



Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
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October 9, 2017

**Addendum #1 To
Request for Proposal
For Engineering Technology Roof Replacement: Project 167-304299**

**Minutes of the Pre-bid Conference
Dated October 2, 2017**

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for **Engineering Technology Roof Replacement**, Project **167-304299** was held on **October 9, 2017**, at **10:00 am** (local time) – at 4855 Fourth St. Detroit, MI 48202. **Valerie Kreher** 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 Walker** and **Blair Reese** from **NSA Architects Engineers Planners** discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

NOTE: You must have attended a prebid conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a prebid 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 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.**
2. **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/>
3. **Sworn Statement Requirements:** The University tracks its level of spend along a number of socio-economic categories. This includes its spend with Diverse organizations, its spend with Detroit based organizations, and its 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 800, article 11 of the bid specifications prior to commencement of any work.**
7. **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**

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 our vendor list. (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 State of Michigan Prevailing Wage Rates. A Prevailing 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 and the State of Michigan. Contact the State of Michigan if further information on prevailing wage rate is needed at website http://www.michigan.gov/dleg/0,1607,7-154-27673_27706---,00.html. Contractors must post wages at the job site in compliance with the complete Prevailing 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 State of Michigan 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 \$1,000.00 or greater. Sworn statements must accompany applications for payment
14. All documents listed in the Front End Section 0410-2 "Wayne State Prevailing 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. Note: there is a new section 440 Contractors Performance Evaluation. This is a new 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 Owner does not obligate himself to accept the lowest or any other bids. The Owner 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 \$7.75/access. Contractor must build parking into their lump sum bid. There is no parking allowed on the malls.
19. This is a classroom building and will be occupied during construction.
20. During the prebid meeting permits were discussed. The State of Michigan has informed WSU that no permits or inspections are necessary for the current scope of work.
21. Street closure is not anticipated, contractor is to provide a plan for construction.
22. Flashing details for the masts are included on the drawings. Masts will not need to be removed to achieve this detail.
23. Base layer of insulation is to be R30 with tapered insulation to provide drainage for all roofs, including the penthouses.
24. Rooftop mechanical curbs will remain in place, and are to be flashed and watertight under this contract.
25. Section 300, Form of Proposal has changed very recently, review carefully and complete in its entirety to avoid disqualification.
26. The contractors **must** fill out our prequalification form. They can attach additional information if they would like but at a minimum the information requested must be filled in on our form so that we do not have to hunt to find the information.
27. 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.
28. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
29. Prequalification meeting will be held the first business day after bid openings. Contractors must be available. The Project Manager will coordinate the meetings.
30. Prequalification meeting includes Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents.
31. An unsigned contract will be given to the successful Contractor at the conclusion of the Prequalification meeting, if all aspects of the bid are in order. 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.
32. An Optional second walk thru was not scheduled.
33. Permit requirements are the responsibility of the awarded contractor as listed on Section 800 Article 4.

34. 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.
35. No Dumpster, storage, or work that includes flammable materials is to be stored within 25 feet of any building.
36. Questions are due by **October 11, 2017** at 12:00 noon
37. The bid Due date has been changed. Bids are now due no later than 2:00 p.m., **October 17, 2017**, at 5700 Cass Ave. Room 4200 AAB.
No public bid opening will be held.
38. **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 **December 4, 2017**.
39. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at **<http://go.wayne.edu/bids>**.
40. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc)
41. **IMPORTANT- This is an addendum which MUST be acknowledged on your bid form**
42. Core sampling of the roof will be allowed by the selected responsive bidder.
43. Alternates have been added - Alternate No. 4: Clean and Apply water based, high solids elastomeric sealant/flashing system with top coat on top/sloped and inside vertical faces of existing parapets.
44. A new Form of Proposal, Section 300 has been included in this form for your use. Please use this new form when submitting you bid.
45. The Date for substantial completion has been changed to December 4, 2017. The roof needs to be stripped and made water tight as soon as possible.

We will require two copies each of your lump sum proposals, vendor qualification questionnaire and your bid bond documents.

All questions concerning this project must be emailed to: **Valerie Kreher**, Procurement & Strategic Sourcing. Email: **rfpteam2@wayne.edu**, and copy **Leiann Day**, Associate Director, at **leiann.day@wayne.edu**.

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.

Valerie Kreher
Senior Buyer

CC: **Matt Walker** (Project Manager), **Leiann Day**, Associate Director, Attendee list.

VENDOR NAME _____

GENERAL CONTRACT - PROPOSAL FORM (revised 4 - 2017)

Please Note – Vendors must Pre-qualify themselves when responding to this bid opportunity. Our Prequalification questions can be found on page 4 of this section.

