



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 30, 2015

## Minutes of the Pre-bid Conference

### **RFP New School of Business Administration Construction Manager dated September 23, 2015**

The pre-bid conference for the *New School of Business Administration Construction Manager* was held on **September 30, 2015 at 12:00 Noon** 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. Jim Sears, AVP for Facilities Planning & Management and Robert Forsythe, Dean of the School of Business Administration, 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](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).

### **Some of the issues discussed at the pre bid meeting were as follows:**

- The project budget for the new School of Business Administration is \$50 Million. The construction budget (GMP) is in the \$40 Million range.
- Proposals should detail specific personnel that will be assigned to this project and how the project will be resourced.
- The University's intention is to bring the CM on board as soon as possible. The CM will work closely with the project team to establish and manage the project budget throughout the duration of the project.
- This project is a CM at Risk opportunity with the University.
- Project schedule was discussed; Building sand site work is schedule to be complete by September 1, 2017, occupancy y December 1, 2017.
- Restrictions and exceptions, including any modification to contract language, should be submitted in Exhibit 1 and noted on Schedule A. APPENDIX 3, Contract for Construction Management Services Contract Template has been added as a separate link on the project web-site.
- The University is looking for an iconic building with an award winning architectural solution that includes modern and flexible classrooms that may be shared with the community during the day when classroom schedules allow. The spaces should be inviting and functional for non-University functions.
- The following Appendix's are attached and included as a part of this addendum:
  - FPM\_Appendix\_3\_Contract\_for\_CM\_Services\_Sample\_New\_SBA.pdf
  - FPM\_Appendix\_4\_GC's\_of\_the\_Contract\_for\_Construction\_New\_SBA.pdf
  - FPM\_Appendix\_5\_Supplementary\_General\_Conditions\_New\_SBA.pdf
- Wayne State University is a smoke free campus. More information regarding this policy can be found at <http://wayne.edu/smoke-free>. Note: The New School of Business Administration site will be considered part of the Wayne State University campus.
- 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.

- 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.
- A site visit was not scheduled.
- The Level of Effort Work Plan and Cost Schedule C.2 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.1.
- 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 purchasing for review.
- The Deadline for project related questions is **October 7, 2015, 12:00 noon.**
- **Bids are due October 15, 2015 at 12:00 noon**, to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4<sup>th</sup> 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)
  - a .pdf file of your proposal and
  - an excel file for your Level of Effort Table
- 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.
- The floor was opened for questions; No questions were noted.

All questions concerning this project must be emailed to: *Kimberly Tomaszewski*, Procurement & Strategic Sourcing at **313-577-3757** Email: [ac9934@wayne.edu](mailto:ac9934@wayne.edu) (copy to **Leiann Day**, Email: [leiann.day@wayne.edu](mailto:leiann.day@wayne.edu) by 12:00 p.m., *October 7, 2015*.

**Do not contact *Facilities Planning & Management*, 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: *Jim Sears, Robert Forsythe, Anne-Lee Vandenbussche, Erinn Rooks, Leiann Day, Attendees list.*