

# Central Michigan University Pre-Qualification Procedure for Architects and Engineers

Central Michigan University (CMU) requires all Architects and Engineers proposing on construction projects to complete the Pre-Qualification process. Download the form from the University Engineering and Planning (UEP) website or contact the UEP office at (989) 774-2109.

For projects where the anticipated total project cost will be greater than \$5,000,000 the Pre-Qualification Form must be completed 60 days prior to the issue of the Request for Proposal. This time is needed to complete review of the qualifications and to prepare to issue the proposal documentation.

UEP Project Managers will use the list of approved pre-qualified firms to determine the list of qualified firms. Architects and Engineers will be ineligible to propose on CMU projects based on the following:

- Pre-qualification process is not complete
- CMU determines that information on the firm's pre-qualification form is in error.

CMU project teams may choose to include additional qualifications that are project specific in their request for proposal such as:

- Relevant Experience
- Project Team Experience
- Energy/Sustainable Design

CMU retains the right to remove firms from their pre-qualified list if:

- The firm chooses to not participate in 2 consecutive requests for proposals, or
- If the firm does not provide any response to a single request for proposal.

Re-Qualification:

- Firms are required to update pre-qualification information every three years
- Firms are responsible for keeping pre-qualification information current
- If a firm is removed from the qualified list, they may resubmit a new pre-qualification form after 12 months