OWNER: Board of Governors
Wayne State University

PROJECT: **Engineering Technology Roof Replacement**

PROJECT NO.: WSU PROJECT NO. **167-304299**

PROJECT TYPE: **Roofing Work**

PURCHASING AGENT: **Valerie Kreher, Senior Buyer**
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3720/ 313-577-3747 fax
rfpteam2@wayne.edu & copy leiann.day@wayne.edu

OWNER'S REPRESENTATIVE: **Matt Walker** , Project Manager
Design & Construction Services
Facilities Planning & Management
Wayne State University
5454 Cass Avenue
Detroit, Michigan 48202

TO: Board of Governors
Wayne State University
Detroit, Michigan

BASE PROPOSAL:

The undersigned agrees to enter into an Agreement to complete the entire work of the **Engineering Technology Roof Replacement** project (WSU Project No. **167-304299**) 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 New Roof: 2 Ply Styrene-Butadiene-Styrene (SBS) Modified bituminous membrane roofing, 5/8" cover board, 2.6" polyisocyanurate roof insulation (R15) base layer of 2.6" polyisocyanurate roof insulation (R15), 2-ply vapor barrier. (approximately 6 1/8")work of the **Engineering Technology Roof Replacement** project (WSU Project No. **167-304299**) 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 increase SBS manufacturer's warranty from 20 to 25 years work of the **Engineering Technology Roof Replacement** project (WSU Project No. **167-304299**) 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. 3:

The undersigned agrees to enter into an agreement to complete the Alternate # 3 Increase TPO manufacturer's warranty from 20 to 25 years work of the **Engineering Technology Roof Replacement** project (WSU Project No. **167-304299**) 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. 4:

The undersigned agrees to enter into an agreement to complete the Alternate # 4 Clean and apply water based, high solids elastomeric sealant/flashing system with top coat on top/sloped and inside vertical faces of existing parapets work of the **Engineering Technology Roof Replacement** project (WSU Project No. **167-304299**) 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

LAWN REPLACEMENT:

The undersigned agrees that, in the event of existing lawn or landscaping damage, due to the Contractor's work, that has not been properly addressed and repaired to the satisfaction of the University, the University may repair/replace the lawn and/or landscaping, and that the expense will be at a **unit cost of \$10.00 per square yard for lawn, and landscaping at a rate of 1.5 times the cost of said repairs**, the full cost of which shall be reimbursed by the contractor.

CONTRACT CHANGE
ORDERS: (revised 4-17-2017)

The undersigned agrees to the following pricing formula and rates for changes in the contract work:

Where changed Work is performed, the Contractor may add to the total estimated actual cost for such Work no more than ten (10%) for subcontractor mark-up and seven and one-half percent (7.5%) for self-performed trade work for profit, overhead, insurance, taxes, indirect supervision, bonds, and any other costs not allowed by section 4.02.01

Within 14 days of the project's contract execution Contractor shall provide to the Owner; Subcontractor's hourly labor rate breakdown details. This requirement shall extend to the lowest level of subcontractor participation.

* Job and general overhead includes supervision and executive expenses; use charges on small tools, scaffolding, blocking, shores, appliances, etc., and other miscellaneous job expenses.

** Net labor cost is the sum of the base wages, fringe benefits established by governing trade organizations, applicable payroll taxes, and increased expense for contractor's liability insurance (Workman's Compensation, P.L. and P.D.).

TIME OF COMPLETION:

(revised 4-01-2011)

The Contract is expected to be fully executed on or about 25 calendar days after successful bidder qualification and recommendation of award. The undersigned agrees to start construction **immediately after** receipt of a fully executed contract, and to complete the work as follows:

Substantial Completion will be completed no later than **December 04, 2017**.

LIQUIDATED DAMAGES:

It is understood and agreed that, if project is not completed within the time specified in the contract plus any extension of time allowed pursuant thereto, the actual damages sustained by the Owner because of any such delay, will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of the use of said project by Owner would be the sum of **\$100.00, One Hundred Dollars per day**, and therefore the contractor shall pay as liquidated damages to the Owner the sum of **\$100.00, One Hundred Dollars per day** for each day's delay in substantially completing said project beyond the time specified in the Contract and any extensions of time allowed thereunder.

TAXES:

The undersigned acknowledges that prices stated above include all applicable taxes of whatever character or description. Michigan State Sales Tax is applicable to the work. Bidder understands that the Owner reserves the right to reject any or all bids and to waive informalities or irregularities therein.

ADDENDA:

The undersigned affirms that the cost of all work covered by the following Addenda are included in the lump sum price of this proposal.

Addendum No. _____ Date _____	Addendum No. _____ Date _____
Addendum No. _____ Date _____	Addendum No. _____ Date _____
Addendum No. _____ Date _____	Addendum No. _____ Date _____
Addendum No. _____ Date _____	Addendum No. _____ Date _____
Addendum No. _____ Date _____	Addendum No. _____ Date _____

CONTRACTOR'S PREQUALIFICATION STATEMENT & QUESTIONNAIRE:

Our Minimum Requirements for Construction Bids are:

