



**Request for Proposal (RFP)**  
**Michigan Department of Technology, Management and Budget (DTMB)**  
**for**  
**DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET (DTMB) – Counties of**  
**Kent, Ionia, Barry, Eaton, Clinton, Ingham, Jackson, Shiawassee, Genesee, Livingston,**  
**Washtenaw, Oakland, or Wayne, MI**  
**SR #2021-0024**

**Questions & Answers**  
**February 9, 2021**

- Q. Please advise how space in Genesee County is required.**
- A. While Eaton, Ingham, and Clinton counties are preferred, the additional selection of other counties, including Genesee County, has been elected in consideration of highway access, and logistics between the proposed site(s) and the Lansing area. Please do not let references to “preferred” county sway you from proposing a site. The State of Michigan welcomes all proposals in the search area that meet the RFP criteria.
- Q. My company is an existing landlord to the state and is interested in responding to the RFP for State lease number SR2021-0024. We have a property that is approximately 300,000sf that meets all requirements except the ceiling heights are 18 feet vs. 20 ft. If we can be highly competitive on price would this still be considered?**
- A. The State of Michigan will consider Ceiling heights of 18’ and above. Ceiling height must accommodate our existing racking systems and Hi-Lo forklifts. 20 feet is preferred; however, we may consider 18 feet if the overall square footage of space allows for a floor plan configuration that meets the State of Michigan’s needs. 18 feet is the absolute minimum.
- Q. Would the State consider a location in Kalamazoo County?**
- A. Not currently, thank you.
- Q. Would the State consider an Occupancy Date later than March 1, 2021?**
- A. Yes. The occupancy date is an ideal target, but it is subject to change as the process of site selection and Lease/Agreement approval may require a modification to this date.
- Q. We have 11,770 sf of warehouse space in the Delta Industrial Park in Lansing, MI that has 5 elevated docks, drive-in door, and 25’ ceilings. We have seen your recent request dated February 2nd for 75,000 – 300,000 sf of warehouse space (SR #2021-0024), and we wanted to know if you would consider spaces smaller than 75,000 sf.**

A. The State of Michigan is currently looking for space(s) within the square foot range posted. The State reserves the right to increase or decrease the size of this requirement by up to 10%. Special circumstances may require more extensive program size changes.

**Q. I am an agent in Kent County MI that can help you find some warehouse space. Will you give me your requirements and I can send some listings over.**

A. Thank you for your interest in proposing warehouse space options for SR#2021-0024. To assure the fair bidding process, the State of Michigan Request for Proposals (RFP) process is restricted to limited communication outside of what is described within the posted RFP.

Please review the RFP and the RFP process for the full details and requirements on how to make a submission. If you feel the spaces you represent meet the RFP requirements, please complete the RFP documents (found in the Submission Document Checklist in the RFP) for each location, have signed by an authorized signer for the organization and submit proposals to the DTMB Real Estate email box at [dtmb-realestate@michigan.gov](mailto:dtmb-realestate@michigan.gov) by 5pm E.S.T. on February 16, 2020.

**Q. The DTMB minimum design standards are fairly explicit – that said due to the nature of the space we would expect to provide some alternatives. However, the major question revolves around HVAC and Electrical. Specifically does the building need to be cooled?**

A. Cooling is not a requirement in the warehouse, however, if cooling is provided, humidity control must meet the DTMB Minimum Design Standards found in Enclosure “C.” Exhaust fans will be required if central cooling is not supplied.

**Q. Does the building need to be heated to the specs in the sample lease?**

A. The warehouse must have the ability to be heated to a temperature that is comfortable for employees occupying/operating in the space. Exhaust fans will be required if central cooling is not supplied.

**Q. Is humidity control important?**

A. Cooling is not a requirement of the warehouse; however, if office space is provided, cooling and humidity control must meet the DTMB Minimum Design Standards within the office space found in Enclosure “C.”

**Q. Is there room for variance on the lighting requirements – i.e. minimum foot candles?**

A. The lighting requirements posted are for finished office space that focuses on task lighting. For the warehouse, please provide a minimum 20 foot candles; however, alternate lighting options may be considered. You may reference the Illuminating Engineering Society of North America (IESNA) Design Guide for Warehouse Lighting.

**Q. Will the state need any office space?**

A. The State will consider warehouses regardless of layout or combination of designated office space.

**Q. Will there need to be a break room?**

A. The State of Michigan will consider warehouses regardless of layout or combination of designated break room space.

**Q. Are docking doors required on all 4 sides of the building or just cross docking with 8 doors total?**

A. Cross docking with a minimum of 8 doors is required.

**Q. How many toilet stalls are required?**

A. The number of toilet fixtures required are to meet the requirements of the current Michigan Plumbing Code in effect at the time of the RFP submission to meet the existing programmatic building spaces.