



**WAYNE STATE
UNIVERSITY**

Division of Finance and Business Operations

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

November 10, 2017

**FPM Construction Manager for the STEM Innovation Center
WSU Project #: 008-302306
dated October 31, 2017**

Addendum Four *REVISED* Minutes of the Pre-bid Conference

The pre-bid conference for the Construction Manager for the **STEM Innovation Center** was held on **November 7, 2017 at 3:00 pm** **Kimberly Tomaszewski** 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. **Allen Gigliotti** of **Facilities Planning & Management**, discussed the expectations and scope of work.

This Addendum REPLACES what was released as Addendum Three - Minutes to the Pre-bid Conference.

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:

- 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. Travel is excluded for tri-county area and should not be included as a reimbursable.
- 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.
- 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.
- 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
- All University Design Standards must be followed rigorously.
- This award will be for a Construction Manager at Risk.
- Drawings for the existing Science and Engineering Library are attached to this Addendum.
- A site visit has been scheduled for Thursday, November 9, 2017 at 2:00 pm. Interested contractors should meet in the lobby of the Science and Engineering Library at that time.
- The Science and Engineering Library was built in 1970. The building is 116,500 square feet. All of the floors, 10 in total, are to be renovated in the project.
- While the building does contain some tile and drywall mud that tested positive for hazardous materials, the remediation of the building will not be part of this contract.
- Please review the University's Construction Management contract and note any exceptions in Exhibit 1 and mark accordingly on Schedule A. 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".

- Self-performed work must be competitively bid and limited to 25% of the work performed. At least 75% must be contracted out to the trades.
- This project is partially funded by the State's Capital Outlay process. The Construction Manager will need to cooperate with, and provide data to, the Design Professional, who will be responsible for preparing various reports to the state.
- 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.
- Pre-Construction Services for project will support the submissions to the State of Michigan for the Capital Outlay Funding. The Program Statement and Schematic Design Phase will be submitted in March and the balance of the Pre-Construction Services will commence once the State Authorizes the Project which is estimated to be in July 2018.
- Vendors should include the concepts of sustainability / LEED Certification in their proposals. Building should lean toward 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.
- 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 for Procurement for review.
- The Deadline for project related questions is **November 10, 2017, 12:00 noon**.
- **Bids are due November 22, 2017 at 2:00 pm**, 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.
- 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
- 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/>

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing at **313-577-3757** Email: **ac9934@wayne.edu** (copy to **Leiann Day**, Email: **leiann.day@wayne.edu**) by 12:00 p.m., **November 10, 2017**.

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

Thank you

Kimberly Tomaszewski,
Senior Buyer, Purchasing
313-577-3757

CC: **Allen Gigliotti, Leiann Day, Attendees list.**