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| **Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing**  **5700 Cass Avenue, suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734**  **FAX (313) 577-3747** |

**August 27, 2015**

**Addendum One**

**Minutes of the Pre-bid Conference**

**RFP New School of Business Administration dated August 19, 2015**

The pre-bid conference for the **New School of Business Administration** was held on August 26, 2015 at 10:00 a.m. 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. Robert Forsythe, Dean of the School of Business Administration and Jim Sears, AVP for Facilities, Planning & Management, 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](http://www.facilities.wayne.edu/).

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

* The New School of Business Administration will be approximately 120,000 GSF and located off-campus.
* This cornerstone project is to be presented to the University’s Board of Governors at the September 25, 2015 Board Meeting outlining a project budget of $50 Million.
* This project is to be “rich” in technology.
* Project requirements include that exterior work and all site work be completed no later than September 1, 2017. The University is interested in completing the all interior to accommodate Fall classes in 2017, however pushing occupancy to December 1, 2017 will be considered.
* The University is interested in understanding who the design team proposed for this project will be, their experience and their proposed roll for this project. Staffing will weigh heavily in evaluating proposals to determine the design team.
* The University will be looking for firms to appropriately resource this project from design through construction to achieve critical milestone dates in the schedule.
* It is anticipated that multiple bid packs will be required to deliver this project, which should be considered within fee structures proposed. The project team will be required to work together to coordinate this effort to best suit this project.
* 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. Responses should include a timeline for the work associated with each phase of the project, through project delivery.
* 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.
* 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 associated with the development of this project, will be negotiated after award.
* 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.
* 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 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”.
* Requirements include providing cost estimates, which are outlined in Part III of the RFP.
* Vendors are encouraged to include the concepts of sustainability / LEED Certification in their proposals. The project must meet the requirement so LEED silver 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 **September 2, 2015*,*** **12:00 noon**.
* **Bids are due September 9, 2015 at 2:00 p.m.**, 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**](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.

An additional question received during the pre-bid, and the University’s response is as follows:

1. Question: Confirm expectation for enclosure and site to be complete?

Response: September 1, 2017

1. Will fundraising be part of the project scope?

Response: No.

1. Question: Will parking be a part of the project scope?

Response: No.

1. Can you elaborate on what is meant by a dynamic food court?

Response: Since the New SBA will be located off campus, the food court will be an important component in the building program. Careful consideration to how it interfaces with other program requirement must be considered.

1. Question: Who will be participating from the University to develop the program?

Response: Anticipate multiple stake holders will assist in the development of the program and building design.

1. Question: Has WSU looked at other recent projects to consider design elements for this project?

Response: The University is beginning to look at other SBA’s and amenities, but will work with the selected design team to assist in this effort. Projects reviewed include:

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| * Questrom School of Business * Manning School of Business * Warrington College of Business Administration * Shidler College of Business * James A. Haslam II College of Business * Muma College of Business * Alliance Manchester Business School * Andrew P. Barowsky School of Business * David Nazarian College of Business and Economics * Kate Tiedemann College of Business * Rohrer College of Business * Puri Business School * Chiu School of Business * Pilon School of Business * Tepper School of Business |  | * Raymond J. Harbert College of Business * Satish & Yasmin Gupta College of Business * Madden School of Business * Belk College of Business * DeVoe School of Business * Rowe School of Business * Ernest Scheller Jr. College of Business * Quinlan School of Business * Richard H. Driehaus College of Business * Saïd Business School * Tom and Vi Zapara School of Business * Robert P. Stiller School of Business * Robert B. Willumstad Business School * D'Amore-McKim School of Business * Judd Leighton School of Business and Economics * Odette School of Business |

All questions concerning this project must be emailed to: Kimberly Tomaszewski, Procurement & Strategic Sourcing at 313-577-3757 Email: **rfpteam2@wayne.edu** (copy to Valerie Kreher, Email: **ab4889@wayne.edu**) by 12:00 p.m., **September 2, 2015.**

**Do not contact the School of Business Administration, 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: Robert Forsythe; Dean School of Business Administration

Anne-Lee Vandenbussche, Director of Planning & Construction Management

Attendees list