



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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November 16, 2023

Minutes of the Pre-bid Conference

RFP Applebaum MRI dated November 3, 2023

The pre-bid conference for the **Applebaum MRI** was held on **November 10, 2023 at 1:00 pm**. **Robert Kuhn** reviewed the administrative requirements of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Victoria LaLonde** of the **Facilities Planning & Management**, lead the site visit and discussed the expectations and scope of work.

The pre-bid conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site at http://www.purchasing.wayne.edu/Building_Design.html.

As a point of information, the University Master Plan is available at www.facilities.wayne.edu.

Note: only those vendors that attended the **mandatory** pre-bid meeting will be allowed to participate in this bid opportunity.

The questions due date has been changed to **November 17, 2023** by 12:00 noon (EST).

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

1. Construction Management firms should define all Joint Venture relationships, included in the Construction Management team, and the responsibilities of each in their executive summary so that the University can easily identify this information.
2. Vendor will need to supply as part of the deliverables, a project schedule for the complete project, using estimated time frames for each phase of the project through the Marketing. They should also provide a timeline for the work associated with this study, in other words, this phase of the project.
3. Deliverables related to this study are outlined in the RFP. Deliverables that are to be included in the vendors cost, are outlined in the RFP. Oversight during the Construction phase and Construction documents are part of the deliverable.
4. Acceptable and unacceptable reimbursable costs are outlined in part H of Section V. Any items to be considered as reimbursable should be specifically outlined in the vendor's proposal. Reimbursable items such as printing costs are for University prints only. Consultant will not be required to produce prints for Contractors. Travel is excluded for tri-county area and should not be included as a reimbursable. Possible out of state travel to view classrooms would need to be discussed and approved.
5. The maximum number of pages a proposal can have is **30** pages. This count includes all forms and executive summary. **30** Pages means one-sided sheets with a font size NO SMALLER than 11 point. Covers and tabs not included in this count.
6. Liability Insurance and Error & Omission Insurance from awarded vendor are required, however certificates are not required with proposals and not included in the **30** page format.
7. Please review the insurance section carefully, there are some changes in the documents, such as the addition of professional liability insurance and changes in the amounts of required insurance for most of the categories
8. Though this phase of the project does not require construction documentation all University standards should be referenced for future adherence. The web site to reference vendors to for University

Construction Design Standards is http://www.forms.procurement.wayne.edu/Adv_bid/DC-Standards-Nov-2018.pdf. While the General Conditions of Construction and Supplementary General Conditions for Construction of the Contract deal principally with the responsibilities and obligations of the Construction Manager, it is understood and acknowledged that they also define requirements for the Design Professional's performance. As a result, the General Conditions of Construction and Supplementary General Conditions for Construction of the Contract pertaining to this Project are expressly incorporated into this Agreement. It is expressly understood that the Design Professional is not responsible for the construction of the Work.

9. All University Design Standards must be followed rigorously.
10. A site visit followed the Procurement Pre-Bid Meeting
11. The Level of Effort Work Plan and Cost Schedule C have been posted separately to the website in an excel format for simple update and must be included as part of the response to this RFP. **Please NOTE:** Additions to the Level of Effort requires YES on Restricted Services Schedule A.1.
12. Vendors are required to note any concerns or modifications they may have as part of their proposal submission. In the absence of any noted concerns, the University will understand that the Vendor is willing to accept our contract "as is".
13. Vendors should include the concepts of sustainability / LEED Certification in their proposals. Building should lean toward LEED certification, however, determination on whether to apply will be made at a later date. The University reserves the right to determine whether to apply for certification.
14. All supporting documentation submitted with this proposal will become the property of the University and may be subject to Freedom of Information Act disclosure, exceptions include requested Financials after receipt of RFP response, sent to the Director of purchasing for review.
15. Information on how attendance will be taken and confirmed was provided during the PreBid Meeting.
16. The Deadline for project related questions is **November 16, 2023, 12:00 noon**.
17. Bids are due **by electronic submission on** no later than 2:00 p.m., **November 28, 2023**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **November 3, 2023**.
18. Any responses, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act, regardless of notations in the VENDOR's Proposal to the contrary.
19. Smoke and Tobacco Free Policies: On August 19, 2015, 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/>

Other:

- Substantial completion has been changed from 5/1/2024 to 4/26/2024.
- Progress drawings will be posted to the University's website and Construction Drawings are expected to be uploaded by 11/20/2023.
- Note, the University begins to accept patients to the MRI Room beginning 6/1.
- Factor in certifications/commissioning within your scheduling.
- The Student Lounge work to be updated with new drawings and will include 3 alternates for budgetary and funding considerations.
- Note weather protection is required.
- The date for landscaping is flexible.
- Siemens will place the MRI. The University has a rigging company to move the existing NMR
- Vendors must protect the MRI during construction work.
- Correction, please note that all Addenda, including the Addendum 1 Minutes, are to be acknowledged in Exhibit C.
- Note: this will be a competency-based award. The University will release the "short listed vendors" who will be invited to a Vendor Interview/Presentation at the discretion of the University.
- Staging and unloading/loading should be negotiated with the Project Manager and City Permit will probably be required.
- Vendors are to bid with a recommended three trades, as time permits, to arrive at a Guaranteed Maximum Price GMP. Work is to begin on December 11th.

