



Division of Finance and Business Operations

Procurement & Strategic Sourcing
5700 Cass Avenue, suite 4200
Detroit, Michigan 48202
(313) 577-3734
FAX (313) 577-3747

September 3, 2015

Addendum Two

RFP New School of Business Administration dated August 19, 2015

As a result of the pre-bid conference for the **New School of Business Administration** that was held on August 26, 2015 several questions were submitted. The questions submitted and the University's responses are as follows:

1. Question: The RFP stated that the construction budget is \$30,000,000. Stated at the meeting was that the GMP cost was expected to be \$40,000,000. Which is the correct number?
Response: We anticipate the GMP will be approximately \$40,000,000 and will include construction, CM services and CM fees.
2. Question: The RFP states that the design professional will cover cost estimating. Is that necessary if we have a CM on the team?
Response: The designer will be expected to design within the allocated budget. It is expected that the designer provide estimating resources to assure their design efforts can be built within that budget. The CM will provide independent estimating services. The two estimates will be reconciled prior to bidding any work or bid pack.
3. Question: Does WSU intend to hire a security design firm directly or is that scope intended to be under the architect?
Response: Security consultant or services will be included as a part of base services by the design team.
4. Question: At the pre-bid meeting on Wednesday, Jim Sears indicated that the total project budget for the project was set at \$50M. He also indicated that the CM budget was set at around \$40M. The RFP states that the construction budget is set at \$30M. Please clarify which budget should be used for preparation of the Level of Effort Workplan, and indicate if technology and furniture costs are included in the CM budget so that fees can be established for those portions of the design work.
Response: The GMP costs is expected to be around \$40,000,000. The GMP will include all costs associated with technology, design services for the same will be included as a part of base services by the design team. Furniture costs will not be part of the GMP, however, design services for furniture will be included as a part of base services by the design team.
5. Question: On page 5, item 3d, please confirm that there is only one cost estimate required during the DD phase of the project, and not one at the mid-point of DD and one at the end of DD.
Response: One estimate will be required by the design team at 50% complete, and a second RFP at the completion of DD.
6. Question: Will proposals be accepted from firms that did not attend the pre-bid meeting but who include, as a team subconsultant(s), one or more firms that attended the meeting?
Response: The University policy is that the firm to hold prime contract be represented at the pre-bid meeting.
7. Question: If yes, would the Summary Questionnaire question regarding pre-bid meeting attendance apply to the respondent or to a team member that attended the meeting?
Response: Summary Questions should be responded to by the firm to hold the prime contract.

8. Question: The RFP requests information regarding M/W/DBE participation in proposals. Which certifying agencies does WSU accept for MBE, WBE and DBE designations?
Response: The University does not require participation, but we do track participation and encourage goals be established and achieved through the course of the project.
9. Question: I Instructions to Design Professionals: The request is to submit 1 Word Doc. and 1 Excel Workbook? Can we submit a pdf in place of the Word Doc.?
Response: Yes.
10. Question: II Project Scope: Section C - Is the project being 'designed to meet' LEED Silver standards or is it your intention to submit to USGBC for 'LEED Silver' certification? Is the A/E required to perform energy modeling and similar tasks to prove that certain points related to energy efficiency etc. are attainable?
Response: It is the University's intent to submit to USGBC for no less than LEED silver.
11. Question: II Project Scope: Section D- Can you confirm the not-to-exceed budget for hard construction costs?
Response: The GMP costs is expected to be around \$40,000,000.
12. Question: II Project Scope: Section D- Can you share the existing budgets for FF&E & AV/IT?
Response: These budgets will be established with the assistance of the project team. Note: Refer to response to Question 4 of this RFP for additional information regarding AV/IT and FF&E.
13. Question: III Design Professional Services & Deliverables: Section C- Signage: In our experience with designing similar facilities there are typically expectations for signage & wayfinding which exceed code required signage, such as environmental graphics, logo graphics, website or other digital communications. What is your expectation for signage & wayfinding?
Response: The University expects that the design team will integrate signage into the design solution as a part of the design effort. Design of graphics to "brand" the facility will not be a part of the design teams efforts, incorporating the branding into the facility will. Signage will include interior wayfinding, interior branding, exterior building signage, and donor recognition. Website and digital communications will not be a part of the design team's responsibility.
14. Question: III Design Professional Services & Deliverables: Section C- Lighting: In similar facilities, it's common that public spaces require specialty lighting (lighting beyond general illumination). Do you expect the public spaces to have specialty lighting requirements?
Response: The lighting package should support the design. The design team should anticipate specialty lighting to achieve a fabulous design.
15. Question: III Design Professional Services & Deliverables: Section C- Furniture: Can you better define "furniture services?" i.e. are you seeking for:
- the chosen firm to provide furniture drawings & specifications, order all furniture, and coordinate installation? *The chosen firm would develop an RFP and distribute it to potential furniture vendors, outlining specific furniture scope.*
 - Or,
 - the chosen firm to provide furniture plans (designating locations only) and coordinate with a client-designated furniture vendor? *That vendor will then prepare final furniture drawings and specifications to be used for pricing, bidding, and installation of furniture.*

