



**Northwestern Michigan College**

**Facilities Department**

**REQUEST FOR PROPOSAL  
For  
Facilities Condition Assessment**

**RELEASE DATE**

**Friday, June 5, 2026**

**DUE DATE AND TIME**

**Friday, June 26, 2026**

**5:00 PM**

**PROJECT CONTACT**

**Don Loeffler, Purchasing Manager  
NMC Business Office  
2200 Dendrinos Drive  
Traverse City, Michigan 49686  
Phone: (231) 995-1130  
Email: [dloeffler@nmc.edu](mailto:dloeffler@nmc.edu)**

## **NOTICE!**

**RIGHT TO REJECT:** Northwestern Michigan College (“NMC”) reserves the right to accept or reject any and all proposals, to negotiate terms of proposal(s) with successful vendor(s), to accept a proposal that is not the lowest cost, and to accept the proposal(s) that is in the best interest of NMC.

**WITHDRAWAL OF ANY PROPOSALS** is prohibited for a period of ninety (90) days after the proposal due date.

**LATE, INCOMPLETE AND NON-CONFORMING PROPOSALS:** NMC reserves the right to reject without evaluation late, incomplete or otherwise non-conforming proposals.

**COMPLETE PROPOSALS:** All proposals must contain terms of purchase and delivery in writing. NMC will negotiate the actual delivery terms and timetable with the successful vendor(s), but each proposal must include the anticipated time frame during which NMC may reasonably expect materials and equipment to be delivered. NMC will not be responsible for any ancillary charges, costs, and/or fees not expressly delineated in the terms of the proposal.

**QUESTIONS:** Prospective bidders are solely responsible for understanding the requirements of this RFP. Questions regarding any part of this proposal should be submitted in writing to the Project Contact. All questions and answers will be made available to all prospective bidders. Prospective bidders who direct questions and inquiries about this RFP to persons at NMC other than the Project Contact invite disqualification of their proposals.

## INTRODUCTION

This Request for Proposal is released by Northwestern Michigan College Purchasing Department on behalf of NMC's Facilities Department for **Facilities Condition Assessment Services** as set forth herein.

### SECTION 1 GENERAL INFORMATION

Northwestern Michigan College ("NMC") intends to contract with a qualified contractor for facilities condition assessment services as set forth herein. The selected consultant will evaluate the existing condition of all College buildings and structures and develop recommendations to inform long-term maintenance, repairs, and long-range planning.

The requirements included in this proposal are complete. The representations made by NMC herein are accurate, true and complete to the best of our knowledge. NMC prefers to work with only one (1) contact person throughout the proposal process. Please appoint one (1) representative for your firm as your contact for NMC. This person will be responsible for all communications with NMC that relate to this Request for Proposal. Additionally, please note that all contact between your firm and NMC must be handled between your representative and the Project Contact. This requirement will be strictly enforced.

Your final proposal must be complete and presented in its entirety. All conditions, terms, costs, charges and fees must be included in the proposal. Should NMC accept your proposal, any terms, conditions, costs, charges and/ or fees excluded from your proposal at the time of submission shall remain excluded and will become the responsibility of the winning bidder.

All proposals must be submitted by email or in writing and must be signed by a representative who is duly authorized to make such representations to NMC on behalf of your firm. Your proposal will form the basis of a purchase contract with NMC and should include all equipment and materials that, in your judgment, are necessary to meet the requirements of this proposal.

The requirements of this proposal are non-severable. In other words, they may not be separated for the purpose of bidding on a single part of the established requirements. NMC has a strong preference to purchase a single vendor solution. If, in your judgment, NMC would be better served by a multi-vendor solution, you may offer that as an alternate proposal, however, you must certify that all equipment in your proposal will meet all other

specifications in this Request for Proposal. Your proposal should include a single-vendor approach.

Northwestern Michigan College is a Michigan Constitutional corporation located in Traverse City, Michigan in Grand Traverse County, and is subject to the laws of the State of Michigan. Our official address and principal place of business is 1701 E. Front Street, Traverse City, Michigan 49686.

