Addendum #1/Minutes To
Request for Proposal
For IBio Parking Lot 12 Parking Lot Upgrades: Project 211-121168

Minutes of the Pre-bid Conference
Dated August 26, 2015

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for IBio Parking Lot 12 Parking Lot Upgrades, Project 211-121168 was held on September 2, 2015, at 2:00 p.m. (local time) – at Detroit, MI 48202. Robert Kuhn 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. Jason R. Davis, Project Manager, and Sean Pic-Kell, from MEP Engineers, LLC, 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. Sworn Statement Requirements: The University tracks its level of spend along a number of socio-economic categories. This includes its spend with Diverse organizations, its spend with Detroit based organizations, and its 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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 listserv.)

8. 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. Appendix 1 contains the Prevailing Wage Rate Schedules for Parking Lot, Road, Highway, Bridge and Airport Construction and Parking Lot Upgrades. 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 further information on prevailing wage rate is needed at website http://www.michigan.gov/dleg/0,1607,7-154-27673_27706---,00.html. Contractors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.
1. Drawings for the manhole tie-ins have not been submitted to the City of Detroit.
2. MDOT has not reviewed the plans. No work is proposed in the MDOT right-of-way.
3. No borings have been done on existing gravel. Existing lot is higher than sidewalks.
4. Alternate 1A has been added to the Revised Form of Proposal, Section 300, and includes replacing the base under the existing asphalt portion of the lot.
5. Revised Drawings are to be posted to the University Website per the Traffic and Safety Recommendations, which include conduit plans for the islands and revision of lanes to 10 feet.
6. Please note, the intent of the project is not to impede sidewalks and surrounding city properties. If Vendor must invade these spaces, the cost to do so is the responsibility of the awarded Vendor, including permit costs.
7. Note, trees are to be tri-colored Beech Trees, see drawings and specifications.
8. For brick pier details, see drawings.
9. The existing paved lot is to be milled and new top coat applied. See Alternate 1A in the Revised Form of Proposal, Section 300 for replacement of stone base in this area.
10. Drawings and specifications indicate existing stone may be used for sub-base only, not base. The Engineer’s recommendation is to push stones aside and use to stabilize the sub-grade as needed.
11. Power to the existing light poles has been disabled, see drawings for demo instructions.
12. WSU will provide independent Construction Testing.

IMPORTANT - This is an addendum which MUST be acknowledged on your bid form

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, Strategic Sourcing Specialist, 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: Jason R. Davis (Project Manager), Leiann Day, Strategic Sourcing Specialist, Attendee list.