



WAYNE STATE  
UNIVERSITY

Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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July 29, 2019

**Addendum1/Minutes of the Pre-bid Conference**  
**RFP Gateway Theatre Complex Project**  
dated July 19, 2019

The pre-bid conference for the **Gateway Theatre Complex Project** was held on **July 25, 2019 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. **Ryan Miller** of the **Facilities Planning & Management**, lead the site visit and 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](http://www.purchasing.wayne.edu/Building_Design.html).

As a point of information, the University Master Plan is available at [www.facilities.wayne.edu](http://www.facilities.wayne.edu).

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

- Responders should define all Joint Venture relationships, included in their team, and the responsibilities of each in the executive summary so that the University can easily identify this information.
- Responder 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 through Close-out. They should also provide a timeline for the work associated with Pre-construction.
- Deliverables related to the Project, which are to be included in Proposal, are outlined in the RFP. Active and constructive participation with the Project Team during both Pre-construction and Construction are extremely important and are part of the deliverable.
- Costs both allowed and not allowed are mentioned in part H of Section VII of the RFP, and further defined in the sample Contract included as Appendix 3. Any items not clearly included or excluded that the Responder expects to be considered as reimbursable should be specifically outlined in the Responder's proposal. The maximum number of pages a proposal can have is 25 ~~30~~ pages. This count includes all forms and executive summary. 25 Pages means one-sided sheets with a font size NO SMALLER than 11 point. Covers and tabs not included in this count.
- Liability Insurance and required bonding for the CM only from awarded Responder are required, however certificates are not required with proposals
- Please review Appendix 5 – WSU – Supplementary General Conditions of Construction for updated minimum insurance requirements.
- All University Design Standards must be followed rigorously, unless approved in advance by WSU Design & Construction Services.
- The Level of Effort Work Plans for both Phase 1 and 2 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.
- Responders 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 Responder is willing to accept the terms of 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 Director of purchasing for review.
- The Deadline for project related questions is **August 09, 2019, 12:00 noon**.
- Bids are due **by electronic submission on** no later than 2:00 p.m., **August 15, 2019**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **July 19, 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/>

Other:

1. **Second Walk Thru:** a 2nd walk-through has been scheduled for the following time and location. This will be a "look and see" situation, any questions arising out of the walk through should be written and emailed to the University's Procurement Office.

**Friday, August 2, 2019, 10:00 – Noon**

Meet in Hilberry Theater main lobby (enter through north/main doors)

No allowances or special considerations will be made for tardiness.

2. Responders should read the new contract terms.
3. Additional information for Appendices:
  - Appendices 10 and 11 are supplemental to Appendices 7 and 8 – (100% DD submission).
  - Appendices 12 and 13 are drawing sets.
  - Appendix 9 – Peter Basso Associates performed a retro-commissioning of the existing Hilberry Theatre. Items listed as Priority 1 are to be included in the Documents as base bid work as they pertain to Life Safety and Building Code issues. Priority 2 items are listed on the spreadsheet where estimates are to be provided for Owner consideration to include in project Scope of Work.
  - Appendix 14 is a matrix of partial trade packages to help clarify Owner furnished and/or installed work.
  - Appendix 15 is a full building Asbestos and Lead Paint Survey – note owner to contract with third party for abatement.
4. The Mackenzie house has been moved to make room for the new construction (Phase 1). A brief project description of both phases was provided by the Architect.
5. Goals for CD phase progress drawings are 50% completion by mid-October with 100% completion December.
6. It was stressed to only respond with similar, relevant projects to the proposed scope of work. The responder's team experience, especially the on-site personnel, will be emphasized during the evaluation and short-list interviews.
7. The proposed fee structure, statement of probable cost, prevailing wage rate requirements, etc. were reviewed. It was noted, pending the selected firms Statement of Probable Cost is within the Construction Cost Limits, that some early bid packages could be released prior to the end of 2019.
8. The stated breakdown of the Owner's Construction Cost Limit was described as: Phase 1 = \$35 million, Phase 2 = \$9 million. Owner has the right to modify breakdown as necessary as the project design progresses.
9. Note, there are multiple tabs in both Level of Effort Tables, including a Summary Tab - Statement of Probable Cost (SOPC).
10. Procurement to review process to upload more than one Level of Effort table due to complications during the Arena project submission.

11. Submissions should be no greater than 25 pages in length, no tabloid size allowed. Spreadsheets should be in Excel Format and Proposals to be in PDF Format.
12. Site work costs should be included under Phase 1- New Hilberry Theater's SOPC.
13. An attendee asked, in the interest of time and priority of estimating the project, if the University would consider providing the design model to expedite take-offs upon request. The architect noted the project is being designed using Revit software and some release forms would be required. The University agreed the model could be made available per the release policies in place.
14. The University intends on making a single award for this Project. The requested phased breakdown of cost is for evaluation and tracking purposes with Owner's overall project budget.
15. The required submission of a thorough SOPC for this RFP is critical for the project to move forward, and to ensure the College of Fine, Performing and Communication Arts receives a building that incorporates all the programming required to provide first-class teaching and performance experiences.
16. An attendee asked, in the interest of time and priority of estimating the project, if the University would consider not requiring Responders complete the Appendix 9 spreadsheet. FPM to review and respond via addendum. *(Note: After the meeting it was determined Appendix 9 would not be required as part of the proposal submission.)* It was noted that one design feature to be added via addendum will be a vapor mitigation barrier system consisting of passive/active ventilation for most of the east half of the new building in Phase 1. This was found necessary upon further study of soil contamination along Cass Ave. where a dry cleaning building once stood. The project currently has a Due Care Plan and will also be issued via addendum.
17. Clarification was provided that the Phase 1 new construction is divided by a 2-hour rated wall separating Authorities Having Jurisdiction (AHJ) inspections. The west half of the building has shop areas considered teaching spaces, and hence are under the Bureau of Fire Safety and State electrical inspection. The balance of the building falls under WSU Fire Marshal, with electrical inspections performed by a licensed 3<sup>rd</sup> party inspector. The project is seeking LEED Silver accreditation for Phase I, new construction only.
18. There are no "historical designations" to be considered for either phase.
19. A brief description of the phased schedule was reviewed. University departments affected by the project have an availability from mid-May through the end of July 2021 to coordinate and move equipment, personnel, etc. from three existing facilities into the new Phase 1 building. Completion of the move out of the existing Hilberry Theater into the new building will trigger the start of Phase 2. It will be the request of the University to sequence Phase 1 work in such a way that some early equipment moves can be completed in the new shop and office areas.
20. It was clarified that the Mackenzie House will not be utilized by the University during this project so fencing will/can remain as existing. Paneled fencing is being rented and awarded Responder will assume rental of same or replace as necessary upon mobilization. As of now, the entire fenced in site is acceptable to remain as is through Phase 1, or as determined by the project to be modified. Note however that Mackenzie House will not be made available for a field office due to its historical designation, and great care is to be taken to keep laydown areas and construction activity away from new work surrounding the same.
21. Please find Addendum 16, "Due Care Plan for Construction" and Addendum 17, "WSU – SSD System Design (DD Phase Design), posted to the University Website

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 **August 09, 2019, 12:00 pm/noon**.

**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,  
Senior Buyer, Purchasing  
313-577-3712

CC: Ryan Miller, Kenneth Doherty, Attendees list.