Northwestern Michigan College is a tax exempt institution, granted such status by the authority of the State of Michigan. Likewise, NMC is exempt from Federal Excise Tax (tax-free registry number 38-6027348) and Michigan General Sales Tax, under Public Act 167 of 1933 § 4, as amended. **DO NOT INCLUDE MICHIGAN SALES TAX OR ANY FEDERAL EXCISE TAXES IN YOUR QUOTATION.**

## SECTION 2 TERMS AND CONDITIONS

2.01. Your complete and entire response to this RFP must be received by NMC in writing or by email ([dloeffler@nmc.edu](mailto:dloeffler@nmc.edu)) on or before 5:00PM on **June 26, 2026**. If submitting physical copies, please return one (1) original and two (2) copies of your proposal via US Postal mail or other suitable delivery service. Your response should include all requested and required information, as well as any supporting data needed to complete your response. Late responses will not be considered. Bidders are solely responsible for confirming that their responses were received in a timely way. NMC will not pay for, reimburse, or otherwise accept any delivery charges incurred by bidders in connection with the RFP.

2.02. Questions, uncertainties, noted discrepancies and omissions regarding this RFP shall be reported immediately in writing to the Project Contact by **June 19, 2026**. Should any reported issues require clarification, written instructions or an addendum to the RFP will be distributed to all potential bidders. NMC will not accept any responsibility for any oral interpretation of the requirements. Bidders should rely only on the written responses of NMC. Questions submitted less than 48 hours prior to the due date for proposals cannot be responded to.

2.03. NMC reserves the right to solicit additional information from bidders to aid our determination of the bid that best meets the needs of NMC. If our request for additional information on a proposal is not met in a timely way, NMC reserves the right to reject the proposal as non-conforming.

2.04. NMC reserves the right to reject or accept any bids, in part or whole; select bidders whose proposals best meet the needs of NMC without respect to the lowest cost proposal; and negotiate terms of the proposal to ensure the best interests

of NMC are met. NMC does not assume any contractual obligations or duties as the result of issuing the RFP. No employment relationship will be assumed between NMC and the successful bidder.

2.05. Bidders are not entitled to use NMC's name, service mark(s), trademarks or trade names without the express written permission of NMC.

2.06. By submitting a response to this RFP, bidders certify that no actual or potential conflicts of interest exist between the bidder and NMC under this agreement. Each bidder agrees to inform NMC immediately, should a change in conditions occur that would produce an actual conflict of interest or the appearance of a conflict of interest. Further, by submitting a response, bidder certifies that the bidder has neither provided any private inducements or consideration to any NMC trustee, officer, employee, or agent in return for favorable treatment with respect to the award of this proposal, nor accepted any private inducements or consideration from any College trustee, officer, employee or agent in connection with this RFP. Should any such unauthorized transactions be discovered, the bidder will be considered in breach of its agreement with NMC, and the agreement between the bidder and NMC is immediately void. Under these circumstances, NMC will cooperate fully with law enforcement to determine whether such a breach has violated any laws of the State of Michigan or the United States of America. This clause will survive the termination and/ or expiration of this agreement without respect to the cause or reason for a breach of this type.

2.07. NMC expressly states that the bidder is a supplier or independent contractor of NMC and is not an agent, partner, or employee of NMC. The bidder is not entitled to wages, tax withholding, Workers' Compensation, unemployment compensation, or any benefits of employment extended to regular employees of NMC. The bidder is not an agent of NMC, and may not bind NMC to any contracts or represent to anyone that the bidder has any such authority.

2.08. The laws of the State of Michigan shall govern the interpretation and performance of this agreement. Any action brought to enforce any provision of this agreement shall be brought in the appropriate court in the State of Michigan. All bidders, their successors or assigns expressly agree to bring any claims, demands, or actions asserted against the Board of Trustees of Northwestern Michigan College, its trustees, officers, employees or agents only to the Michigan Court of Claims. The bidder, its successors or assigns consent to the jurisdiction of the Grand Traverse Circuit County Court for the State of Michigan with respect to any claims arising under this agreement against Northwestern Michigan College.

