



# **State Contracting 101**

## **Design and Construction**

**How Businesses Become State Contractors**



# Design & Construction Division

- Robert Hall, NCARB – Director
- Patrick Mullen, RA
- Chris Mustafa Bahjet, PE

# Why Contract With Us?



- We average 270 Design & Construction Contracts per year (High year 550)
- Worth an average \$100,000,000 (High year \$264,000,000)



# Steps to Potential Success



Step One: Register

Step Two: Prepare and Research

Step Three: Find Opportunities

Step Four: Bid

Step Five: Debrief

# Steps for Interested Contractors

## Step One: Register

- Register on the State's bid posting website:  
[www.buy4michigan.com](http://www.buy4michigan.com)
- Register for accounts payable on the State's procurement site  
[www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)
- You can also find training information here.



# Vendor Registration



- Allow 10-15 minutes
- Have business and banking information available
- Questions?
  - Contact the Buy4Michigan Vendor Help Desk
  - 888.734.9749 or [dmb-vendor@michigan.gov](mailto:dmb-vendor@michigan.gov)
- Contract & Payment Express Help Desk
- (888) 734-9749



# Vendor Registration

[www.buy4michigan.com](http://www.buy4michigan.com)



<a href="#">Agencies</a>	<a href="#">Services</a>	<a href="#">Directories</a>	<a href="#">Help Center</a>	<a href="#">Connect</a>
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Welcome To Buy4Michigan

# Buy4Michigan

Welcome to Buy4Michigan.com; the State of Michigan's online eProcurement solution.

To view online tutorials, quick reference guides, and general information about doing business with the State please access: <http://www.michigan.gov/micontractconnect>

- Register**  
Register here to begin using Buy4Michigan.  
Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**  
Complete registration here to begin using Buy4Michigan.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**  
Browse open bid opportunities.
- Active Contracts**  
Browse active Contracts/Blankets.
- Contract & Bid Search**  
Search for Bids and active Contracts/Blankets.

Login ID:

Password:



# NIGP Code Selection

- A link to the list of commonly used NIGP Codes for Design and Construction can be found by going to:
- [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)
- Bid Opportunities Tab
- NIGP Codes for Design and Construction

Michigan Department of Technology, Management & Budget

**DTMB**

Contract Connect: Your guide to doing business with the State of Michigan

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Bid Opportunities Resources Vendor Gateway State Administrative Board Vendor Information Local Government Contact Us

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**Contracts and Opportunities**

Buy4Michigan.com is the official posting site for most State of Michigan solicitations over \$10,000. To view current solicitations and register as a State of Michigan vendor, click the icon below (redirects to Buy4Michigan.com).

**Buy4Michigan**

**Design & Construction**

The DTMB-Procurement Design and Construction Division provides professional management and direction of new facility construction, additions, renovations, and environmental cleanup projects.

- [Design & Construction Website](#)
- [NIGP Codes for Design and Construction](#)
- [Projected Future Construction Contracts](#)
- [Construction Bid Results](#)
- [Michigan Building Products](#)



# Vendor Registration



## Helpful Registration Tips

Vendors must complete Certification and Representation

- Certs and Reps must be done annually
- Are done on Buy4Michigan

Minority Vendor Groups

- The State does not certify
- Please fill out demographic questions



# Contract & Payment Express



www.michigan.gov/budget/0,1607,7-157-13404\_37161-179392--,00.html



State Budget Office

Michigan Department of Technology, Management and Budget



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Budget and Office of Financial Mgmt. FAQs

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Contract & Payment

express  
for Vendors & Payees

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## Welcome to Contract & Payment Express (C&PE)

[FAQs](#)

[Keywords](#)

[Contact Us](#)

[Go to C&P Express](#)

When you are ready to register, please click on the 'Go to C&P Express' button.

### HEADLINES

- **IMPORTANT NOTICE REGARDING ELECTRONIC PAYMENTS DEPOSITED INTO FOREIGN ACCOUNTS**  
After September 18, 2009, if electronic payments from the State of Michigan are deposited into a U.S. account and then are automatically redirected to a foreign account, the electronic transmission may fail. Please contact your financial institution to determine what options are available to ensure continued electronic transmission of your payments.
- State of Michigan payees are able to direct EFT payments into multiple bank accounts. The direct deposit (EFT) sign up process is completely paperless.
- [Multiple Bank Accounts Overview Training](#) *Suggested for previously registered business payees*
- [C&PE Pre-Registration Overview Training](#)  
*Suggested for those registering for the first time*

### Who is this Website for?

- Anyone who receives payment from the State of Michigan
- Anyone who wants to do business with the State

This includes individuals, businesses, units of government, municipalities, schools, colleges, and universities. Contractors and vendors can register to receive payment

# Step for Interested Contractors



## Step Two: Prepare & Research

What do we contract for?

