



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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June 3, 2014

**Addendum #1 To  
Request for Proposal  
For Parking Entrance Intercoms/ Cameras & Command Center 2014: Project 999-238171**

**Minutes of the Pre-bid Conference  
Dated May 22, 2014**

**The Addendum must be acknowledged on your lump sum bid.**

The pre-bid conference for Request for Proposal for **Parking Entrance Intercoms/ Cameras & Command Center 2014**, Project **999-238171** was held on **June 2, 2014**, at **2:00 p.m.** (local time) – at Detroit, MI 48202. **Kimberly Tomaszewski** reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Robert Jacobs** and **Kimberly Dokes** from **Dokes Design + Architecture, LLC** discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

NOTE: You must have attended a **pre-bid** conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a **pre-bid** conference does not qualify your company to bid.

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

1. A bid bond is not required for bids below \$50,000. Otherwise, a bid bond (5%) will be required for the full amount of the bid.
2. Performance Bond and Material & Labor Payment Bond requirements are listed in the specifications of the job. Performance & Material & Labor Payment Bonds must be provided by the awarded Vendor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
3. The awarded vendor must provide the required Certificate of Insurance in compliance with Section 800, article 11 of the bid specifications prior to commencement of any work.
4. If your company has not previously done business with the University you may go to the Purchasing website at **[www.purchasing.wayne.edu](http://www.purchasing.wayne.edu)** and look for the "new vendor" link under "Information for Vendors" on the left. You may submit a new vendor request form and an IRS form W-9. This will register your company on our vendor list. (NOTE: this does not replace the listserv.)
5. This Project Requires the Contractor and any subcontractors to compensate all employees who come to the job site at no less than State of Michigan Prevailing Wage Rates. A Prevailing Wage Rate Schedule is included in Section 00410 of the Bid Specifications. Vendors must review these requirements to be sure they are in compliance with the requirements of the University and the State of Michigan. Contact the State of Michigan if further information on prevailing wage rate is needed at website **[http://www.michigan.gov/dleg/0,1607,7-154-27673\\_27706---,00.html](http://www.michigan.gov/dleg/0,1607,7-154-27673_27706---,00.html)**. Vendors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.
6. 1099 workers and subcontractors using 1099 workers are NOT acceptable
7. Certified Payroll must be provided with each of the contractor's pay applications for all workers who worked at the job site, in compliance with the State of Michigan policy. Failure to provide certified payroll will constitute breach of contract and pay applications will be returned unpaid, and remain so until satisfactory supporting documents are provided.
8. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
9. A properly executed sworn statement is required from all tiers of contractors, and sub-contractors indicating sub-contractors and suppliers which provide services or product of \$1,000.00 or greater. Sworn statements must accompany applications for payment
10. All documents listed in the Front End Section 0410-2 "Wayne State Prevailing Wage Requirements" must accompany applications for payment. Failure to do so will result in the entire application package returned for correction.
11. A checklist of all Pay Application requirements can be found in Section 00430-1.
12. The competency and responsibility of Bidders will be considered in making the award. The Owner does not obligate himself to accept the lowest or any other bids. The Owner reserves the right to reject any and all bids and to waive any informalities in the Proposals
13. Parking will be available on sight at no additional charge and should not be included in base bid.
14. Section 300, Form of Proposal has changed very recently, review carefully and complete in its entirety to avoid disqualification.

