin Lakes State Park will remain open to the public throughout the information gathering, study, design, and construction phases. A portion of the site will be closed, as required, during construction. Field work by the PSC and construction scheduling must be coordinated with the MDNR in advance to minimize disruption to their operation of the project site.

#### **SERVICES REQUESTED:**

The Professional Services Contractor (PSC) shall provide Phase 100 Study, Phase 500 Final Design Services for the project. The PSC shall include any required Phase 300 Schematic Design and Phase 400 Preliminary Design tasks necessary to complete Final Design for Contract Document development in the Phase 500 proposal technical summary.

At this time, Construction Administration services for Phase 600 Office Services and Phase 700 Field Services will not be included in the PSC contract; however, budgetary pricing for Phases 600 and 700 shall be included in the proposal. The budgetary pricing for Phases 600 and 700 should not be entered into SIGMA when responding to the proposal. When reviewing PSC proposals to determine the best-value responsive and responsible proposal, the selection committee may consider the Phase 600 and 700 budgetary pricing.

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

1. Phase 100 Study for Scope Item #2 On-site Sewage Disposal:
    - a. The PSC shall review available as-built information. The as-built record drawings and/or specifications may be incomplete, and to some extent, inaccurate. As-built record documents are required to be verified by the PSC to the extent required to ensure an accurate and complete design. The PSC will be responsible for documenting the existing site conditions in the anticipated project area and gathering any required topographic and geotechnical information necessary for completing the design. This will include performing a boundary survey, site survey, topographic survey, soil borings, and soil samples to determine composition of the existing soils and their adequacy for treatment of effluent.
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- b. Analyze the gathered site condition information and develop three schematic design options for the sewage treatment and disposal system. Provide a brief discussion outlining the pros and cons of each option as well as an estimated construction cost for each option.
    - c. At a minimum, the PSC shall virtually meet with the MDNR for a design kickoff meeting and to review the options being developed at 50% and 90% development of the Phase 100 options. The PSC is responsible for the submittal of 50% and 90% Study Documents and estimates for owner review a minimum of ten (10) working days prior to the proposed review meeting dates. The PSC shall consider any feedback and comments received from the MDNR and revise or refine the study options after the 50% and 90% review meetings. The PSC shall develop a Final Phase 100 Study Report including all options with estimates and a final recommendation for design. Upon approval of a selected design option or combination of the options from the Final Phase 100 Study Report, the PSC shall develop a design as outlined below.
  2. Phase 500 Final Design and Development of Contract Documents for Bidding for Scope Item #1 Toilet Shower Building & New Campsites and Scope Item #2 On-site Sewage Disposal:
    - a. Contract Documents shall be created utilizing the current State of Michigan, Department of Technology, Management, and Budget (DTMB), State Facilities Administration (SFA), Design and Construction Division (DCD), DC Spec General Conditions and the Master Spec format.
    - b. The Contract Documents shall meet the approval of MDNR and DTMB.
    - c. The Contract Documents shall meet all code and permitting agency requirements as well as accessibility requirements of the Americans with Disabilities Act which incorporates the 2010 Department of Justice's ADA Standards for Accessible Design.
    - d. PSC shall provide, at a minimum, virtual design meetings at 50% and 90% completion of Contract Documents. The PSC is responsible for the submittal of 50% and 90% Contract Documents and estimates for owner review a minimum of ten (10) working days prior to the proposed review meeting dates. 100% review documents shall be provided for owner review, but a 100% review meeting is not required.
    - e. PSC shall provide construction estimates for owner review at 50%, 90%, and 100%. Review of the construction budget will be required at the 50% and 90% design review meetings.
    - f. PSC shall provide a proposed schedule for design and construction with the RFP response. The PSC shall provide active project management and maintain their proposed schedule of tasks and milestones including, but not limited to, critical project tasks such as consultation and other data collection tasks. The PSC's schedule shall not only itemize and identify the critical project tasks, path, and correlation, but the PSC shall be proactive in identifying and implementing remedial actions necessary to get back on schedule if schedule slippage is encountered. Agency review task durations on the PSC's schedule should not be considered flexible for gaining back time should schedule slippage occur. PSC shall be responsible for the development of phasing plans and/or a construction schedule recommendation to avoid negatively impacting facility operations. The schedule shall allow for review time by all applicable permitting agencies, including LARA, EGLE, the Western Upper Peninsula Health Department, and any other required permitting agencies.
    - g. PSC shall be responsible for posting project on SIGMA for bid advertisement, performing a pre-bid meeting, issuing addenda, performing a Best Value Bid Evaluation on bidders, and generating a PSC recommendation of Contract Award for construction.
  3. Phases 600 & 700 Construction Administration for Scope Item #1 Toilet Shower Building & New Campsites and Scope Item #2 On-site Sewage Disposal:
    - a. At this time, Construction Administration services for Phase 600 Office Services and Phase 700 Field Services will not be included in the PSC contract; however, budgetary pricing for Phases 600 and 700 shall be included in the proposal.
    - b. A brief description of anticipated duration of and proposed schedule for construction with an estimated number of site visits for inspection and an estimated number of progress meetings shall be included in the proposal. At this time, further detail is not necessary.
    - c. The MDNR and DTMB will work with the selected PSC to further develop and clarify services for Phases 600 and 700 at a later date should the project move forward to construction.
    - d. Please base budgetary Phase 600 and 700 pricing for Construction Administration services on the following:
      - i. PSC shall manage and run all pre-construction and progress meetings throughout the project duration.
      - ii. Reports from each progress meeting and each site visit shall be distributed to the Project Team within five (5) calendar days of the meeting and/or site visit.
      - iii. Include all staff labor and costs required for Phase 600 Office Services. Assume some progress meetings are concurrent with some on-site project inspections.
      - iv. Include all staff labor and costs required for Phase 700 Field Services. Assume on-site inspections occur on a once per every two-week basis.
      - v. Include all reimbursable costs for Phase 600 Office Services on the Phase 600 reimbursement line item.
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- vi. Include all reimbursable costs for Phase 700 Field Services on the Phase 700 reimbursement line item.
  - vii. Assume construction phase testing services (concrete testing, backfill density testing, etc) will be handled under a separate contract. Coordination with the testing company will be required of both the PSC and Contractor.

