



Division of Finance and Business Operations

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

April 12, 2024

**Addendum #1/Minutes To
Request for Proposal
For Education Building Commons Areas Refresh - Rebid: Project 140-403292**

**Minutes of the Pre-bid Conference
Dated April 8, 2024**

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for **Education Building Commons Areas Refresh - Rebid**, Project **140-403292** was held on **April 12, 2024**, at **10:00 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. **Ariel Suarez** 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 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 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. The University is committed to having responsible and ethical contractors and subcontractors on all of its construction projects, to ensure that work is performed by responsible, qualified firms that maintain the capacity, expertise, highly trained personnel, and other qualifications and resources necessary to successfully perform University projects in a safe, timely, reliable, high quality and cost-effective manner. To achieve that goal, the University requires contractors and subcontractors submitting a bid on to provide information relating to their qualifications as discussed in Section 00400 - Responsible Contractor Policy
10. 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. WSU Wage Requirements are listed in Section 00410, and 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.
11. 1099 workers and subcontractors using 1099 workers are NOT acceptable.
12. 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.
13. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
14. 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
15. 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.
16. A checklist of all Pay Application requirements can be found in Section 00430-1.
17. Section 440 - Contractors Performance Evaluation is a part of the contract and will be performed at the end of every job.
18. 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.
19. 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.
20. Review Section 300 - Form of Proposal carefully and complete in its entirety to avoid disqualification, including our prequalification form.
21. 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.
22. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
23. An FP&M led 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.
24. Prequalification meeting includes information on the qualifications of management and supervisory personnel assigned to the project, a Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents. This information should include information on the contractor's and any subcontractor's access to labor necessary for contract performance.
25. 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.
26. Permit requirements are the responsibility of the awarded contractor as listed in General Conditions, Section 700 Article 4.02.18.
27. 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.
28. OPTIONAL Site Visit (if needed): The site visit has not been scheduled. If you would like a site visit, contact Bob Kuhn and request a site visit. Every effort will be made to accommodate a visit.
29. Questions are due by **April 17, 2024 no later than 12:00 noon (EST)**.
30. Bids are due **by electronic submission on no later than 2:00 p.m., April 23, 2024**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **April 8, 2024**.
No public bid opening will be held.
31. **Time of Completion:** The Contract is expected to be fully executed on or about 25 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 **August 16, 2024**.
32. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc.)
33. **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, no later than 12:00 p. m. (noon) on April 17, 2024.

Bids are due **by electronic submission on** no later than **2:00 p.m., April 23, 2024**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **April 8, 2024**.

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: Ariel Suarez (Project Manager), Valerie Kreher

Sign in Sheet for Pre Bid Meeting

RFP: Education Building Commons Areas Refresh, PROJECT 140-403292

Date:

	VENDOR/Contact	Company	E-Mail Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			



**WAYNE STATE
UNIVERSITY**

Division of Finance and Business Operations

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

April 17, 2024

**Addendum #2 To
Request for Proposal
For Education Building Commons Areas Refresh: Project 140-403292**

Dated April 8, 2024

Points of Clarifications during the Pre-proposal Meeting April 12, 2024:

The Addendum must be acknowledged on your lump sum bid.

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.

There have been alternates added to the package. You will find a new Form of Proposal below.

A copy of this Addendum will be posted to the Purchasing web site at
<http://go.wayne.edu/bids>.

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., **April 23, 2024**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **April 8, 2024**.

Thank you,

**Robert Kuhn,
Senior Buyer**

Additional Clauses

Invite Calendar

Optional Site Visit	(if needed) April 12, 2024
---------------------	-----------------------------------

Powerpoint

A. OPTIONAL Site Visit (if needed): April 12, 2024

BASE PROPOSAL:

The undersigned agrees to enter into an Agreement to complete the entire work of the _____ project (WSU Project No. _____) in accordance with the Bidding Documents for the following amounts:

_____ \$ _____ Dollars

ALTERNATES: The following alternates to the base proposal(s) are required to be offered by the respective bidder. The undersigned agrees that the following amounts will be added to or deducted from the base bid as indicated, for each alternate which is accepted.

