



Procurement & Strategic Sourcing  
5700 Cass Avenue, suite 4200  
Detroit, Michigan 48202  
(313) 577-3734

Division of Finance and Business Operations

October 12, 2023

**Addendum #2 To  
Request for Proposal  
For Design Build Services for the Campus-EV Transformers Installation: Project 999-402280**

**Minutes of the Pre-bid Conference  
Dated September 28, 2023**

**The Addendum must be acknowledged on your lump sum bid.**

The pre-bid conference for Request for Proposal for Design Build Services for the **Campus-EV Transformers Installation**, Project **999-402280** was held on **October 5, 2023**, 2:00 p. m (local time), via Microsoft Teams. **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. **Ranjani Nainala and Paul Bernard, of the Facilities, Planning and Management Department**, discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

**NOTE:** The pre-proposal meeting was optional; however, a site visit has been scheduled, see below.

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 3 or more eligible bidders pre-registered, the University reserves the right to postpone the Pre-bid meeting with up to 4 business hour notice.
  - B. If less than 3 individual contractor firms attend the **Optional** 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 it's level of spend along a number of socio-economic categories. This includes it's spend with Diverse organizations, it's 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](http://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. 1099 workers and subcontractors using 1099 workers are NOT acceptable.
11. 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.
12. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
13. 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
14. 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.
15. A checklist of all Pay Application requirements can be found in Section 00430-1.
16. Section 440 - Contractors Performance Evaluation is a part of the contract and will be performed at the end of every job.
17. The competency and responsibility of Bidders will be considered in making the award. The University is not obligated to accept the lowest or any other bids. The University reserves the right to reject any and all bids and to waive any informalities in the Proposals
18. Parking on WSU campus lots and structures are \$9.00/access. Contractor must build parking into their lump sum bid. There is no parking allowed on the malls.
19. Review Section 300 - Form of Proposal carefully and complete in its entirety to avoid disqualification, including our prequalification form.
20. Adding EV chargers to parking structures to accommodate future EV vehicles on campus
21. No lighting or fire alarms are part of this project; this is strictly a power outlet project
22. WSU has the (7) transformers and the panel boards. Copper wire is the selected vendor's responsibility.
23. The University has the breaker panels.
24. There are seven (7) structures and one lot that require chargers to be installed.
25. Water-proof panels have a 4-6 week lead-time. Water-proof panel may be needed for the 1 – lot.
26. The University will post a list of the units to go with particular lots.
27. The University has inventory of transformers and panels. The transformers are 75 kva and the disconnects use 20 amp breaker openings. The awarded vendor must work with the project manager to make the University owned equipment work.
28. Direct boring and green belt removal required. Any permits are the responsibility of the awarded vendor.
29. 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.
30. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
31. 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.
32. Prequalification meeting includes Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents.
33. If all aspects of the bid are in order, an unsigned contract will be given to the successful Contractor as soon as it's available. The Contractor has 5 business days to return the contract to the Project Manager for University counter signature. The contractor must also submit a Performance 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.
34. Permit requirements are the responsibility of the awarded contractor as listed in General Conditions, Section 700 Article 4.02.18. **Permits should not be required for this job.**
35. 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.
36. **OPTIONAL Site Visit: was scheduled and held Tuesday, October 10, 2023 at 9:30 a.m. meeting at Lot 1, which is at Palmer and Cass Ave**
37. Questions are due by **October 11, 2023** at 12:00 noon
38. Bids are due **by electronic submission on** no later than 2:00 p.m., **October 16, 2023**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **September 28, 2023**.  
**No public bid opening will be held.**
39. **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 **Nov 30, 2023**.
40. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc.)

**Clarifications** – Please find additional Electrical Drawings and Write Up for E-0, E-1, E-2, E-3, E-4, E-5, E-7, E-8

**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.

Bids are due by electronic submission on no later than 2:00 p.m., October 16, 2023. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning September 28, 2023.

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: Ranjani Nainala (Project Manager), Valerie Kreher, Attendee list.