### **PROPOSAL REQUIREMENTS:**

Provide a complete PSC Proposal (Technical and Cost) for all required Professional Architectural and Engineering Services in compliance with the State of Michigan, Department of Technology Management and Budget (DTMB) Project Statement Form (DTMB-0427), the DTMB Billable Rate Professional Services Contract, the DTMB RFP Billable Rate Form (DMTB-0430), and the DTMB State Facilities Administration (SFA), Design and Construction Division (DCD) policies and procedures for the development of Contract Documents and Construction Administration.

1. The PSC shall demonstrate in their proposal appropriate project experience relevant to the work described/requested in the Project Statement and/or RFP.
2. Travel reimbursements and billing rates shall be in accordance with the DTMB Billable Rate Professional Services Contract.
3. PSC shall detail all labor required for each phase.
  - a. PSC shall provide clear documentation of the number of meetings proposed during the study phase and during the design phase and indicate which meetings, if any, will need to be on-site.
  - b. PSC shall detail the number of site inspections anticipated during the construction of the project in their proposal.
  - c. The PSC shall detail the anticipated number of construction progress meetings anticipated during the project in their proposal. PSC shall assume that construction progress meetings will occur concurrently with some of the aforementioned site inspections.
4. PSC shall detail all reimbursable expenses for each phase. PSC must include the following services in their proposal. Please reference the ALLOWANCES section for allowance amounts to be included for items listed below.
  - a. Phase 100 and 500 Design Services
    - i. List and include all field services and testing required for the proper design of the project as reimbursable expenses.
      1. A boundary survey, site survey, and topographic survey for the areas of project work
      2. Soil borings as required for any structures – PSC to detail type and how many
      3. Soil samples as required for the development of the on-site sewage disposal and treatment system – PSC to detail type and how many
      4. Hazardous materials survey, testing, and report for the existing toilet shower building
    - ii. List and include all reimbursable expenses for plan review by LARA. This shall include application preparation, submission, and application fees.
    - iii. List and include all reimbursable expenses for a construction permit from the EGLE Campgrounds Program. This shall include application preparation, submission, and application fees.
    - iv. List and include all reimbursable expenses for preparation and submittal of the required EGLE and/or WUPHD permit applications for the wastewater treatment and disposal system. This shall include WUPHD site evaluation fee (if required), application preparation, submission, and application fees.
    - v. List and include any additional permitting or testing anticipated to be required as reimbursable expenses.
    - vi. List and include any other anticipated reimbursable expenses in the respective phase(s).
  - b. Phase 600 and 700 Construction Services
    - i. List and include all reimbursable expenses for construction site inspections including mileage as allowed according to the contract.
    - ii. List and include any other anticipated reimbursable expenses in the respective phase(s).