- Professional Services
  - Studies
  - Design
    - Architectural
    - Engineering
  - Environmental
    - Remediation
    - Abatement
  - Quality Control & Material Testing



# Steps for Interested Contractors



## Step Two: Prepare & Research

### What do we contract for?

- Construction
  - New Building
  - Renovation
  - Institutional Facilities
  - Recreational Facilities
  - Abatement/Remediation



### What and who have we contracted with?

- Construction Bid Results
- Projected Future construction Contracts

# Opportunities



The screenshot shows the Michigan Department of Technology, Management & Budget (DTMB) website. At the top left is the DTMB logo. Below it is a banner for "Contract Connect: Your guide to doing business with the State of Michigan". A navigation bar includes links for "Michigan.gov Home", "DTMB Home", "FAQ", "Contract Connect Home", and "Contact Us". A search box is on the right. A left sidebar contains a menu with "Bid Opportunities", "Resources", "Vendor Gateway", "State Administrative Board", "Vendor Information", "Local Government", and "Contact Us". The main content area has a green header "Contracts and Opportunities". Below this is a text block about Buy4Michigan.com. Further down is the "Buy4Michigan" logo. A section titled "Design & Construction" describes the DTMB-Procurement Design and Construction Division. At the bottom, a list of links includes "Design & Construction Website", "NIGP Codes for Design and Construction", "Projected Future Construction Contracts", "Construction Bid Results", and "Michigan Building Products". Red arrows point to the last three links in the list.

Michigan Department of Technology, Management & Budget

**DTMB**

Contract Connect: Your guide to doing business with the State of Michigan

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**Buy4Michigan**

**Design & Construction**

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- [Michigan Building Products](#)



# Construction Bid Results



Michigan Department of Technology, Management & Budget **DTMB**

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## Construction Bid Results

**Contact:** Anne Watros 517-241-4496  
**Agency:** Technology, Management & Budget

Results of past construction bids are posted here by date of Bid Opening.

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BOA Baseline Services	
<b>Design &amp; Construction Information</b>	
Infrastructure Protection	
Mail & Delivery Services	
MiBid Internet Auction	
Parking	<a href="#">04-25-12</a>
Printing Services	<a href="#">04-18-12</a>
Real Estate Services	<a href="#">04-11-12</a> (revised 511/12171.AGY)
Records Management	<a href="#">04-11-12</a>
Shop Surplus!	<a href="#">04-04-12</a>
State Building Addresses & Supervisors	<a href="#">03-28-12</a>
State Building Authority	<a href="#">03-21-12</a>
Travel	<a href="#">03-14-12</a>
Vehicle Services	<a href="#">03-07-12</a>
Warehousing	<a href="#">02-29-12</a>

**Budget & Finance**



# Projected Future Construction Contracts



## Design and Construction Project Future Contracts May 2012

Agy	Seq	PD	Project Name	Facility Name	City	Designer	Phone Number
071	08312	RCH	Statewide Laboratory Study/ Programming	DTMB/ Study- Programming	Statewide	CB Richard Ellis Group, Inc.	(517) 351-2200
071	10388	RAN	Door Renovations	DTMB/ Constitution Hall	Lansing	CHMP, Inc.	(810) 695-5910
071	11096	JRC	ADA Restroom Upgrades	DTMB/ Van Wagoner Building	Lansing	The Design Forum	(616) 454-1398
071	11124	BDH	State Police Posts Underground Storage Tank Removals - Group 1	DTMB/ Various Locations	Various	Otwell Mawby, P.C.	(231) 946-5200
071	11135	JRC	MDOT Photo Lab Renovations	DTMB/ MDOT Photo Lab	Dimondale	Bernath-Coakley Associates Architects, Inc.	(517) 321-9525
071	11191	CAK	Cooling Tower Demolition	DTMB/ Mason Building	Lansing	Wigen Tincknell Meyer & Associates	(989) 752-8107