2.09. The bidder must comply with all applicable State and Federal OSHA laws, standards and regulations with respect to the performance of this agreement.

2.10. NMC will evaluate each bid received using the following criteria, listed here in no particular order of importance:

- a. The bidder's ability to satisfy each term and condition fully.
- b. Compliance with the specifications stated herein.
- c. Experience with delivering the requirements of the specification.
- d. Cost (including pricing and price protection).
- e. Ability to provide service for those items in the specification to require an ongoing service contract of technical expertise, demonstrated or demonstrable with respect to the specification.
- f. References from previous customers for work of similar scope.
- g. Other factors not specifically expressed here that are relevant to determining which proposal will succeed.

2.11. Proposals may not be withdrawn for ninety (90) days from the time of issue. After ninety (90) days, proposals may be withdrawn by way of a written request directed to the Project Contact. Successor proposals may not be substituted for a withdrawn proposal. Withdrawal of a proposal constitutes disqualification from the bid process, should NMC not render a decision within ninety (90) days of the response due date.

2.12. Once the successful proposal has been determined and awarded, either party may withdraw from this agreement by giving the other party at least thirty (30) days' prior written notice of the termination date. Termination or cancellation of this agreement does not affect the collection, enforcement or validity of any accrued obligations between the bidder and NMC.

2.13. Once the successful proposal has been determined and awarded, modifications deemed necessary to correct errors found to be the sole fault of the bidder and to satisfy performance of the agreement shall be made expediently and at no additional cost to NMC. This clause will survive the termination and/ or expiration of this agreement without respect to the cause or reason for the error.

2.14. No information, report, etc. developed in connection with this RFP may be reproduced without NMC's prior written consent. No portion of this RFP may be reproduced without NMC's prior written consent.

2.15. The successful bidder must perform all work unless NMC specifically approves subcontracting in writing prior to the commencement of any work related to this RFP.

2.16. The successful bidder is an independent contractor, licensed and bonded as necessary, and is solely responsible for employment, acts, omissions, insurance, control and direction of its employees. The bidder agrees to indemnify and hold harmless Northwestern Michigan College, its trustees, officers, employees and agents from any and all damages, injury, loss, claims, demands, or causes of action in the event that the bidder fails or neglects to provide appropriate insurance coverage for its employees while working in performance of this contract at Northwestern Michigan College, including but not limited to payment of any claims.

2.17. Any personal injury to the bidder, its successors, assigns, employees, agents, subcontractors or third parties or any property damage incurred in the performance of this agreement shall be the responsibility of the bidder. The bidder agrees to restore or make whole any loss of or damage to the property of Northwestern Michigan College incurred during the performance of this agreement.

2.18. [Intentionally Blank]

2.19. Bidder agrees to accept NMC's standard payment terms, which are Net 30. All items on the bidder's response will be itemized, and all charges and discounts shall be clearly shown.

2.20. All responses to this RFP become the sole property of NMC and are subject to Freedom of Information Act requests.

2.21. Company agrees to maintain comprehensive general liability insurance, including contractual liability, with limits not less than \$2 million per occurrence and \$3 million aggregate; professional liability (i.e., blanket crime, employee dishonesty, errors and omissions, etc...) insurance with minimum limits of \$1 million per occurrence and \$3 million aggregate; automobile liability for owned, non-owned and hired vehicles with a combined single limit of \$500,000; and Workers' Compensation to statutory limits as required by the State of Michigan. Company agrees to have the Board of Trustees of Northwestern Michigan College added as an additional insured with respect to comprehensive general liability and provide the College with 30 days written notice of any material changes in the above insurance. Company shall provide the College with a certificate of the above insurance coverage and amounts if awarded the contract.

