



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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April 28, 2021

**Addendum #1 To
Request for Proposal
For Concrete Repairs Parking Structure 1 - 2021:
Project 051-342658**

**Minutes of the Pre-bid Conference
Dated April 21, 2021**

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for **Concrete Repairs Parking Structure 1 - 2021**, Project **051-342658** was held on **April 28, 2021**, at **2:00 p. m.** (local time) – Via Microsoft Teams. **Robert Kuhn, Sr. Buyer**, 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. **Matt Tarantine** and **David J. Parish, PE** from **Walker Consultants** discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

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

1. Correction to the bid documents, the pre-bid conference was posted as optional/voluntary and is considered optional. Vendors that did not attend the pre-bid meeting will be allowed to participate in this bid opportunity.
2. Minimum Participation
 - A. Pre-registration for the Pre-Bid meeting is required. In the event that we do not have four (4) 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 4 individual contractor firms attend the mandatory 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.
3. 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/>
4. 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.
5. 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.
6. 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.
7. 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.
8. Please review the insurance section carefully, including the professional liability insurance and the amounts of required insurance for most of the categories.
9. 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.)
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. 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 \$8.50/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. 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 Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents.
 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): Parking Structure 1 is open for Vendor's viewing; however, Vendor's must apprise Jon Frederick and Damon Wade of the Parking and Transportation Department, so they may alert the University's Public Safety Department to your Vendor's presence. Request to view the structure should be emailed to Jon.Frederick@wayne.edu and/or Damon.Wade@wayne.edu. No questions will be allowed/accepted, see below for instructions for question submissions. Due to Covid restrictions, please note the following.
 29. **Site visits will be scheduled individually by appointment only.** The tentative date for Site Visits is **Site is open** You must submit a Site Visit Request via our online link. The link can be found with the bid posting at **<http://go.wayne.edu/bids>. Masks will be required**, regardless of your personal opinion regarding protective wear. Your company's **Covid19 daily screening questionnaire** will work for this campus visit, but you will need to email it to the Manager before you come to campus
 30. Questions are due by **April 30, 2021** at 12:00 noon
 31. Bids are due **by electronic submission on** no later than 2:00 p.m., **May 6, 2021**. The link for bid submission will be posted with the bid details at **<http://go.wayne.edu/bids> beginning April 19, 2021.**
No public bid opening will be held.
 32. **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 **August 27, 2021**.
 33. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at **<http://go.wayne.edu/bids>.**
 34. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc.)

Other Meeting Notes:

- Meeting was posted as optional even though the document said it was mandatory.
- Liquidated damages are based upon each parking space that is blocked per day. So if ten spaces are blocked in a given day then the parking revenue for 10 spaces is the liquidated damage for that day. It is not \$500.00 per day. Please see specifications within the RFP Document.
- No permits are required for this job.
- Parking structures will be in use during construction, you will need to block off spaces and area and not create any dead ends.
- Will be allowed to block about 900 -950 spaces.
- Project hours may be extended to accommodate the vendor.
- Parking is not being charged for this project specifically.
- No questions allowed during your walkthrus for the structures. Any questions after today's meeting will have to be submitted in writing, via email to the Buyer and copied to the backup.
- Vendor will be allowed to create own phasing plans, but you will have to meet the parameters set up by Walker Consultants.
- Touch up paint may be required in some areas. Paint must match existing paint colors

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: **ac6243@wayne.edu**, and copy **Valerie Kreher, Sr. Buyer**, at **Rfpteam2@wayne.edu**.

Bids are due **by electronic submission** on no later than 2:00 p.m., **May 6, 2021**. The link for bid submission will be posted with the bid details at **<http://go.wayne.edu/bids>** beginning **April 21, 2021**.

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: **Matt Tarantine** (Project Manager), **Valerie Kreher, Sr. Buyer**, Attendee list.