



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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April 19, 2019

Minutes of the Pre-bid Conference

RFP *Industry Innovation Center Refresh* dated April 7, 2019

The pre-bid conference for the ***Industry Innovation Center Refresh*** was held on ***April 10, 2019 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. *Greg Boyle of CBRE and Graig Donnelly from WSU and Tech Town*, 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.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:

- The University is looking for a partner to help lead the vision.
- Awarded contractor will also be partnering with Detroit Collaborative Design Center on this project.
- The Industry Innovation Center ("I2C") is approximately 17 years old.
- The I2C is approximately 45,000 sf with approximately 20,000 being lab space.
- The high-bay lab area is not likely to be changed in any meaningful way as part of this project. What might and probably will change is:
 1. The connection between the high-bay area and the rest of the building.
 2. The small private offices between the labs and the other side of the building.
 3. The entry sequence into the high-bay lab area.
- The auditorium area will not be changed.
- The main entry of the building, the breakaway turn style will be changing.
- Possibly open up the conference rooms along Second Avenue.
- MDOT is embarking on a study in 2019 to inform the future use of the Amtrak station and adjacent land located just a few blocks away at Woodward and Baltimore.
- It will be mandatory that selected Design Professional attend the first workshop led by DCDC that will take place on either May 1st or May 2nd.
- The existing DTE switchgears and transformers are to remain in place.
- Design professional final estimate of total project cost with sufficient detail to support the conceptual design.
- intent. This budget will be used to obtain funding for Phase 004 of the I2C project.
- The Platform Group are private real-estate developers who are performing a historic adaptive rehabilitation and reuse of 6001 Cass.
- 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 through the Marketing. 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. Possible out of state travel to view classrooms would need to be discussed and approved.
- The maximum number of pages a proposal can have is 25 pages. This count includes all forms and executive summary. 25 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 25 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.forms.procurement.wayne.edu/Adv_bid/DC-Standards-Nov-2018.pdf. 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 occurred during the pre-bid meeting.
- Exhibit B – Level of Effort Table and Fee Proposal Form have been posted 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 the Conceptual Design and will include costs for future phases of work. The Board of Governors must approve feasibility cost estimates before commencing to Phase 2.
- 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 of Procurement for review.
- The Deadline for project related questions is April 12, 2019, **12:00 noon**.
- **NOTE: The bid due date has been extended. Sealed proposals for Design Professional Services will be received at the office of the Procurement & Strategic Sourcing by electronic submission on April 19th, 2019, until 4:00 p.m.**
- 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 **Valerie Kreher**, Email: **rfpteam2@wayne.edu**) by 12:00 p.m., **April 12, 2019**.

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

Thank you

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

CC: Ashley Flintoff, **Valerie Kreher**, Attendees list.