Addendum Two
Minutes of the Pre-bid Conference
RFP Construction Management Services for the Gateway Theatre Complex Project
Dated May 16, 2018

The pre-bid conference for the Construction Management Services for the Gateway Theatre Complex Project was held on May 30, 2018 at 12:30 pm. Leiann Day 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. Marc Ledent and Ekta Kamalia 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.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:

• This is the first time the University is building a theater in the campus. It is going to be a prestigious and highly visible project both for the University and Detroit Community. The University is seeking vendor’s best proposal and team for CM services on this project.
• Awarded vendor is required to work with consultants in the design team that are outside the State. Planning for effective communication is very critical.
• The gross sqf of the new complex will be approximately 95,000sqf. This includes renovation to the existing Hilberry Theater.
• The schematic design of the Theater Complex is expected to be completed by June of 2018. Construction Documents for the McKenzie House move is in progress. The university is working with the city to vacate alleys as well as DTE for the relocation of utilities.
• Vendors should define all Joint Venture relationships, if any, included in the construction management team, and the responsibilities of each in their executive summary so that the University can easily identify this information.
• WSU will participate in contractor bid reviews. Sealed bids are required with WSU must be in attendance and participate at bid opening.
• City of Detroit permits will be required as part of services provided when working in the right of way and elevator installation.
• Property extends from Cass Ave. to east, Second Ave to west, Public Alley and private property to north and forest to south. Staging on property is allowed but space is limited.
• McKenzie House moves to the south-west corner of the property facing forest.
• Site Security – the actual site will be the responsibility of the contractor to secure
Acceptable and unacceptable General Conditions costs are outlined in part F of Section IX. Any items to be considered as General Conditions, outside of the list outlined in the RFP, should be specifically outlined in the vendor’s proposal. 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 35 pages. This count includes all forms and executive summary. 35 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. The successful Vendor must be able to acquire the specified amount of insurance coverage. In the RFP response, it is expected that the Vendor will break out and define the cost for insurance coverages in the amounts specified in Schedules B1 and B2 and report these amounts in Schedule C1.

Costs for insurance coverage are not to be calculated into the General Conditions cost on Schedule C1. Insurance costs and General Conditions cost will be evaluated separately.

All University Design Standards must be followed rigorously. The General Conditions and Supplemental General Conditions for construction are included in this RFP and must be adhered to strictly.

A second site visit was not scheduled.

The Level of Effort Work Plan has 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.

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 the terms of the RFP as well as the contract and the University’s contract “as is”.

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.

Vendors should include details on how they plan to use a Lean approach in their RFP response.

The Deadline for project related questions is June 5, 2018, 4:00 pm.

Bids are due June 12, 2018 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/

This project will be under the University’s jurisdiction for all fire and electrical inspections.

Throughout all phases of construction, the Work will be taking place directly adjacent to an occupied facility. Hilberry Theater renovation cannot start until the building addition is substantially complete. This is to be factored into your RFP response. Details on how the vendor plans to overcome this obstacle are welcome in the RFP response.

The project schedule included in the RFP is tentative. It is expected that the successful Vendor will work with the University and the design professional to finalize the project schedule, maintaining the specified completion deadlines.
• The Theatre and Dance schedule is posted as a separate link on the project site.
• The asbestos survey completed for the existing Hilberry Theatre is posted as a separate link on the project site. The remediation of the theater will be part of this contract, however the remediation of the McKenzie will be the responsibility of the University. Air monitoring will be by the university.

All questions concerning this project must be emailed to: Leiann Day, Procurement & Strategic Sourcing at 313-577-3733 Email: Leiann.day@wayne.edu (copy to Valerie Kreher, Email: Ab4889@wayne.edu) by 4:00 p.m., June 5, 2018.

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

Thank you

Leiann Day,
Associate Director, Procurement, Purchasing
313-577-7373

CC: Marc Ledent, Valerie Kreher, Attendees list.