



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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October 16, 2019

Addendum #1 To
Request for Proposal
RFP Construction Management Services for the Scott Hall Vivarium Updates dated October 3, 2019

Minutes of the Pre-bid Conference

This Addendum must be acknowledged on Schedule D

The pre-bid conference for Construction Management Services for the Scott Hall Vivarium Updates was held on October 10, 2019 at 2:00 pm (local time) 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. Kirsten Mellem, Ekta Kamalia of Facilities, Planning and Management, Mike VanGoor of Fishbeck, and Scott Cave of CBRE 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://go.wayne.edu/bids.

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

Notice: 2nd Walk Thru has been scheduled for Friday October 18, 2019 at 10:00 am. Please meet at the front desk at the WSU Scott Hall School of Medicine at 540 E Canfield, Detroit, MI 48202. Please be prompt, no accommodations will be made to those that are tardy and miss this meeting.

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

- 1. Please note the total page count for proposals is 25, please see section 7. Proposal Requirements, A. Information.
2. Correction to the Power Point, the Contract for Construction Management Services will be issued to the awarded vendor, please see Appendix 3-4-5.
3. Drawings will be updated and posted to the University's Website. Please see Schematic Design Basis of Design Appendix 10 posted on the University's website.
4. Correction to the website. A second walk thru on 10/17/19 is an error; however, if vendor's would like a 2nd walk thru they should request a visit thru email to the Procurement Department Robert Kuhn, Sr. Buyer.
5. Please find the following schedule from the bid documents:

Critical RFP Dates and Deadlines

Table with 2 columns: Event, Deadline or Date of Event. Rows include Issue Construction Management (CM) RFP, Registration/Intent to Bid Notification, Mandatory Pre-Proposal Meeting, Final Day / Deadline for Question Submission, WSU Response to CM Questions, Deadline for Proposal Submission, Short List Announced, Presentations/Interviews, Select CM, and Contract Negotiations and Execution.

Commented [KM1]: This needs to be changed to deadline for proposals by 4pm (there was discrepancies between all the documents and I decided to make it the latest time for ease of applicants)

6. The Deadline for project related questions is October 17, 2019, 12:00 noon, local time.
7. Bids are due by electronic submission on no later than 4:00 p.m., October 31, 2019. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning October 3, 2019. Your Proposal must be in pdf format and any cost schedules, tables are to be in Microsoft Excel Format.
8. 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.
9. Parking on WSU campus lots and structures are \$8.50/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
10. 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/>
11. IMPORTANT- This is an addendum which MUST be acknowledged on Schedule D

Other:

1. The University will clarify if Vendors are to pre-purchase cage washing equipment as this is the longest lead time item.
2. Drawings are to be updated and posted to the University website.
3. Equipment that is currently being used will be decommissioned by WSU by the job commencement date.
4. Abatement to be done by owner, Right to Know Letter will be provided to the awarded Vendor.
5. Hazardous Material Surveys exist for the building.
6. If Vendor discovers any hazardous material they are to alert the Project Manager.
7. Owner will relocate animals prior to construction commencement.
8. If Vendor require photos of any particular area – mechanical rooms, cage rooms and etc. they should email the Procurement Department with their request.
9. Updated Schedule will be provided to the awarded Vendor, including the firm submission date for the University's Board of Governors.
10. The surrounding areas are occupied spaces; therefore care must be taken regarding noise, dust, foot traffic and etc.
11. Vendor is to remove existing case-goods.
12. Note, fume hoods are not connected to duct work.
13. The Vivarium is on the same level as the loading dock; therefore, no elevator usage will be required.

All questions concerning this project must be emailed to: Robert Kuhn, Procurement & Strategic Sourcing at 313-577-3712  
Email: [ac6243@wayne.edu](mailto:ac6243@wayne.edu) (copy to Valerie Kreher, Email: [ab4889@wayne.edu](mailto:ab4889@wayne.edu)) by 12:00 p.m., October 17, 2019.

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

Thank you

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

CC: Kirsten Mellem, Ekta Kamalia, Valerie Kreher, Attendees list.  
Attachments: