Minutes of the Pre-Proposal Conference

RFP New Data Center
Dated: December 5, 2016

The pre-bid conference for the New Data Center was held on December 20, 2016 at 11:00 am. Robert Kuhn, Sr. Buyer, 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. Randy Paquette and Kidest Albaari, of the Facilities Planning & Management, 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://forms.procurement.wayne.edu/Adv_bid/Adv_bid.html.

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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
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. All University standards should be referenced for future adherence. The web site to reference vendors to for University Construction Design Standards is http://www.facilities.wayne.edu/dcs/Genin.htm. 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.
9. All University Design Standards must be followed rigorously.
10. A site visit was not scheduled, but the parking lot is open to the public.
11. The Level of Effort Work Plan and Cost Schedule C have been posted separately to the website in an excel format for simple update and must be included as part of the response to this RFP. Please NOTE: Additions to the Level of Effort requires YES on Restricted Services Schedule A.1.

12. Vendors are required to note any concerns or modifications they may have as part of their proposal submission. In the absence of any noted concerns, the University will understand that the Vendor is willing to accept our contract "as is".

13. Cost estimates are expected.

14. Vendors should include the concepts of sustainability / LEED Certification in their proposals. Building should lean toward Silver LEED certification, however, determination on whether to apply will be made at a later date. The University reserves the right to determine whether to apply for certification.

15. All supporting documentation submitted with this proposal will become the property of the University and may be subject to State of Michigan Freedom of Information Act disclosure and may be released to third parties in compliance with that Act, regardless of notations in the Vendor's Proposal to the contrary. Exceptions include requested Financials after receipt of RFP response, sent to the Director of purchasing for review.

16. The Deadline for project related questions is January 5, 2017, 12:00 noon (EST). Note: the University's holiday closure will be from 12/24 – 1/3/16; therefore, questions will not be read until after the closure period.

17. Bids are due January 17, 2016 at 2:00 p.m., to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4th Floor – Suite 4200, Detroit, MI 48202.

18. We will require an original plus five copies (6 total) of your proposal. In addition, an electronic version is required, which should be submitted to our secure mailbox at rfp@wayne.edu

19. Any responses, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act.

20. 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/

21. Parking is $7.50 per day per access and should be built into your proposal.

Other:
- Concurrent to this project but not part of this project is the DTE Substation. The University respects Union or Prevailing Wage Rates, project must comply with Prevailing Wages at a minimum. Vendor’s should go to https://procurement.wayne.edu/vendors/wage-rates.php for the latest schedule.
- The Cass and I-94 Bridge Project should commence after the new data center is built and is scheduled for 2019.
- Data migration will be up to the owner and/or owners contractors The construction manager must coordinate the IT migration to assure the overall project schedule is maintained.
- This will be a Tier III to Tier IV facility.
- Please note the ornamental fence in the existing parking lot will be modified. Schematic design to begin in January, 2017, no plans available at this time.
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- Note, there may be unknowns under the pavement. Old refuse taken from the site will be slated for landfill. Vendor must work with the project manager regarding old soil and refuse.
- Third party commissions to be contracted by the University.
- Energy Recovery Plans are in their infancy and are still being developed.
- A Training Trailer is under discussion for a possible use as a construction trailer. However, the construction manager must include cost with proposal.
- Water and utilities will be available at the site; however water will be from garden hose type only.

All questions concerning this project must be emailed to: Robert Kuhn, Procurement & Strategic Sourcing at 313-577-3712 Email: ac6243@wayne.edu (copy to Valerie Kreher, Email: ab4889@wayne.edu) by 12:00 p.m., December 16, 2016.
Do not contact the Facilities Planning & 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: Kidest Albaari, Valerie Kreher, Attendees list.