15. The contractors **must** fill out our prequalification form. They can attach additional information if they would like but at a minimum the information requested must be filled in on our form so that we do not have to hunt to find the information.
16. Contractors who have withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years are not eligible to bid on this project.
17. Project hours of operation are 7:00am – 5:00 pm. However, Parking was open to all hours for construction as the structure is a 24/7 facility.
18. Prequalification meeting will be held the first business day after bid openings. Contractors must be available. The Project Manager will coordinate the meetings.
19. Prequalification meeting includes Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents.
20. An unsigned contract will be given to the successful Contractor at the conclusion of the Prequalification meeting, if all aspects of the bid are in order. The Contractor has 5 business days to return the contract to the Project Manager for University counter signature. The contractor must also submit a Performance Bond as outlined above and a Certificate of Insurance in the same 5 business day period. In the event the Contractor fails to return the documents in this 5 day period, the University reserves the right to award the contract to the next most responsive bidder.
21. An Optional second walk thru was not scheduled.
22. Vendor must provide their own dumpster if needed, which must be rubber or plywood padded if placed on concrete. Location and duration must be coordinated with the project manager. Dumpster must be tagged with the name of your company clearly displayed. Any lawn damage must be restored.
23. The awarded contractor must supply their own toilet facilities and this cost must be included in your bid to the University.
24. The University will be responsible for all material testing.
25. The handicap signs and lighting fixtures that will not be used are to be returned to the owner.
26. All excavations are considered contaminated until tested. Once testing is confirmed by WSU Office of Environmental Health & Safety, if found positive for contamination, materials shall be sent along with Manifest to WSU designated sanitary landfill. Contractor is responsible for all excavations, removal from site and delivery to WSU designated sanitary landfill. WSU shall be responsible for actual "tipping fees" charged by the landfill.
27. A Revised Form of Proposal, Section 300 is attached to include the Alternate for the concrete trench footings. Foundations are to be concrete strip footings with CMU foundations as base bid. An Alternate shall be defined on the revised Form of Proposal for Concrete Trench Foundations to be issued with Addendum 1. Note Bottom of footing is a minimum of 4 foot below finish floor.
28. Existing utilities have been identified on the drawings, based upon Owner provided as-built information. Contractor shall verify and provide an independent testing contractor to determine location of utilities in the field.
29. Existing slab on grade is assumed to be a minimum of 6 inches thick +/- 1 inch. Finish Floor is indicated as 100'-0", and top of precast wall panel at vestibule is at 101'-6", contractors to verify in field. (Reference Detail 1/A6.02). Coordinate this with Civil drawing and benchmark elevations provided.
30. New slab on grade construction interior and exterior shall be six (6) inches thick. Please disregard details showing 4 inch slab construction. All slabs to be 6 inches thick.
31. Contractor staging area is to be within structure adjacent to office addition and in outside fenced yard. A drive lane shall be maintained for Office access and Ticket Machine at all times throughout the construction period. Note: Clearance within structure for access is assumed to be limited. Contractor shall take this into account in preparing the bid.
32. Permit requirements are the responsibility of the awarded contractor as listed on Section 800 Article 4. However, no permits are required for this project. WSU is the Authority Having Jurisdiction. WSU Office of Risk Management shall provide final Occupancy inspections. WSU Independent Electrical inspector shall provide Rough and final inspections. Design Consultants shall monitor the work for all Architectural, Civil, MEP. Contractor to photograph and document in-wall and under slab construction and provide As-Built Drawings for installed work.
33. Sheet FE-1, Note 3 description is missing, could be for Owner provided building security system? See Dokes Design + Architecture, Addendum No. 1 attached.
34. Sheet E-2, Notes 3 and 4, contractor to provide in wall back box and conduit stubbed up above lay-in ceiling for Owner provided phone and data systems. Contractor to provide three 1-1/2" Conduit sleeves at CMU/ Gypsum wall opening to existing office for continuation of cabling into existing office area, communication room.
35. Detail 5/A6.02 of section 1/A6.01 shows thermal spray-on insulation of structural double tees throughout office and vestibule areas. Actual detail is missing this information and shall be corrected. See Dokes Design + Architecture, Addendum No. 1 attached.
36. CMU walls are designed to be two (2) hour rated construction. Contractor to review all details for rated construction and critical details, including but not limited to top of wall, expansion joints, reinforcing, grout, tie-ins with existing construction, furring and channels, access doors, etc.
37. Insulation is required between CMU and Gypsum on all outside walls as scheduled. Interior walls receive acoustical insulation, ceiling of Director's office is insulated above ceiling tile and thermal insulation is sprayed onto structural double tees. (See note above).
38. Drawings call for perimeter slab insulation.
39. Electrical is being run from existing Electrical room panels in basement of structure between the Mechanical room shown on sheet C1.01 and column line C/5.
40. New Mechanical HVAC is being provided to the new office suite. Schedule for equipment is provided.
41. Plumbing for existing domestic water and storm is identified on the drawings.
42. Fire Alarm system is Simplex Grinnell. Shop drawings and system design must be submitted to WSU Office of Risk Management, with concurrent review by Dokes Design + Architecture.

43. Building Sprinkler system is Glycol. Shop drawings and system design must be submitted to WSU Office of Risk Management, with concurrent review by Dokes Design + Architecture.
44. Glass is as specified. No glass schedule has been provided.
45. Clarification, all lintels are steel. There are no masonry lintels being provided. Reference lintel schedule for specific information.
46. Questions are due by June 3, 2014 at 12:00 noon
47. Bids are due no later than 2:00 p.m., June 10, 2014, at 5700 Cass Ave. Room 4200 AAB. No public bid opening will be held.
48. Time of Completion: The Contract is expected to be fully executed on or about 15 calendar days after successful bidder qualification and recommendation of award. The successful bidder (Contractor) agrees to start construction immediately after receipt of a fully executed contract and Purchase Order, and to complete the work as follows: Substantial Completion, and State Approved Inspections (if appropriate), no later than September 22, 2014.
49. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at [http://www.forms.purchasing.wayne.edu/Adv\\_bid/Adv\\_bid.html](http://www.forms.purchasing.wayne.edu/Adv_bid/Adv_bid.html).
50. This is an occupied area, awarded vendor must be considerate of environment (noise, cleanliness, etc)
51. IMPORTANT- This is an addendum which MUST be acknowledged on your bid form

**We will require two copies each of your lump sum proposals, vendor qualification questionnaire and your bid bond documents. Please Note: Your bid to the University must be submitted on the Revised Form of Proposal as attached.**

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing. Email: **ac9934@wayne.edu**, and copy **Loretta McClary**, Senior Buyer, at **rfpteam1@wayne.edu**.