# Steps for Interested Contractors



## Step Two: Prepare and Research

### Meet with a member of the Design and Construction Team

- Contractor Visits
- DTMB staff meet with contractors one on one to provide guidance
- Make appointments in advance



Design & Construction  
3rd Floor, General Office Building Building  
Lansing, MI 48909  
Phone: 517/284-7900  
Fax: 517/284-7970  
Email: [BuildMichigan@michigan.gov](mailto:BuildMichigan@michigan.gov)

# Steps for Interested Contractors



## Step Three: Find Opportunities

### Who is bidding on opportunities?

- Prime Contractors
  - Michigan businesses succeed in winning State contract awards
  - Prime contractors are encouraged to mirror the State's values in selecting subcontractors



### How can I find subcontracting opportunities?

- Subcontracting with Prime Vendors

# Steps for Interested Contractors



## Step Three: Find Opportunities

- Make Us Part of Your Weekly Routine
- Bookmark Our Web Addresses:
  - [www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)
  - [www.buy4michigan.com](http://www.buy4michigan.com)
- Delegated Authority
  - Contracts valued at less than \$25,000
  - Many agencies post here
  - Direct contact using **“State Agency Buyer List”**



# School & Local Gov't Bids

- Advertisements for Construction Bids for Michigan School Entities Not handled by DTMB
- Most K-12 Schools are posting opportunities on Buy4Michigan
- Local governments are also posting on Buy4Michigan
- [www.MITN.info](http://www.MITN.info)



# Steps for Interested Contractors

## Step Four: Bid

- Be Competitive
- Be Complete
- Be Timely
- Sign Bid

# Steps for Interested Contractors

## Step Four: Bid

- Review the entire Request for Proposal/Bid Documents, with all attachments
  - Attend mandatory and optional pre-bid meetings and site visits
- Bid, Performance, & Payment Bonds
  - Required on all bids > \$50,000



# Steps for interested Contractors

## Step Four: Bid

- Certificate of Awardability
  - Required on all bids > \$250,000 Contact:

Michigan Department of Civil Rights  
Contract Compliance Team  
(313) 456-3822

- Liability Insurance
- Worker's Compensation Insurance
- Prevailing Wage



# Special Programs: MiDEAL



- Program that allows local units of government to purchase from State contracts
  - *Townships*
  - *Cities & Villages*
  - *Counties*
  - *Road Commissions*
  - *Non-profit Hospitals*
  - *Colleges*
  - *Universities*
  - *School Districts*

# Steps for Interested Vendors



## Step Four: Bid

- Professional Services Contracts
  - Qualification Based Selection
    - Cost 20%
    - Technical 80%
- Construction Contracts
  - Low Responsive/Responsible Bid Best Value
  - QDV

	+2.688
	+5.000
	+1.500
	+1.125
	+1.062

# Steps for Interested Contractors

## Step Five: Debrief – Professional Services Contracts Only

- Meet in person or via phone
- Project Manager will review your bid and pricing with you to identify areas to revise for the next bid.
- Request an Evaluation Synopsis in advance of your debrief.





# Resources

- Michigan Business Resources
  - Procurement Technical Assistance Centers (PTAC)
  - Small Business & Technology Development Centers (SBTDC)
  - CEED / Michigan Women's Business Council
  - Michigan Minority Supplier Development Council
- Connect with State Agencies
  - Michigan Department of Transportation
  - Michigan Department of Civil Rights
  - Michigan Department of Agriculture
  - Michigan Department of Information Technology
  - Michigan Economic Development Corporation

# Resources

## Procurement Technical Assistance Centers (PTACs)

Assist Michigan businesses in selling products and services to federal, state and local governments

Government Contracting Orientation

One-on-One Counseling

Troubleshooting

Price History Reports

Specifications & Standards

Training Events & Seminars

Bid Match



# Resources

To find the PTAC office for your region, visit [ptacsofmichigan.org](http://ptacsofmichigan.org)



# Resources



## Michigan Small Business & Technology Development Centers (MI-SBTDC)

- Statewide network of twelve regional offices
- Provides a full range of services for small businesses that are emerging and growing throughout Michigan
- Counseling, training and research services
- No-cost or low-cost
- To find the SBTDC office in your region, visit [www.misbtdc.org](http://www.misbtdc.org)



# DTMB Design & Construction



Design & Construction

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[www.michigan.gov/micontractconnect](http://www.michigan.gov/micontractconnect)



Good Luck!