### SECTION 3 SCOPE OF WORK

Northwestern Michigan College is seeking a professional consultant to conduct a comprehensive, data-driven evaluation of all College buildings and infrastructure assets (including parking lots) to determine each asset's current condition and remaining life. This assessment will also include a forecast of future facility renewal costs via a prioritized 5-year capital improvement plan ("CIP"). **NMC requests final deliverables (see item 3.07) no later than September 11<sup>th</sup>, 2026.**

3.01. The scope of this facilities condition assessment shall include all buildings listed in **Appendix A**, as well as parking lots and the College's utility tunnel system. This assessment shall identify and document each asset's current conditions, deficiencies, safety hazards, code violations, recommended corrections (as applicable) and deferred maintenance prioritization. The final report must also forecast future facility renewal costs using the industry-standard facility condition index ("FCI"), and should include a prioritized 5-10 year capital improvement plan ("CIP").

Vendor may be granted access to the College's CMMS data (*Asset Essentials* by Brightly), facilities staff, and other maintenance records to supplement their assessment, however these records should not be exclusively relied upon in determining asset condition.

3.02. The systems to be assessed and documented for each facility shall include, but not be limited to, the following categories:

- **Building Shell:** Exterior, roofs (membrane and thermal imaging), wall systems, openings (windows/doors), and foundations.
- **Mechanical, Electrical, & Plumbing (MEP):** A performance-based assessment of HVAC systems, pumps, hot/cold heating/domestic supplies, electrical distribution panels, and building automation/controls.
- **Furniture, Fixtures, & Equipment (FFE):** Evaluation of flooring, ceilings, furniture, and wall coatings.
- **Life Safety & Regulatory:** Fire suppression/alarms, egress compliance, and ADA (Americans with Disabilities Act) Tier 1 accessibility surveys.
- **Site & Grounds:** Pavement/sidewalks, drainage, and site lighting.

3.03 The assessment must move beyond simple visual observation to provide operational insight into system condition and risk.

3.04 The vendor shall conduct this comprehensive assessment using professional standards such as ASTM E2018-15, APPA, ASCE/SEI 30-14, or other generally accepted industry standards.

3.05 The assessment methodology shall include:

- An asset inventory, including age of systems, manufacturer, and remaining useful life (“RUL”) based on actual condition
- A financial forecast using current industry cost databases and/or historic information for the specific market, and
- A priority matrix (e.g. priority 1 = immediate/safety, priority 2 = 1-2 years, priority 3 = 3-5 years).
- Preference will be given to firms that leverage technology such as 360° reality capture, drone-based thermal imaging for roofs, or AI-assisted data processing.

3.07 The required deliverables are as follows:

- **Executive Summary:** A portfolio-wide health overview suitable for board-level communication.
- **Facility Condition Index (FCI):** Calculation of the standard FCI formula (Total Cost of Repairs / Current Replacement Value) for each asset to benchmark facility health.
- **5-Year Capital Plan:** A year-by-year schedule of projected expenditures and a "Living Data" format that can be updated as repairs are completed. A 5-10 year extended renewal plan capturing all other deferred maintenance not prioritized in the 5-year plan may be included.
- **Detailed Photo Log:** High-resolution documentation of every major deficiency.
- **Digital Platform:** Data must be delivered in a centralized, interoperable digital format (e.g., Excel, API, or CMMS upload). Northwestern Michigan College utilizes Asset Essentials by Brightly, a Siemens Company, as its CMMS.

## SECTION 4 VENDOR QUALIFICATION CRITERIA

### 4.01. Firm Overview

- a. Provide an organizational chart or narrative of your firm’s structure and ownership. Include the number of years the company has operated.
- b. List, by professional discipline, the total number of full time employees. Include a brief job resume of employees involved in the project, including the lead inspector and any specialized assessors.

- c. Describe the current financial position of your company as it pertains to the requirements of successfully completing the requirements of this RFP.

