



Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
FAX (313) 577-3747

June 10, 2021

Minutes of the Pre-bid Conference

RFP State Hall Renovation - CM dated June 4, 2021

The pre-bid conference for the **State Hall Renovation - CM** was held on **June 10, 2021 at 9:30 am**. **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. **Mark Gibbons** of the **Facilities Planning & Management** discussed the expectations and scope of work.

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 and additional points of clarification follow:

- Construction Management firms should define all Joint Venture relationships, included in the Construction Management team, and the responsibilities of each in their executive summary so that the University can easily identify this information.
- 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.
- 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.
- Liability Insurance and Error & Omission Insurance from awarded vendor are required, however, certificates are not required with proposals and are not included in the **30** page limit.
- All University Design Standards must be followed rigorously.
- 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".
- The Deadline for project related questions is **June 21, 2021, 12:00 noon**.
- Bids are due **by electronic submission on** no later than 2:00 p.m., **June 25, 2021**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **June 4, 2021**.
- Any responses, materials, correspondence, or documents provided to the University will become the property of the University and 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/>
- The Exhibit B – Level of Effort Table will be posted to the University's Website by June 17, 2021.

- A site visit has been scheduled for Monday, June 14, 2021, meet at (Main Entrance off of Cass Avenue) State Hall, 5143 Cass Avenue, Detroit, MI 48202 from 8:00 a. m. – 10 a. m.
- The details of the project schedules are to be negotiated and will require coordination with both the selected A& E and CM Firms, with mandatory completion by May 1, 2023.
- Please place your “secret word” in your proposal to indicate your attendance at the Voluntary Pre-bid Meeting which will gain your company a few points during the evaluation process.
- As Built Drawings are to be provided by FPM and are to be posted to the University Website.
- Note: This addendum removes reference to the requirement of a statement of probable cost with the responses to the CM RFP. A statement of probable cost at this stage of the process is not meaningful and is not required.
- **Note: Participation is “By Invitation Only”, only prequalified vendors are eligible to submit a bid directly to the University. Posting on our webpage intended to let potential sub’s to know about the opportunity.**

IMPORTANT - Minutes for the Prebid Meeting are distributed, and published on the website as an Addendum. Vendors are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Exhibit C.

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: **rfpteam2@wayne.edu@wayne.edu**) by 12:00 p.m., **June 21, 2021**.

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: Mark Gibbons, John Zann Valerie Kreher, Attendees list.