Response: The design team will be responsible for selecting all furniture components to be included as a part of the project, and for providing a furniture package including drawings and specifications to be turned over to the University to coordinate bid/purchase of the same. Note: The University works with a preferred vendor for most furniture purchases which we anticipate will be used for this project.

16. Question: Will there be a surveying component to the project scope of work – such as an ALTA survey and/or topographic survey?

Response: Yes.

17. Question: Are any roadway improvements surrounding the site anticipated with the scope of work?

Response: No.

18. Question: Site demolition anticipated??

Response: No.

19. Question: Will the landscaping scope be limited to minor foundation plantings around the building or is an area planned to be reserved for a courtyard with hardscape & amenities?

Response: The University anticipates that the project will include outdoor amenities such as a courtyard, or plaza area. All hardscape and landscape design will be the responsibility of the design team and costs associated with the same will be within the established GMP.

20. Question: Do we know the site plan approval process that will be required for the subject parcel? Will rezoning be required?

Response: Not at this time. Rezoning will not be required.

21. Question: Will the site be identified prior to the RFP due date?

Response: No.

22. Question: Is the University considering extending the RFP due date to Friday, September 11?

Response: There has been no request to do so, so no.

23. Question: Section III - Design Professional Services and Deliverables – item C states:

“...The designer's cost estimator will be expected to reconcile its estimate with that provided at each design phase milestone with the Construction Manager.” Is it the preference of the University that both the CM and AE prepare separate cost estimate reports? Is it sufficient for the AE to review and reconcile the CM's cost report?

Response: Separate estimates will be required.

24. Question: In the RFP it reads, “The electronic submission should be limited to no more than one of each of the following file types: 1 Word document and/or 1 Excel workbook”. Can we submit the electronic version as a PDF file, along with the Excel workbook for Schedule C – Level of Effort Table?

Response: Yes.

25. Question: The RFP references a construction cost of \$30M, but you mentioned a construction target of \$40M during the pre-proposal meeting. Can you clarify the target?

Response: We anticipate the GMP will be approximately \$40,000,000 and will include construction, CM services and CM fees.

26. Question: In the Pre-Bid Meeting notes, it states “Though this phase of the project does not require construction documentation, all University standards should be referenced for future adherence”, while the scope of work in the original RFP lists Construction Documents and Construction Administration. Please confirm.

Response: The RFP is seeking design services through construction.

27. Question: May we include a cover letter and table of contents with our submittal, outside of the 30 page limit?

Response: Cover letters and table of contents should be included in the 30 page limit.

28. Question: A 7,000 SF "Blackbox" was listed on line 37 in the program. Is this a performance space? A space reserved for future fitup? Please elaborate.