ALTERNATE NO. 1:

The undersigned agrees to enter into an agreement to complete the Alternate # 1 work of the _____ project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD _____ \$ _____ Dollars

or
DEDUCT _____ \$ _____ Dollars

ALTERNATE NO. 2:

The undersigned agrees to enter into an agreement to complete the Alternate # 2 work of the _____ project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD _____ \$ _____ Dollars

or
DEDUCT _____ \$ _____ Dollars

UNIT PRICING (as listed in the detailed specifications, section - _____).

Item No.	Description	Price per
Unit Price 1		\$ / sq ft
Unit Price 2		\$ / sq ft
Unit Price 3		\$ / sq ft
Unit Price 4		\$ / sq ft

Allowance:

_____ allowance and material to be added in the following amount as per Specification Section 012100. The allowance expenditure must be accounted for and approved **in advance** by WSU and the architect during the construction phase of the project:

\$ _____ Dollars

TOTAL BASE PROPOSAL WITH ALLOWANCE:

\$ _____ Dollars

- I. **Education Building Commons Areas Refresh**
 - A. Located at 5425 Gullen Mall, Detroit, MI 48202
 - B. Prep, patch and paint main hallways basement thru 4th floor. Paint walls in study lounge rooms 209, 257, and 320. Study lounges will have accent walls and graphic designs.
 - C. Robert Kuhn, Senior Buyer
- II. **Welcome and Introduction**
 - A. Robert Kuhn, Senior Buyer
 - B. Ariel Suarez , Project Manager
 - C. NA from NA
 - D. Other University Attendees
 - E. Sign-in Sheet has been posted to the website
 - F. A copy of this presentation is posted to the website
- III. **About Wayne State University:**
 - A. Founded in 1868
 - B. More than 25,000 students, with Michigan’s most diverse student body
 - C. Nearly 350 degree and certificate programs in 13 schools and colleges
 - D. Annual Research Expenditures of nearly \$244 million
 - E. <http://wayne.edu/about/facts/>
- IV. **ListServe Services:**
 - A. Bid notices are sent only to those Contractors registered to receive them via our Bid Opportunities Listserve service.
 - B. To register, go to <http://go.wayne.edu/bids>, and click on the “Join our Listserve” link at the top of the page.
- V. **Competency of Bidders**
 - A. Please Note: 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
- VI. **RFP Opportunity**
 - A. The University is soliciting proposals for Education Building Commons Areas Refresh
 - B. We are seeking a mutually beneficial and rewarding relationship
 - C. Requirements are in Specifications and/or Drawings on the Website
- VII. **Calendar of Events**
 - A. Today’s **Optional** Pre-bid meeting - April 12, 2024 at 10AM
 - B. **OPTIONAL** Site Visit (if needed): March 19, 2024
 - C. Questions due to Procurement & Strategic Sourcing - April 17, 2024 - 12 Noon
 - D. Delivery of Proposals - April 23, 2024 by 2:00 pm
 - E. Time of Completion - August 16, 2024
 - F. Liquidated Damages - \$N/A.00 per day
- VIII. **Bid Submissions**
 - A. Bids are due by electronic submission
 - B. The link for bid submission have been posted with the bid details at <http://go.wayne.edu/bids>
 - C. We require your lump sum proposals, vendor qualification questionnaire and your bid bond documents as a single PDF in your electronic submission
 - D. Please name the file as follows: Company Name – Submission for Education Building Commons Areas Refresh
 - E. Prices and other requested data must be on Section 300, Form of Proposal
 - F. Proposals must acknowledge all Addenda including Pre-Bid Meeting Minutes
- IX. **Bid Qualification Meeting – pre-award**
 - A. Bidders should be available for bid qualification meeting the day following the bid opening. Bid qualification meeting includes:
 - i. Qualifications of Management and Supervisory Personnel,
 - ii. Project Schedule and Schedule of Values,
 - iii. A list of Contractor’s subcontractors,
 - iv. Information on the contractor’s and subcontractor’s access to labor
 - B. An unsigned contract may be given to the successful Contractor
 - C. The Contractor has 5 business days to return the contract, with
 - v. Performance Bond

