



Division of Finance and Business Operations

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

December 20, 2016

## Minutes of the Pre-bid Conference

### RFP Design Services for 2017 Parking Structures 4 and 6 Renovations dated December 14, 2016

The pre-bid conference for the Design Services for 2017 Parking Structures 4 and 6 Renovations was held on December 20, 2016 at 10:00 am. 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. Jon Frederick, Deb Brazen and Cassie Lee 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:**

- 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.
- Vendor 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. They should also provide a timeline for the work associated with this study, in other words, this phase of the project.
- 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. Oversight during the Construction phase and Construction documents are part of the deliverable.
- 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. 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.
- 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.
- 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.facilities.wayne.edu/dcs/Genin.htm>. While the General Conditions of Construction and Supplementary General Conditions for Construction of the Contract deal principally with the responsibilities and obligations of the Construction Manager, it is understood and acknowledged that they also define requirements for the Design Professional's performance. As a result the General Conditions of Construction and Supplementary General Conditions for Construction of the

Contract pertaining to this Project are expressly incorporated into this Agreement. It is expressly understood that the Design Professional is not responsible for the construction of the Work.

- All University Design Standards must be followed rigorously.
- A site visit was not scheduled. However, consultants were told to let Kim know when they will be on campus so proper notifications can be made to Parking and Public Safety staff.
- 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.
- 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".
- Cost estimates are part of Phase 1 Feasibility and Phase 2 Design. The Board of Governors must approve feasibility cost estimates before commencing to Phase 2.
- 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 has been extended until **January 5, 2017, 12:00 noon.**
- **The Bid Due Date has been extended. Bids are due January 13, 2017 at 2:00 p.m.,** to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4<sup>th</sup> Floor – Suite 4200, Detroit, MI 48202.
- **Three hardcopies of your proposal are required, not six as noted in the RFP.** We will require an original plus two copies (**3 total**) of your proposal. In addition, an electronic version is required, which should be submitted to our secure mailbox at [rfp@wayne.edu](mailto: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/>
- The University will provide AutoCad backgrounds and plans from previous projects for reference
- Approximately 1.5 million budget for both structures
- Structure #6 is precast with caissons and poured footings.
- Some traffic coating has been done in previous restorations. Please evaluate the traffic coating and address in your proposal if necessary.
- There is no light fixture replacement in the scope of this project.
- Both structures have existing security system. No system work in scope but contractor is responsible for damage. If proposals include changes to either the lighting or security systems make note in proposal.
- Substantial completion by First week of august
- Structure will be bid together with separate forms of proposal. Different contractors may be awarded each structure separately.
- If two contractors are awarded, there will be project meetings on the same day for convenience.
- Short list and presentations determined by evaluation criteria in the RFP
- **Floor Plans are to be posted with this addendum.**

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing at **313-577-3757** Email: [ac9934@wayne.edu](mailto:ac9934@wayne.edu) (copy to **Leiann Day**, Email: [leiann.day@wayne.edu](mailto:leiann.day@wayne.edu)) by 12:00 p.m., **January 5, 2017, 12:00 noon.**

**Do not contact the Design & Construction Services, 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: **Cassie Lee, Leiann Day,** Attendees list.