### **ALLOWANCES:**

Identify and itemize all reimbursable and travel expenses in the PSC Cost proposal as allowances. The allowance amount shall include the expenses for the scope of work indicated (permit fees, plan review fees, materials testing, effluent testing, etc.) as well as the PSC staff labor to perform the scope of work indicated for each respective allowance (i.e. PSC staff time spent filling out an application for plan review or collecting samples for hazardous materials testing would be included in the allowance). If the PSC feels the allowances listed are not adequate to cover their expenses and staff time for any allowance, the PSC shall state so in their proposal and include the additional amount they feel is needed to adequately complete the scope of work for the respective allowance.

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PSC shall include the following as reimbursable expense allowances in their proposal:

1. \$7,500 reimbursable allowance for hazardous materials survey, testing, and report for determining if the existing toilet shower building contains any hazardous materials (asbestos, lead/cadmium paint, etc) that may require abatement prior to demolition of the existing building.
2. \$2,000 reimbursable allowance for plan review and permit applications for completion of the following tasks:
  - a. LARA BCC Application for Plan Examination for the new toilet shower building and related sitework
  - b. EGLE Water Resources Division Campground Program's Application for Campground Construction Permit to modify the existing campground for construction of a new toilet shower building, new campsites, and new on-site sewage disposal and treatment system.
  - c. MDOT permit application for construction within the State Highway M-26 Right-of-Way
3. \$10,000 reimbursable allowance for consultation and application for permit(s) for the selected on-site sewage treatment and disposal system. This may include the following depending on the selected sewage treatment and disposal system:
  - a. Application for Sewage Treatment System Permit from the Western Upper Peninsula Health Department (WUPHD), including consultation with the WUPHD's Sanitarian in conducting a site evaluation and providing data for the calculation of the wastewater treatment system sizing
  - b. Application for a Groundwater Discharge Permit from EGLE Water Resources Division Groundwater Discharge Program in compliance with the Natural Resources and Environmental Protection Act (NREPA), Part 31 Water Resources Protection (including Part 22 Groundwater Quality Rules) and Part 41 Sewerage Systems. This may include consultation with EGLE Groundwater Discharge Compliance staff on design criteria and required submittals. As part of the permit application, the PSC shall conduct an infiltration test on the soil within the seepage bed/infiltration basin and prepare a Discharge Management Plan, including infiltration test results, for the system as required by the Part 22 Groundwater Quality Rules.
4. \$12,500 reimbursable allowance for boundary survey, site survey, and topographic survey
5. \$5,000 reimbursable allowance for soil borings and soil sampling
6. \$5,000 allowance for effluent testing – The testing shall take place within the existing system and at the last point prior to discharge as recommended by the PSC. Sampling shall include but may not be limited to: BOD5, Chloride, Formaldehyde, pH, Total Phosphorous, Sodium, Ammonia-N, Nitrate-N, Nitrite-N, Total Inorganic Nitrogen (TIN), Total Nitrogen, Total Alkalinity, and Total Suspended Solids. Anticipate 4 sample sets (2 during peak periods such as the weekends of Independence Day or Labor Day and 2 during non-peak periods such as mid-week during early June or late September).

