Minutes of the Pre-bid Conference
Addendum 2

RFP Preferred Vendor Relationships for
Architecture and Engineering Design Services, Building Envelope Study,
Building MEP System Study, and Civil/Structural Study
dated July 03, 2019

The pre-bid conference for the Preferred Vendor Relationships for Architecture and Engineering Design Services, Building Envelope Study, Building MEP System Study, and Civil/Structural Study was held on July 12, 2019 at 11:00 am. Valerie Kreher 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. Ekta Kamalia 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://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.
- 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.
- Acceptable and unacceptable reimbursable costs are outlined in the RFP. 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 would need to be discussed and approved by the University.
- The maximum number of pages a proposal can have is 20 pages. This count includes all forms and executive summary. 20 Pages means one-sided sheets with a font size NO SMALLER than 11 point. Covers and tabs not included in this count.
- Vendors do not have to bid on all categories. Vendor to indicate in their proposal what services they like to be considered.
- Bidding on this RFP does not preclude vendors from future bidding on projects over $3,000,000.
- Liability Insurance and Error & Omission Insurance from awarded vendor are required, however certificates are not required with proposals and not included in the 20 page format. There is a question and answer at the bottom of this addendum regarding insurance and more information will follow.
- 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.
• All University Design Standards must be followed rigorously.
• Cost Schedules B, C and D 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.
• How many firms is Wayne State going to hire? The University plans on hiring 3-12 vendors in categories.
• Resumes submitted with Vendor proposals do not need to be in AIA SF330 format.
• The University would like to receive drawings submitted by any awarded A&E Firm in CAD format. If Wayne State changes it standard away from CAD at a future date, we expect the consultant to adapt to our change.
• Vendors are required to note any concerns or modifications they may have regarding the bid documents or the University Contract 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”.
• All supporting documentation submitted with this proposal will become the property of the University and may be subject to Freedom of Information Act disclosure, exceptions include requested Financials after receipt of RFP response, sent to the Assistant Vice President of Procurement for review.
• The Deadline for project related questions is July 18, 2019, 12:00 noon.
• Bids are due by electronic submission on no later than 2:00 p.m., July 25, 2019. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning July 03, 2019.
• 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/

Question:
There is a discrepancy between Appendix C – Insurance Requirements: Professional Liability Limits of $5,000,000 per claim & $10,000,000 aggregate, but the Contract for Professional Services Article 9 – Insurance: Professional Liability Limits of $1,000,000 per claim & $1,000,000 aggregate. Which is correct?

Answer:
The amounts listed in the Sample Contract should be disregarded as they are out of date. However, the University will be releasing another addendum to clarify Insurance Requirements and amounts for each.

Question:
Our firm would like to propose on performing the Studies only, no design work. Per today’s meeting we understand this option is possible and that we do not need to submit Schedule B and will submit Schedule D only. Please confirm. Please let us know how else we should indicate that are proposing on the Studies only.

Answer:
Yes, that is correct. Please include language in your proposal to clarify that you are bidding for Studies only. Do not check any box in Schedule B for design fee.

Question:
For the Civil/Structural Study we would like to propose on the Structural part of the Study only. Is that possible? If so, how should we indicate we are only proposing on the Structural Study?

Answer
Yes, it is possible to bid for Structural Study only. Please clarify in Schedule D as well as in the body of your proposal if you wish to submit proposal for Structural Study only.
Question
Are the following attachments included in the 20-page count limit?

1. Schedule A (2 pages)
2. Schedule B (1 page)
3. Schedule C (1 page)
4. Schedule D (1 page)
5. Schedule E (2 pages)

Answer
Yes, as discussed in the Prebid Meeting, these 7 pages are part of the total 20 page count. Index pages and cover pages would not count.

All questions concerning this project must be emailed to: Valerie Kreher, Procurement & Strategic Sourcing at 313-577-3720 Email: rfp.team2@wayne.edu (copy to Kenneth Doherty, Email: ken-doherty@wayne.edu by 12:00 p.m., July 18, 2019.

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

Thank you

Valerie Kreher,
Senior Buyer, Purchasing
313-577-3720

CC: Ekta Kamalia, Kenneth Doherty, Attendees list.