**Do not contact either FP&M or the Design Firm directly as this may result in disqualification of your proposal.**

Thank you for interest shown in working with Wayne State University.

**Kimberly Tomaszewski**  
**Senior Buyer**

CC: **Robert Jacobs** (Project Manager), **Loretta McClary**, Senior Buyer, Attendee list.

VENDOR NAME \_\_\_\_\_

**GENERAL CONTRACT - PROPOSAL FORM (revised 1 - 2011)REVISED**

Please Note – Vendors must Pre-qualify themselves when responding to this bid opportunity. Our Prequalification questions can be found on page 4 of this section.

**OWNER:** Board of Governors  
Wayne State University

**PROJECT:** **Parking Entrance Intercoms/ Cameras & Command Center 2014**

**PROJECT NO.:** WSU PROJECT NO. **999-238171**

**PROJECT TYPE:** **General Construction. Work involves Civil, Structural, Architectural, Plumbing, Mechanical and Electrical work. Work**

**PURCHASING AGENT:** **Kimberly Tomaszewski, Senior Buyer**  
WSU – Procurement & Strategic Sourcing  
5700 Cass, Suite 4200  
Detroit, Michigan 48202  
**313-577-3757/ 313-577-3747 fax**  
**ac9934@wayne.edu & copy rfpteam1@wayne.edu**

**OWNER'S REPRESENTATIVE:** **Robert Jacobs, Project Manager**  
Design & Construction Services  
Facilities Planning & Management  
Wayne State University  
5454 Cass Avenue  
Detroit, Michigan 48202

**TO:** Board of Governors  
Wayne State University  
Detroit, Michigan

**BASE PROPOSAL:**

The undersigned agrees to enter into an Agreement to complete the entire work of the **Parking Entrance Intercoms/ Cameras & Command Center 2014** project (WSU Project No. **999-238171**) in accordance with the Bidding Documents for the following amounts:

\_\_\_\_\_ \$ \_\_\_\_\_ Dollars

**Allowance:**

\$10,000.00 general construction allowance, work consists of furnishing all labor, materials, equipment, supervision, and incidentals necessary to perform miscellaneous civil, architectural, mechanical and electrical work as directed by Owner. The allowance expenditure must be approved **in advance** by WSU, and all work must have required support documentation signed daily work tickets for work completed during the construction phase of the project:

\_\_\_\_\_ \$ 10,000 \_\_\_\_\_ Dollars

**TOTAL BASE PROPOSAL WITH ALLOWANCE:**

\_\_\_\_\_ \$ \_\_\_\_\_ Dollars

**ALTERNATES:** The following alternates to the base proposal(s) are required to be offered by the respective bidder. The undersigned agrees that the following amounts will be added to or deducted from the base bid as indicated, for each alternate which is accepted.

**ALTERNATE NO. 1:**

**Concrete Trench foundations in lieu of Base Bid Concrete Footings and CMU Foundations. Top of foundation is to be at 98'-8".**

The undersigned agrees to enter into an agreement to complete the Alternate # 1 work of the Parking Entrance Intercoms/ Cameras & Command Center 2014 project and to provide all labor and material associated with the work in accordance with the Bidding Documents for alternate trench foundations for the following amount:

DEDUCT \_\_\_\_\_ \$ \_\_\_\_\_ Dollars

**LAWN REPLACEMENT:**

The undersigned agrees that, in the event of existing lawn or landscaping damage, due to the Contractor's work, that has not been properly addressed and repaired to the satisfaction of the University, the University may repair/replace the lawn and/or landscaping, and that the expense will be at a **unit cost of \$10.00 per square yard for lawn, and landscaping at a rate of 1.5 times the cost of said repairs**, the full cost of which shall be reimbursed by the contractor.

**CONTRACT CHANGE  
ORDERS: (revised 4-01-2011)**

The undersigned agrees to the following pricing formula and rates for changes in the contract work:

1. For subcontract work, Contractor's markup for handling, overhead, profit and bonding on subcontractors sell price, shall not exceed **5%**.
  - 1.1. **For subcontract work that is provided on a time and material basis, the subcontractor shall be permitted a single markup for handling, overhead, profit and bonding of 5%. When a markup is identified in the subcontractor's hourly labor rate, additional markup on labor is not permitted.**
    - 1.1.1 **For changes that are based upon a lump sum value, subcontractor shall provide all labor and material back-ups to ensure that duplicative charges are avoided and authorized mark-ups for OH&P can be confirmed**
2. For work by his own organization, Contractor's markup for job\* and general overhead, profit and bonding shall not exceed **5%** of the net labor\*\* and material costs.