- vi. Certificate of Insurance
 - D. Failure to return within 5 days may result in disqualification of bid
- X. Section 100: Information for Vendors
 - A. Proposals shall be for a lump-sum General Contract
 - B. All base bids must be conforming to the detailed specifications and drawings
 - C. Bid Bond in amount of 5% of base bid due with bid
 - D. Performance Bond and Material & Labor Payment Bond in the amount of 100% of the final amount, due with signed construction contract
 - E. For Base Bids below \$50,000, bid bond not required
 - F. For Contracts below \$50,000, performance and material & labor payment bond not required
- XI. Section 300: Form of Proposal
 - A. Include company name at top
 - B. Complete pricing information including any alternates or unit pricing
 - C. Contractor is responsible for damage to lawns or other landscaping
 - D. Contractor is responsible for their own dumpster for any construction debris
 - E. Complete the Prequalification Matrix and Questionnaire
 - F. Complete signatory information and have signed by an Authorized Signatory for contractor
- XII. Section 400: Responsible Contractor Policy (12-12-2023)
 - A. The University is committed to having responsible and ethical contractors and subcontractors on any of its construction projects.
 - B. This will ensure that work is performed by responsible, qualified firms.
 - C. Firms must demonstrate they have the capacity, expertise, highly trained personnel, and other qualifications and resources necessary to successfully perform University projects in a safe, timely, reliable, high quality and cost-effective manner.
 - D. Contractors and subcontractors submitting a bid on a construction project to provide information relating to a Contractor's Qualifications.
 - E. This information will assist the University in awarding contracts either:
 - i. To the lowest priced responsible bidder for routine construction or renovation work or
 - ii. Using a criteria-based award, the responsible bidder who provides the best value to the University for major construction projects
- XIII. Section 410: WSU Wage Rates
 - A. Wayne State University requires all project contractors, including subcontractors, to compensate at a rate no less than WSU Wage rates
 - B. WSU Wage Schedules are posted on the website and must be posted at the job site.
 - C. 1099 Workers are NOT acceptable
 - D. Certified Payroll must be provided with each of the contractor's pay applications
 - E. Sworn Statement must be provided for all materials and labor contracted in excess of \$10,000.00
 - F. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications
 - G. Note: Contractor invoices WILL NOT be processed until all listed certified payroll documents are received
 - H. <https://procurement.wayne.edu/vendors/wage-rates.php>
- XIV. Sections 420, 430, and 440
 - A. Section 430: Pay Application Requirements
 - B. Section 420: Key Performance Indicator Tracking
 - C. Section 440: Contractor Evaluation Criteria
- XV. Section 500: Sample Contract
 - A. Contractors must review and agree to the contract in its entirety
 - B. Questions or Concerns must be submitted in advance to Buyer by question deadline
- XVI. Section 700: General Conditions - Highlights
 - A. Responsibilities of the Parties
 - B. Interpretation of and Adherence to Contract Requirements
 - C. Permit requirements are the responsibility of the awarded contractor and are not reimbursable (4.02.18)
 - iii. City of Detroit: Elevators, and Sidewalks

- iv. State of Michigan: Fire Inspection, Electrical, Mechanical, and Plumbing
 - v. State Permits not required for non-classroom or residential housing buildings
- XVII. Section 800: Supplementary General Conditions - Highlights
 - A. Certificates of Liability Insurance must be provided per amounts listed on page 800-6
 - B. Contractor is responsible to ensure all subcontractors also obtain insurance at these amounts
 - C. Sample ACORD form can be found at https://procurement.wayne.edu/forms/rfp_insurance_requirements.pdf
- XVIII. Section 1000: General Requirements
 - A. All work must comply with both University Construction Design Standards and the Standards for Communications Infrastructure
 - B. This may be an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc.)
 - C. Interaction with students and/or staff not connected to the project is prohibited
 - D. Project hours of operation are 7:00am – 5:00 pm.
 - E. Parking on WSU campus lots and structures are \$9.00/access. There is no complimentary parking for Contractor's employee vehicles
 - F. Wayne State has a smoke- and tobacco-free policy for indoor and outdoor spaces
- XIX. Reminders
 - A. The UNIVERSITY reserves the right to accept, reject, modify, and/or negotiate any and all proposals
 - B. All information related to this RFP will be posted to the Project site at <http://go.wayne.edu/bids>
 - C. If a List Serve has been established, those wishing notifications must register as listed in the RFP
 - D. All questions concerning this Request for Proposal are to be directed to Robert Kuhn, Senior Buyer, Email; Rfpteam3@wayne.edu
 - E. Do not contact Facilities Planning & Management or other University Units directly, as this may result in disqualification of your proposal