PSC may include the following as reimbursable expense allowances in their proposal:

7. any additional anticipated permit applications – PSC shall identify the specific additional permit(s) required and include a "permitting" allowance for the amount they determine necessary.
8. any additional testing anticipated to complete Phase 500 Final Design – PSC shall identify the specific additional testing required and include a "testing" allowance for the amount they determine necessary.
9. any other miscellaneous expenses – PSC shall identify the specific miscellaneous expenses required and include a "miscellaneous expenses" allowance for the amount they determine necessary. The miscellaneous expenses shall be allowed reimbursable items per the PSC contract.

#### **ADDITIONAL REQUIREMENTS:**

1. Timely minutes from all meetings will be required per the PSC contract.
2. PSC to follow DTMB naming convention of DTMB file number / project name / Y (contract) number / subject on all project documents.
3. PSC shall provide sufficient back-up on all invoices for reimbursable expenses.
4. PSC shall provide a progress summary e-mail to the project team every two weeks. Each progress summary shall document the prior two-weeks' progress by the PSC and display the initial project schedule and current schedule status.
5. Field work shall be conducted in a manner that complies with any Governor's Executive Order(s) and/or MDHHS Epidemic Order(s) related to COVID-19 and MDNR policies currently in effect.
6. Design meetings shall be held via electronic format to comply with any Governor's Executive Order(s) and/or MDHSS Epidemic Order(s) related to COVID-19 and MDNR policies currently in effect.

#### **ATTACHMENTS:**

1. Maps and Photos
    - a. 1A – Map of Twin Lakes State Park
    - b. 1B – Map of Twin Lakes State Park Campground
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- c. 1C – Plat Map showing Twin Lakes State Park
  - d. 1D - Photos of Existing TS Building and Drainfield
  - e. 1E - Photos of Proposed TS Building Site and Existing Drainfield
2. Proposed project elements and locations
- a. 2A – Proposed project elements and locations
  - b. 2B – Twin Lakes fixture count analysis
  - c. 2C - Prototype Toilet Shower Bldg Brimley SP 50% Drawings Part 1
  - d. 2D - Prototype Toilet Shower Bldg Brimley SP 50% Drawings Part 2
  - e. 2E - Prototype Toilet Shower Bldg Brimley SP 50% Specs Part 1
  - f. 2F - Prototype Toilet Shower Bldg Brimley SP 50% Specs Part 2
3. Record drawings of park layout, utilities, and buildings
- a. 3A – Twin Lakes Survey
  - b. 3B – Park Utility Record
  - c. 3C – U-1 Water Sewer
  - d. 3D – L-104 Toilet Bldg Location
  - e. 3E – A-106 Toilet Building
  - f. 3F – A-107 Shower Addition
  - g. 3G – Campground electrical upgrade
  - h. 3H – Well House Improvements

Please NOTE:

- 1. Proposal responses MUST also be uploaded to SIGMA VSS by 2:00 p.m. EDT on the due date. **Please enter the total cost for Phases 100 and 500 in SIGMA as the bid amount. Please remember that Phases 600 and 700 are NOT to be included in the contract at this time and should not be included when the total cost (bid amount) is entered in SIGMA.**
- 2. Please remember that individual attachments can be no larger than 6mb.
- 3. If you experience issues or have questions regarding your electronic submission, you must contact the SIGMA Help Desk for assistance. They can be reached by telephone at 888.734.9749 or by email at [sigma-procurement-helpdesk@michigan.gov](mailto:sigma-procurement-helpdesk@michigan.gov)
- 4. Vendors are reminded to keep our office apprised of SIGMA VSS issues and to include your SIGMA ticket number when communicating with our office. Emailed submissions will need prior DCD approval and will be handled on a case by case basis. Approved emailed submissions MUST be received prior to 2:00 p.m. EST deadline to be considered responsive and responsible.

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**NIGP CODES**

90607, 92533, 92587, 92596

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**DESIRED SCHEDULE OF WORK**

MDNR wishes to have Phase 500 completed by March 25, 2022. Please provide a proposed design and construction schedule with the PSC Proposal.

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**ACCEPTING RFP QUESTIONS UNTIL:**

Please do not submit online questions via VSS. All questions should be emailed to Jeff Barsch at [barschj@michigan.gov](mailto:barschj@michigan.gov) by Thursday, May 20, 2021 at 2:00 p.m EDT.

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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, MDNR, 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)