Minutes of the Pre-bid Conference  
Addendum 1  
RFP Lot 14 – Parking Lot Improvements  
dated August 31, 2015

The pre-bid conference for the Lot 14 – Parking Lot Improvements was held on September 9, 2015 at 2:00 pm. Valerie Kreher 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. Jason Davis of 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#construction

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:

- **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 postpone the balance of the calendar of events and to hold an additional pre-bid conference.

  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(s) 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.

- Contractors should define all Joint Venture relationships, included in the design-build 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 completion.

- Deliverables related to this project are outlined in the RFP. Deliverables that are to be included in the vendors cost are also outlined in the RFP. Oversight during the Construction phase and Construction documents are part of the deliverable.

- Acceptable and unacceptable general conditions and general requirements costs are outlined in part F of Section VI. 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. 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.
• This project requires construction documentation; therefore, all University standards should be adhered to. The web site to reference vendors to for University Construction Design Standards is http://facilities.wayne.edu/design/wsudcsrm.pdf. While the General Conditions of Construction and Supplementary General Conditions of Construction for the Contract deal principally with the responsibilities and obligations of the Design Build Contractor, 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 of Construction for 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. Any proposed amendments to the contract language must be included in your proposal.
• All University Design Standards must be followed rigorously.
• A secondary site visit was not scheduled. The lot is open and vendors may visit as necessary.
• New DTE service to the site, if required, will be the responsibility of the University.
• Geotech and Materials Testing services will be contracted separately by Wayne State University.
• Updating the existing Land Title Survey, video inspection of the storm sewer, and MDOT criteria paving needs to be included in your proposal as a part of the GMP.
• The University is looking for final completion by May 20, 2016. There will be liquidated damages in the amount of $100.00 per day if not completed by May 20, 2016. All punchlist work should be completed within 30 days of Substantial Completion. Any proposed revisions to the schedule must be included in your proposal.
• For purposes of this RFP, the GMP will be $500,000. This includes all permit fees, design, general conditions, general requirements, and trade work.
• All permit costs and full time supervision must be included in your proposal.
• Drawings must be completed by a Michigan licensed professional and must adhere to Wayne State University Construction Design Standards.
• Please note the information regarding the condition of the soils at the site included in the appendices.
• Photos of Lot 50 are included in Appendix 13 for reference.
• The new access control gates will be connected via wireless bridge. The nearest connection point is noted on the Land Title Survey, Appendix 7.
• There is no minimum requirement for M/W/DBE, however, plans to involve M/W/DBE firms in the project should be included in your proposal for University tracking purposes.
• Proposals from vendors who attended the pre-bid meeting on June 10, 2015 will be accepted.
• This is a Design-Build project. Proposals should include both the design and construction portions of the project.
• 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.
• Cost Schedule C.1 is in the PDF document and can be filled out by hand, it is not an excel sheet.
• 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 our contract “as is”.
• 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 Director of Procurement for review.
• There will be no parking charges for vendors if they park in this lot.
• This lot should be similar to Lot 50, pictures are included in the additional information link on the website posting.
• The Deadline for project related questions is September 15, 2015, 12:00 noon.
• Bids are due September 18, at 12:00 noon, 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.

All questions concerning this project must be emailed to: Valerie Kreher, Procurement & Strategic Sourcing at 313-577-3720 Email: rfpteam2@wayne.edu (copy Leiann Day, Email: Leiann.Day@wayne.edu) by 12:00 p.m., September 15 2015.

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

Thank you

Valerie Kreher,
Senior Buyer, Purchasing
313-577-3720

CC: Jason Davis, Leiann Day, Attendees list.