WSU considers this project: **Roofing Work.**

Criteria	Small Project bid less than \$50,000	Medium Project bid between \$50,001 and \$250,000	Large Project bid between \$250,001 and \$2 million	Very Large Project bid greater than \$2 million
EMR Rating (Experience Modification Rating)	1.0 or Less	1.0 or Less	1.0 or Less	1.0 or Less
Bondable Vendor	N.A.	Required	Required	Required
Length of Time in Construction Business	2 Years	3 Years	5 Years	5 Years
Demonstrated Experience in Projects Similar in Scope and Price in the last 3 years	1 or more	1 or more	2 or more	3 or more
Unsuccessful Projects on Campus in last 3 years	None Allowed	None Allowed	None Allowed	None Allowed
Failure to comply with Prevailing Wage and/or Project Labor requirements	None Allowed	None Allowed	None Allowed	None Allowed
Withdrawn University Bid (with or without Bond forfeiture) within the last 3 years **	1 or less	1 or less	1 or less	1 or less
Company currently not in Chapter 11 of the US Bankruptcy Code	1 Year	2 Years	3 Years	3 Years

** Withdrawal of a bid is subject to the University suspension policy, for a period up to one year.

Contractors must complete the following information to determine their eligibility to participate in this bid. This information is required with your Bid to the University

Failure to complete this form in its entirety will result in your bid being disqualified.

Check one of the following on the makeup of your company:

_____ Corporation

_____ Individual

_____ Partnership

_____ Joint Venture

_____ Other (Explain below):

Diversity Classification: Please indicate the appropriate diversity classification for your company. The University recognizes the following groups as diverse or disadvantaged:

- Majority Owned _____
- Minority Business Enterprises (MBE) _____
- Women Business Enterprises (WBE) _____
- Disabled Veteran Enterprises (DVBE) _____
- Disabled Person Enterprises (DBE) _____
- Veteran Owned Businesses (VBE) _____
- Small Businesses per the US Small Business Administration (SBE) _____
- Other (Please Explain): _____

1. How many years has your organization been in business as a contractor? _____

2. How many years has your organization been in business under its present business name? _____
3. List states in which your organization is legally qualified to do business. _____

4. Provide the Name and Address of your Liability Insurance Carrier. _____

5. What is your current EMR Rating? _____
The minimum requirement is an EMR Rating of 1.0 or less for all projects. Bidders with a rating higher than 1.0 understand that their bid may be disqualified, at the sole discretion of the University.
6. What percentage of work performed on projects are by company employees; excluding any hired subcontracting and outsourced relationships, for the bid submitted? _____ %
7. What percentage of work performed on your companies behalf are by subcontracted business relationships; disallowing 1099 contracting work forces, for the bid submitted? _____ %
8. Have you ever failed to complete any work awarded to you? If so, attach a separate sheet of explanation. Include the name of the Project, the customer, the dates of the work, and the amount of the contract?
9. Have you 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? If so, state the Project Name and Number, and the date of bid submission below.
10. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a construction contract? If so, attach a separate sheet of explanation.

11. List the construction experience of the principals and superintendents of your company.

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

12. List the construction Projects, and approximate dates, when you performed work similar in Scope to this project.

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

13. List the construction Projects, and approximate dates, when you performed work similar in Dollar Amount to this project.

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

14. Is your Company "bondable"? Yes _____ No _____

15. What is your present bonding capacity? \$ _____

16. Who is your bonding agent?

NAME: _____

ADDRESS: _____

PHONE: (_____) _____

CONTACT: _____

17. Does your company agree to provide financial reports to the University upon request? Failure to agree may result in disqualification of your bid. Yes _____ No _____

18. Does your company agree that all of the Terms and Conditions of this RFP and Vendor's Response Proposal become part of any ensuing agreement? Yes _____ No _____

19. Does your company agree to execute a contract containing the clauses shown in Section 00500 "Agreement Between Contractor and Owner for Construction"? Yes _____ No _____

If "No", clearly note any exceptions to any information contained in the contract documents and include with your proposal.

20. Did your company quote based upon **Prevailing Wage Rates**? Yes _____ No _____

21. Does your company agree to comply with the University **Smoke and Tobacco Free Policies**? Yes _____ No _____

Note: Contractors submitting proposals for this project may, at the discretion of the University, be required to submit references including contact information to be used to assist in the post bid evaluation process for the subject project

ACKNOWLEDGEMENT OF MINIMUM QUALIFICATIONS:

The undersigned has read and understands the minimum qualifications for University construction projects, and has completed the Prequalification section completely and accurately. The undersigned understands that a contractor, who fails to meet the minimum qualifications **in the category identified for this project, will be disqualified from consideration for the project.**

ACCEPTANCE OF PROPOSAL:

The undersigned agrees to execute a Contract, being the Wayne State University standard form titled "Agreement Between Contractor and Owner for Construction" (see

section 00500 of the bid documents), provided that we are notified of the acceptance of our Proposal within sixty (60) days of the date set for the opening thereof.

The undersigned below understands that the bid will be disqualified if the Prequalification information above is not completed in its entirety.

NAME OF COMPANY: _____

OFFICE ADDRESS: _____

PHONE NUMBER: _____ DATE _____

FAX NUMBER: _____

SIGNED BY: _____

Signature

(Please print or type name here)

TITLE _____

EMAIL ADDRESS: _____ @ _____