Response: This should be "white box" to accommodate a food service component into the program. The "white box" space will be incorporated into the design, and requirements will include MEP services up to the reserved space; all costs associated with the build out for interior fit out will be outside of the GMP.

29. Question: As the site will be off-campus, will the project be subject to City of Detroit review and permitting?

Response: City of Detroit Building permit will not be required. Sidewalks, erosion control and elevators are an exception.

30. Question: We have been given the A/E contract for review, and the General Conditions and Supplementary General Conditions have been incorporated into the contract. Please provide this document for review.

Response: The General Conditions of Construction and Supplemental General Conditions are attached as a part of this Addendum. Also attached is the proposed contract for the CM for reference.

31. Question: Understanding it is WSU's desire to possess a GMP in "early 2016", is there a date reserved for the BOG presentation of the GMP?

Response: No, the team will work together to build the project schedule. Meetings are held regularly, once the project schedule is established, presentation to the BOG will be coordinated.

32. Question: Shall we assume the GMP will be derived during the DD phase of the design?

Response: The University would agree.

33. Question: Does a GMP have to be approved by the BOG prior to the 4/4/16 groundbreaking?

Response: The project needs to be approved by the BOG before we start construction, not the GMP.

34. Question: There is a statement on Page 2 of the RFP, 4th bullet item from the top: "Though this phase of the project does not require construction documentation all University standards should be referenced for future adherence." Please clarify.

Response: Refer to the response to questions 26 above.

35. Question: Can the electronic proposal submittal be a PDF?

Response: Yes.

36. Question: The RFP indicates a project budget of \$50 million and a construction cost of \$30 million. Mr. Sears mentioned in the meeting that including a CM cost, the overall cost to build would be \$40 million. We have commissioned a benchmarking study for business schools that indicates an appropriate construction cost including CM fee and excluding site fee would be \$343/sf or \$41 million. Can you add some clarification to the construction cost if it is exclusive of CM fee or other?

Response: We anticipate the GMP will be approximately \$40,000,000 and will include construction, CM services and CM fees.

37. Question: Electronic File Format: Section I. indicates that the electronic submission is limited to Word and/or Excel file formats. Will Portable Document Format (PDF) submittals be acceptable?
Response: Yes.
38. Question: LEED Certification Administration: Section II. C. specifies a program "that meets the requirements for LEED silver Certification" and subsequent references in Section III. refer only to completion of a LEED checklist. No specific reference is made to LEED registration and submittal for LEED certification. Is LEED certification required / should LEED certification administration and certification documentation fees be included in the fee proposal
Response: It is the University's intent to submit to USGBC for no less than LEED silver.
39. Question: Construction Budget: The RFP references a \$30M construction budget for a 120,000 SF program, which yields a construction unit cost of \$250/SF. This appears to be below the cost of most business administration buildings and inconsistent with the level of quality of the reference projects identified in Addendum One transmittal. Is the target construction cost for this project \$250/SF?
Response: We anticipate the GMP will be approximately \$40,000,000 and will include construction, CM services and CM fees.
40. Question: Schedule: At less than 6 months from programming to ground breaking, the published schedule is quite aggressive. We have found that conventional turnaround times for institutional reviews can pose a major impediment to meeting fast track design schedules. Does Wayne State University have an alternate review process contemplated which should be accommodated in the development of the project milestone schedule for this submittal?
Response: The project team will work together to establish a project schedule. All members of the team, including the University are expected to staff the project accordingly to meet schedule requirements.
41. Question: Cost Estimating: Section II. A. states that the CM will provide cost estimating services. Section III C. states that the Architect will provide cost estimating services. Should the design team include parallel cost estimating services for all phases in their proposal?
Response: Yes.

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; WSU Dean School of Business Administration
Anne-Lee Vandebussche, WSU Director of Planning & Construction Management
Erinn Rooks, WSU Planner
Attendees list