# Addendum #2 Write-up

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**PROJECT:** WSU EV Station addition project  
**SES PROJECT NO:** 23 0407 01  
**DATE:** 10/10/2023

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THIS IS NOT A CHANGE ORDER FOR THE WORK. Contractor shall not proceed with this work until receipt of a Change Order, unless so directed in writing by the Owner.

This Bulletin is issued after the Contract award to obtain a completely itemized breakdown quotation from the Contractor for changes in the Work in accordance with the General Conditions for the approval by the owner and Architect/Engineer.

When submitting a quotation, break down the prices according to items listed in this Bulletin. Payment will be made in accordance with the method of payment described in the Contract Documents according to a quotation submitted after the approval by Owner and Architect/Engineer.

All requirements contained in the Contract Documents shall apply to this Bulletin. All incidental work necessary to complete the Work shall be included in the Contractor's quotation even though not particularly mentioned. Parts of the Specifications and Drawings referred to herein supersede previously issued data and form a part of this Bulletin. The final completion date for the project is not to be affected by reason of this Bulletin.

Specifications Issued: None  
Drawings issued: E-0, E-1, E-2, E-3, E-4, E-5, E-7, E-8  
Sketches issued: None

## **Electrical Drawings:**

- Item No. 1. Refer to sheet E-0 – Electrical General Information (re-issued)  
A. Add Project Information to clarify intent of equipment and Alternate #1.
- Item No. 2. Refer to sheet E-1 - PS1 Electrical Plans and Diagrams (re-issued)  
A. Revise location of panel RP-EV and transformer T-1.  
B. Add keyed notes 4 and 5 to properly identify owner provided equipment.  
C. Identify owner provided equipment in schedules and revisions required to accommodate this revision.  
D. Revise one-line diagram to indicate owner provided equipment, which includes increasing the sizes of the upstream equipment to match said equipment.
- Item No. 3. Refer to sheet E-2 – PS2 Electrical Plans and Diagrams (re-issued)  
A. Add panel RP-EV and associated transformer T-1.  
B. Revise circuiting of EV stations to be fed from new equipment.  
C. Add keyed notes 4 and 5 to properly identify owner provided equipment.
- Item No. 4. Refer to sheet E-3 – Lot 50 Electrical Plan (re-issued)  
A. Revise plans to indicate equipment as part of Alternate #1.
- Item No. 5. Refer to sheet E-4 – PS4 and Lot 75 Electrical Plans and Diagrams (re-issued)  
A. Add keyed notes 2 and 3 to properly identify owner provided equipment.  
B. Identify owner provided equipment in schedules and revisions required to accommodate this revision.  
C. Revise one-line diagram to indicate owner provided equipment, which includes increasing the sizes of the upstream equipment to match said equipment.  
D. Add note that (1) existing EV station in Lot 75 will be removed in a different project scope.
- Item No. 6. Refer to sheet E-5 – PS5 Electrical Plans and Diagrams (re-issued)  
A. Revise locations of RP-EV and transformer T-1.  
B. Add keyed notes 2 and 3 to properly identify owner provided equipment.  
C. Identify owner provided equipment in schedules and revisions required to accommodate this revision.

- D. Revise one-line diagram to indicate owner provided equipment, which includes increasing the sizes of the upstream equipment to match said equipment.

Item No. 7.

Refer to sheet E-7 – PS7 Electrical Plans and Diagrams (re-issued)

- A. Revise location of all electrical equipment to be shown in the proper room.
- B. Add keyed notes 2 and 3 to properly identify owner provided equipment.
- C. Identify owner provided equipment in schedules and revisions required to accommodate this revision.
- D. Revise one-line diagram to indicate owner provided equipment, which includes increasing the sizes of the upstream equipment to match said equipment.

Item No. 8.

Refer to sheet E-8 – PS8 Electrical Plans and Diagrams (re-issued)

- A. Revise location of all electrical equipment to be shown in the proper room.
- B. Add keyed notes 2 and 3 to properly identify owner provided equipment.
- C. Identify owner provided equipment in schedules and revisions required to accommodate this revision.
- D. Revise one-line diagram to indicate owner provided equipment, which includes increasing the sizes of the upstream equipment to match said equipment.