- At the access site, excavation shall be approximately 15 feet x 15 feet around the MRI location. This work area should fall between the lights; however, if the lights are damaged or moved, it is the responsibility of the awarded vendor to replace.
- Note: the location of utilities, if any, is unknown. No ground penetrating radar has been deployed.
- New drawings will be posted for the Quench Pipe and alternative path. Note piping is 10 inches of duct with additional space for insulation.
- For the student lounge, see drawings and note the additional Alt1, Alt2 and Alt3.
- New RF shielding to be installed around the MRI.
- For perimeter or ground water drains, see the drawings.
- In the NMR room there is a slab depression, approximately 6 inches which vendor will fill in.
- 4 – all gender restrooms will be installed, please see the drawings.
- Vendors are expected to remove and relocate lockers.
- The entrance to 2 classrooms will be rerouted to facilitate the Mock MRI Room and waiting area.
- See the drawings to see the routing of electrical from the electrical rooms to the pump room.

Addition: Please see Architects Addendum 1 attached.

IMPORTANT - Minutes for the Prebid Meeting are distributed and published on the website as an Addendum. Vendors are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Exhibit C.

All questions concerning this project must be emailed to: **Robert Kuhn**, Procurement & Strategic Sourcing at **313-577-3712** Email: **Rfpteam3@wayne.edu** by 12:00 p.m., **November 17, 2023**.

Do not contact the Facilities Planning & Management, or other University Units, directly as this may result in disqualification of your proposal.

Thank you for your interest in doing business with the University.

Robert Kuhn,
Sr. Buyer, Purchasing
313-577-3712

CC: Victoria LaLonde – Project Manage, Ed Doyle, Ken Doherty, Attendees list.



Design and Construction Services
Facilities Planning & Management

ADDENDUM

Project Name: Applebaum MRI Site
Renovation

WSU Project No: 001-404927

Prepared by: V. LaLonde

Addendum Number: 1

Date: November 15, 2023

This Addendum is issued pursuant to the Wayne State University Applebaum MRI Site Renovation RFP. This Addendum serves to clarify, revise, and supersede information in the Pre-Bid Meeting, Progress Drawings dated 2023-10-20, and previously issued Addenda. Portions of the Addendum affecting the Contract Documents will be incorporated into the Contract by enumeration of the Addendum in the CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES. The Bidder shall acknowledge receipt of this Addendum in the appropriate space on the Bid Form.

PART 1 - NEW DOCUMENTS ISSUED WITH THIS DOCUMENT

- A. Progress Drawings Issued 2023-11-08 by SSOE
- B. WSU Standards for Communications Infrastructure dated April 2023. The standards can be downloaded at <https://tech.wayne.edu/docs/wsucommunicationsstandards.pdf>

PART 2 - DOCUMENTS DELETED BY THIS DOCUMENT

- A. Progress Drawings Issued 2023-10-20 by SSOE

PART 3 – CLARIFICATIONS WITHIN THIS DOCUMENT

- A. All elements of this project which are required for the operation of the MRI including all supporting building systems must be substantially complete by April 26, 2024 including all work by all trades in the following Room numbers:
 - a. MRI 0560
 - b. Equipment Room 0561
 - c. Control Room 0560B
 - d. MRI Entry 0560C
 - e. Toilet Room 0466A
 - f. Changing Room 0466B
 - g. Clean Storage 0466C
 - h. Patient Waiting Room A101
 - i. Mock MRI A100
 - j. MRI Office A110
 - k. NMR 0250
- B. Clarifications to the Project Phasing Descriptions on sheet GI-100 of SSOE's progress set
 - a. Phase 1: NMR Relocation and Vending
 - b. Phase 2: MRI Installation and Associated Support Spaces
 - c. Phase 3: Student Lounge (Main Street) Renovation

- C. MRI is scheduled to arrive Monday April 1, 2024
- D. The *CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES* is clarified as follows:
 - a. It is the intent of this RFP to have the CM provide a GMP per paragraph 3.03.4 Guaranteed Maximum Price (GMP) on the Bid Date.
 - b. It is the intent of this RFP to allow the CM to provide the requirements within Paragraph 3.03.9: Conduct Competitive Trade Contractor Bidding after the award of the contract.
- E. Progress Drawings dated 2023-11-08 are modified as follows:
 - a. Sheet GI-100 Cover Sheet is revised as follows: Strike entire paragraph "ALLOWANCE AND ALTERNATES FOR PHASE 3"
 - b. Sheet AE-701 Student Lounge Interior Finish Floor Plan is revised as follows: Strike entire paragraph "New Student Lounge Flooring Notes"
 - c. Sheet AE-701 Student Lounge Interior Finish Floor Plan is revised as follows: Insert the following:
 - i. Alternate 1: Student Lounge (Main Street) Finishes – Remove existing flooring, prep for new flooring. Install new flooring types 1 and 2 per sheet AE-701. Flooring type -1 to be Kinetex Analog 1821 24x24 Modular, Flooring Type - 2 to be Kinetex Analog Mono 1822 24x24 Modular (Color and Pattern to be confirmed). Provide and install vinyl base at all walls. Paint all walls this area. Provide and install new in-floor duplex outlets at 12' OC within areas with Flooring Type - 2. Also provide and install duplex outlets at 12' OC at perimeter walls 18" above finished floor.
 - ii. Alternate 2: Additional Flooring – Remove existing flooring, prep for new flooring. Install new flooring and base type 3 per sheet AE-701. Flooring type 3 to be 2'x4' porcelain tile (Color and Pattern to be confirmed). Include cost of \$10 per square foot for porcelain tile only. Revise SVF-2 (1850sqft) area to be Flooring Type -1. Provide and install vinyl base. Paint all walls in this area.
 - d. Sheet AE-701 Student Lounge Interior Finish Floor Plan is revised as follows: Insert the following:
 - i. Allowance 1: Provide an Allowance of \$30,000 for material and installation of a "feature wall" utilizing Muro Acoustic Panels or equivalent in the Student Lounge (Main Street).

END OF DOCUMENT