**4.02. Experience**

- a. List 3-6 similar projects completed for educational institutions within the last five (5) years.
- b. Provide 3 references; include the company name, address, a contact, and their phone number.

**4.03. Methodology and Timeline**

- a. Describe the proposed methodology for conducting the assessment.
- b. Provide a timeline for your assessment process that aligns with NMC’s desired deliverable due date of September 11<sup>th</sup>, 2026.

**SECTION 5  
FORM OF PROPOSAL**

All responses to this RFP shall contain the signature page as a cover sheet, the complete and entire proposal, and any necessary documentation to support your proposal.

If value-added or alternative services are proposed that are not within scope of services requested by NMC in SECTION 3, please list related fees on the “alternative fee” line on the signature page.

Return your complete proposal to NMC by the due date and time listed on Page 1.

**SECTION 6  
RFP TIMELINE**

<b><u>Proposals due to NMC</u></b>	<b><u>June 24, 2026</u></b>
<b><u>NMC staff review proposals and conduct vendor interviews</u></b>	<b><u>June 25 – July 2, 2026</u></b>
<b><u>Board of Trustees: Building &amp; Site Committee meeting</u></b>	<b><u>July 8, 2026</u></b>
<b><u>Board of Trustees: Regular Meeting (approval of FCA vendor)</u></b>	<b><u>July 20, 2026</u></b>
<b><u>Notification to Bidders of Selection / Non-Selection</u></b>	<b><u>July 21-24, 2026</u></b>
<b><u>Facilities Condition Assessment &amp; Deliverables</u></b>	<b><u>July 27 - Sept 11, 2026</u></b>



# Appendix A

## NMC Building List

Bdg #	Main Campus:	Campus	Year Built	Calendar Year		Square Footage
				Additions	Remodeled	
01	Dennos Museum Center	Front St. Campus	1991	2017		55,411
02	Scholars Hall	Front St. Campus	1962	1965	1995, 2003	58,450 <sup>A</sup>
05	Tanis Building	Front St. Campus	1957		1998	43,325 <sup>A</sup>
06	Biederman Building	Front St. Campus	1976		2002	Included with Tanis <sup>A</sup>
07	Health & Science	Front St. Campus	2002			57,477 <sup>A</sup>
08	Founders Hall	Front St. Campus	1976		2003	4,850
09	Timothy J Nelson Inovation Center	Front St. Campus	1965	2018	1988, 2003, 2018	66,304
10	East Hall	Front St. Campus	1965		1999	46,700
11	Clock Tower	Front St. Campus	1984		Relocated 2001	
12	Fine Arts	Front St. Campus	1971			19,600
13	James J. Beckett	Front St. Campus	1996			34,269
14	Apartment A	Front St. Campus	1973			12,750
14	Apartment B	Front St. Campus	1973			12,750
14	Apartment C	Front St. Campus	1973			12,750
15	Oleson Center	Front St. Campus	1978		2006	10,398
16	Rajkovich Physical Education	Front St. Campus	1969			28,000
17	Facilities Building	Front St. Campus	2001			12,240
18	North Hall	Front St. Campus	2017			47,850
19	Front St Flats	Front St. Campus	1973		2021	25,500
21	GLMA / Conference Center / CA	Great Lakes Campus	2003-2004			75,233
22	Automotive Technology Bldg	Aero Park Campus	1990		2001 (purchase)	18,309
23	Rogers Observatory	Aero Park Campus	1981			1,425
24	Parsons-Stulen Building	Aero Park Campus	1999			65,000
25	Aviation Hangar	Aero Park Campus	1977	2025	2025	33,500
26	Appel Property	Appel Property (Boardman River)	1954			1,200
27	Aero Park Lab	Aero Park Campus			2010	28,900

**Total Square Footage:** **772,191**

<sup>A</sup> Exclude HVAC from FCA. NMC is fully replacing HVAC systems in summer 2027 as part of a geothermal energy project.

Link to NMC campus maps: <https://www.nmc.edu/about/maps/>