Addendum #1 To
Request for Proposal
For Engineering Research Phase-3 Renovation: Project 090-250890
Dated January 29, 2016

Minutes of the Pre-bid Conference

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for Engineering Research Phase-3 Renovation, Project 090-250890 was held on February 4, 2016, at 10:00 (local time) – at Detroit, MI 48202. Robert Kuhn, Sr. Buyer, reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who Contractors may contact during the live bid process. Ashley Flintoff discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

NOTE: You must have attended a pre-bid conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a pre-bid conference does not qualify your company to bid.

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

1. Minimum Participation
   A. Pre-registration for the pre-bid meeting is required. In the event that we do not have four (4) or more eligible bidders pre-registered, the University reserves the right to postpone the Pre-bid meeting with up to 4 business hour notice.
   B. If less than 4 individual contractor firms attend the mandatory pre-bid meeting, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).
   C. On the day of the bid opening, if less than 3 sealed bids are received, the University reserves the right, at its sole discretion, to rebid the project in an effort to obtain greater competition. If the specifications are unchanged during the rebid effort, any contractor who submitted a bid will be given the option of keeping its bid on file for opening after the second bid effort, or of having the bids returned to them unopened.

2. 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/

3. Sworn Statement Requirements: The University tracks it’s level of spend along a number of socio-economic categories. This includes it’s spend with Diverse organizations, it’s spend with Detroit based organizations, and it’s spend with Michigan based organizations. To assist with this, The University has reporting requirements to be included with the submission of your bid and for Pay Applications submitted by the successful contractor.

4. A bid bond is not required for bids below $50,000. Otherwise, a bid bond (5%) will be required for the full amount of the bid.

5. Performance Bond and Material & Labor Payment Bond requirements are listed in the specifications of the job. Performance & Material & Labor Payment Bonds must be provided by the awarded Contractor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.

6. The awarded Contractor must provide the required Certificate of Insurance in compliance with Section 800, article 11 of the bid specifications prior to commencement of any work.

7. 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

8. If your company has not previously done business with the University you may go to the Purchasing website at www.purchasing.wayne.edu and look for the “new vendor” link under “Information for Vendors” on the left. You may submit a new vendor request form and an IRS form W-9. This will register your company on our vendor list. (NOTE: this does not replace the listerv.)

9. This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than State of Michigan Prevailing Wage Rates. A Prevailing Wage Rate Schedule is included in Section 00410 of the Bid Specifications. Contractors must review these requirements to be sure they are in compliance with the requirements of the University and the State of Michigan. Contact the State of Michigan if
1. The awarded will be required to submittals to the State Fire Marshal with regards to Fire Suppression.
2. FP&M does not sole source products. Alternate products to the basis of design will be accepted provided they meet the specifications for the product in question.
3. Vendors are to qualify any possible delays due to long lead time products such as epoxy countertops.

Other:

1. Substantial Completion, and State Approved Inspections (if appropriate), no later than 7/01/16.
2. Time of Completion: The Contract is expected to be fully executed on or about 15 calendar days after successful bidder qualification and recommendation of award. The successful bidder (Contractor) agrees to start construction immediately after receipt of a fully executed contract and Purchase Order, and to complete the work as follows: Substantial Completion, and State Approved Inspections (if appropriate), no later than 7/01/16.
3. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html.
4. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc)

IMPORTANT- This is an addendum which MUST be acknowledged on your bid form
4. Per WSU's Design and Construction standards, “Provide raceways for all wiring unless otherwise agreed. All power wiring shall be enclosed in concealed raceways. All raceways shall bear UL labeling for the application selected.”

5. There will be no work phasing on this project. It’s all a “one time” renovation with coordination with the College of Engineering. Please note room 2319 will be unoccupied during construction.

6. Resilient Flooring required – see specifications, double broadcast epoxy with flakes.

7. For all casework to remain, existing countertops are to be salvaged and reinstalled per the documents.

8. The Engineering building is three floors plus a partial mechanical penthouse. The freight elevator does not access the roof. Cranes will be required to lift equipment to the roof. Bids should be inclusive of this cost.

9. A full-time superintendent is required.

We will require two copies each of your lump sum proposals, vendor qualification questionnaire and your bid bond documents.

All questions concerning this project must be emailed to: Robert Kuhn, Procurement & Strategic Sourcing. Email: ac6243@wayne.edu, and copy Leiann Day, Procurement Analyst, at leiann.day@wayne.edu.

Do not contact either FP&M or the Design Firm directly as this may result in disqualification of your proposal.

Thank you for interest shown in working with Wayne State University.

Robert Kuhn
Sr. Buyer

CC: Mark Gibbons (Project Manager), Ashley Flintoff, Leiann Day, Procurement Analyst, Attendee list.