



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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10/22/2019

Addendum 1/Minutes of the Pre-bid Conference
FPM ART GALLERY DESIGN SERVICES
Dated: October 25,2019

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

The pre-bid conference for the **FPM ART GALLERY DESIGN SERVICES** was held on **10/22/2019 at 9:00 AM EST** at the Facilities, Planning and Management Building, located at 5454 Cass Avenue, Detroit, MI 48202. Robert Kuhn, Sr. Buyer, made the power point presentation and 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. Ashley S. Flintoff of the FP&M Department, 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.

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

- Consultants should define all Joint Venture relationships, included in the consulting team, and the responsibilities of each in their executive summary so that the University can easily identify this information.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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

- 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.

Other:

Vendors should reference existing drawings.

White Box description is to follow

Space is about 6000 square feet, to be used for more than 6,000 pieces of artwork, which will be rotated through temporary storage to display. Many of the artists have their roots in the Cass Corridor area.

Flexibility is the key concept for this space and maintaining historic integrity. Original Terrazzo Floor and glazed brick are just a few of the architectural features that are to be maintained throughout the space.

However, while "looking to the past" the space must also "look towards the future" and must provide flexibility for future innovations and technology.

The Platform group will be receiving historic credits; therefore, adhering to the historic nature of the building is paramount.

Note, "lay down space" will be the corner of Cass & Burroughs

Uncrating space to be from the alley and must take into account weather.

Vendor is to install retail level HVAC/Electrical System, which is part of the estimated \$2,400,000 project budget.

Vendors can tap into central infrastructure.

At this time exterior work limited to glazing system to gallery space.

The University requires CAD versus Revit Drawings/Model.

Environment required for the artwork is same as a museum. This facility should have temporary storage, not primary storage as artwork will be rotated to/from display.

City of Detroit Permits required.

Site Plan Approval Requirements not required.

Building Envelope is in the Platforms Scope. Note special glazing for windows.

No parking concerns.

White box deliverables shouldn't include the primary space.

This is a multi-tenant building but this space is a single story.

There is no shared HVAC.

There is a shared public entrance off of Burroughs. Security will be required.

This will be the 3rd Art Gallery on Campus but is expected to be a "Center of Community Experience".

Note: WSU will manage FF&E

There will be no signage on the building but there will be at the site.

Demising Wall is part of the Platform Scope.

Is this a stand-alone, single story space? Yes.

Infrastructure: Due to historic tax credit roof penetrations to be used as much as possible.

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.

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/>

Bids are due by electronic submission on no later than **2:00 p.m., November 4, 2019**. The link for bid submission will be posted with the bid details at http://forms.procurement.wayne.edu/Building_Design.html beginning October 14, 2019

The Deadline for project related questions is 10/25/2019 @ 12:00 PM EST. All questions concerning this project must be emailed to: Robert Kuhn, Sr. Buyer, at ac3712@wayne.edu, copy Robin Watkins at ag5343@wayne.edu

Do not contact the FP&M, or other University Units, including the Platform, directly as this may result in disqualification of your proposal.

Thank you

Robert Kuhn
Sr. Buyer

CC: Ashley S. Flintoff, Treesa John, Megan Fayle (CBRE), Robin Watkins, Attendees list.