Addendum #1 To
Request for Proposal
For Academic Resource Center Renovation: Project 080-349977

Minutes of the Pre-bid Conference
Dated July 7, 2022

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for Academic Resource Center Renovation, Project 080-349977 was held on July 19, 2022, at 11 am (local time) – at Detroit, MI 48202. Robert Kuhn reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who Contractors may contact during the live bid process. Alycsa Valentine and Andrew Rudnycky from Stucky Vitale Architects, discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

NOTE: You must have attended a Pre-Bid conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a Pre-Bid conference does not qualify your company to bid.

Numerous simple questions and answers were addressed at the pre-bid meeting. Some of the issues were as follows:

1. Minimum Participation
   A. Pre-registration for the Pre-Bid meeting is required. In the event that we do not have four (4) or more eligible bidders pre-registered, the University reserves the right to postpone the Pre-bid meeting up to 4 business hour notice.
   B. If less than 4 individual contractor firms attend the mandatory pre-bid meeting, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).
   C. On the day of the bid opening, if less than 3 sealed bids are received, the University reserves the right, at its sole discretion, to rebid the project in an effort to obtain greater competition. If the specifications are unchanged during the rebid effort, any contractor who submitted a bid will be given the option of keeping its bid on file for opening after the second bid effort, or of having the bids returned to them unopened.

2. Smoke and Tobacco Free Policies: Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. Contractors are responsible to ensure that all employees and all subcontractors' employees are in compliance anytime they are on WSU’s main, medical, or extension center campuses. The complete policy can be found at http://wayne.edu/smoke-free/policy/

3. Diversity Spend: The University tracks its level of spend along a number of socio-economic categories. This includes its spend with Diverse organizations, its spend with Detroit based organizations, and it’s spend with Michigan based organizations. To assist with this, The University has reporting requirements to be included with the submission of your bid and for Pay Applications submitted by the successful contractor.

4. A Bid Bond is not required for bids below $50,000. Otherwise, a Bid Bond (5%) will be required for the full amount of the bid.

5. Performance Bond and Material & Labor Payment Bond requirements are listed in the specifications of the job. Performance & Material & Labor Payment Bonds must be provided by the awarded Contractor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.

6. The awarded Contractor must provide the required Certificate of Insurance in compliance with Section 700 – General Conditions, article 4.05 – Contractor’s Insurance, and Section 800 – Supplementary Conditions prior to commencement of any work.

7. Please review the insurance section carefully, including the professional liability insurance and the amounts of required insurance for most of the categories.

8. If your company has not previously done business with the University you may go to the Purchasing website at www.purchasing.wayne.edu and look for the “new vendor” link under “Information for Vendors” on the left. You may submit a new vendor request form and an IRS form W-9. This will register your company on in our vendor database. (NOTE: this does not replace the listserv.)
9. This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than WSU Wage Rates. A WSU Wage Rate Schedule is included as Appendix A to the Bid Specifications. Contractors must review these requirements to be sure they are in compliance with the requirements of the University. Contractors must post wages at the job site in compliance with the complete WSU Wage Rate listing provided in Bid Documents.

10. Certified Payroll must be provided with each of the contractor’s pay applications for all workers who worked at the job site, in compliance with the University policy. Failure to provide certified payroll will constitute breach of contract and pay applications will be returned unpaid, and remain so until satisfactory supporting documents are provided.

11. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.

12. A properly executed sworn statement is required from all tiers of contractors, and sub-contractors indicating sub-contractors and suppliers which provide services or product of $10,000.00 or greater. Sworn statements must accompany applications for payment

13. All documents listed in the Front End Section 0410-2 “Wayne State WSU Wage Requirements” must accompany applications for payment. Failure to do so will result in the entire application package returned for correction.

14. A checklist of all Pay Application requirements can be found in Section 00430-1.

15. Contractors who have withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University are not eligible to bid on this project. Contractors must review these requirements to be sure they are in compliance with the University upon notification of award within the last 3 years are not eligible to bid on this project.

16. Contractor hours of operation are 7:00 am – 5:00 pm. Anything else requires advance notice and approval.

17. Prequalification meeting may be held as soon as the first business day after bid openings. Contractors must be available. The Project Manager will coordinate the meetings.

18. Signature. The contractor must also submit a Performance Bond as outlined above and a Certificate of Insurance.

19. Permits and inspections are the responsibility of the awarded contractor as listed in General Conditions, Section 700 Article 4.02.18. State Electrical Permits/Inspections, Fire Alarm shop drawings/12A submittal, and a BFS State Inspection will be required.

20. Contractor must provide their own dumpster if needed, which must be rubber or plywood padded if placed on concrete. Location and duration must be coordinated with the project manager. Dumpster must be tagged with the name of your company clearly displayed. Any lawn damage must be restored.

21. Contractors must provide a Performing Bond as outlined above and a Certificate of Insurance in the same 5 business day period. In the event the Contractor fails to return the documents in this 5-day period, the University reserves the right to award the contract to the next most responsive bidder.

22. Disregard sheet F-100.

23. All Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.

24. The Offices are currently occupied by Academic Staff. Phasing of work in the office addition, suite 121, (added to the facility in 2014) to be coordinated with the Project Manager. The Occupants are able to work remotely for a couple weeks, but will need access to their offices starting August 30th.

25. It is understood that the doors and fire curtain construction may be long, and extend past the proposed Substantial Completion date. A rated construction partition is to be constructed in the opening with fire curtain to separate suite 121 and 107 following demo, and removed once the fire curtain is installed. The rated construction doors are to be provided at door 107.2 to secure the construction site, and serve as a temporary suite entrance until the new doors arrive.

26. The University intends on salvaging and re-using lighting and mechanical diffusers. See Mechanical and Electrical drawings for more information.

27. Review Section 300 - Form of Proposal carefully and complete in its entirety to avoid disqualification, including our prequalification form.

28. Contractors who have withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years are not eligible to bid on this project.

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37. **Time of Completion:** The Contract is expected to be fully executed on or about 15 calendar days after successful bidder qualification and recommendation of award. The successful bidder (Contractor) agrees to start construction immediately after receipt of a fully executed contract and Purchase Order, and to complete the work as follows: Substantial Completion, and State Approved Inspections (if appropriate), no later than **September 16, 2022.**

38. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at [http://go.wayne.edu/bids](http://go.wayne.edu/bids).

39. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc.)

40. **IMPORTANT**- This is an addendum which MUST be acknowledged on your bid form

We will require your lump sum proposals, vendor qualification questionnaire and your bid bond documents as a single PDF in your electronic submission.

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing. Email: **RFPTeam3@wayne.edu**, and copy **Valerie Kreher**, Sr. Buyer, at **Rfpteam2@wayne.edu**.

Bids are due **by electronic submission on** no later than 2:00 p.m., **July 29, 2022**. The link for bid submission will be posted with the bid details at [http://go.wayne.edu/bids](http://go.wayne.edu/bids) beginning **July 7, 2022**.

**Do not contact either FP&M or the Design Firm directly as this may result in disqualification of your proposal.**

Thank you for interest shown in working with Wayne State University.

Robert Kuhn
Senior Buyer

CC:  **Alycsa Valentine** (Project Manager), **Valerie Kreher**, Sr. Buyer, Attendee list.