**Within 14 days of the project's contract execution Contractor shall provide to the Owner; Subcontractor's hourly labor rate breakdown details. This requirement shall extend to the lowest level of subcontractor participation.**

\* Job and general overhead includes supervision and executive expenses; use charges on small tools, scaffolding, blocking, shores, appliances, etc., and other miscellaneous job expenses.

\*\* Net labor cost is the sum of the base wages, fringe benefits established by governing trade organizations, applicable payroll taxes, and increased expense for contractor's liability insurance (Workman's Compensation, P.L. and P.D.).

**TIME OF COMPLETION:**

***(revised 4-01-2011)***

The Contract is expected to be fully executed on or about 25 calendar days after successful bidder qualification and recommendation of award. The undersigned agrees to start construction **immediately after** receipt of a fully executed contract, and to complete the work as follows:

Substantial Completion will be completed no later than **September 22, 2014.**

**LIQUIDATED DAMAGES:**

It is understood and agreed that, if project is not completed within the time specified in the contract plus any extension of time allowed pursuant thereto, the actual damages sustained by the Owner because of any such delay, will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of the use of said project by Owner would be the sum of **\$1,000.00, One Thousand Dollars per day**, and therefore the contractor shall pay as liquidated damages to the Owner the sum of **\$1,000.00, One Thousand Dollars per day** for each day's delay in substantially completing said project beyond the time specified in the Contract and any extensions of time allowed thereunder.

**TAXES:**

The undersigned acknowledges that prices stated above include all applicable taxes of whatever character or description. Michigan State Sales Tax is applicable to the work. Bidder understands that the Owner reserves the right to reject any or all bids and to waive informalities or irregularities therein.

**ADDENDA:**

The undersigned affirms that the cost of all work covered by the following Addenda are included in the lump sum price of this proposal.

Addendum No.\_\_\_\_Date\_\_\_\_\_ Addendum No.\_\_\_\_Date\_\_\_\_\_

Addendum No.\_\_\_\_Date\_\_\_\_\_ Addendum No.\_\_\_\_Date\_\_\_\_\_

Addendum No.\_\_\_\_Date\_\_\_\_\_ Addendum No.\_\_\_\_Date\_\_\_\_\_

Addendum No.\_\_\_\_Date\_\_\_\_\_ Addendum No.\_\_\_\_Date\_\_\_\_\_

Addendum No.\_\_\_\_Date\_\_\_\_\_ Addendum No.\_\_\_\_Date\_\_\_\_\_

**CONTRACTOR'S PREQUALIFICATION STATEMENT & QUESTIONNAIRE:****Our Minimum Requirements for Construction Bids are:**

**WSU considers this project: General Construction. Work involves Civil, Structural, Architectural, Plumbing, Mechanical and Electrical work. Work.**

Criteria	Small Project bid less than \$50,000	Medium Project bid between \$50,001 and \$250,000	Large Project bid between \$250,001 and \$2 million	Very Large Project bid greater than \$2 million
EMR Rating (Experience Modification Rating)	1.0 or Less	1.0 or Less	1.0 or Less	1.0 or Less
Bondable Vendor	N.A.	Required	Required	Required
Length of Time in Construction Business	2 Years	3 Years	5 Years	5 Years
Demonstrated Experience in Projects Similar in Scope and Price in the last 3 years	1 or more	1 or more	2 or more	3 or more
Unsuccessful Projects on Campus in last 3 years	None Allowed	None Allowed	None Allowed	None Allowed
Failure to comply with Prevailing Wage and/or Project Labor requirements	None Allowed	None Allowed	None Allowed	None Allowed
Withdrawn University Bid (with or without Bond forfeiture) within the last 3 years **	2 or less	2 or less	1 or less	1 or less
Company currently not in Chapter 11 of the US Bankruptcy Code	1 Year	2 Years	3 Years	3 Years

\*\* Withdrawal of a bid is subject to the University suspension policy, for a period up to one year.

**Contractors must complete the following information to determine their eligibility to participate in this bid.** This information is required with your Bid to the University

Name: \_\_\_\_\_ Title: \_\_\_\_\_

12. List the construction Projects, and approximate dates, when you performed work similar in Scope to this project.

Project: \_\_\_\_\_ Owner: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Project: \_\_\_\_\_ Owner: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Project: \_\_\_\_\_ Owner: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

13. List the construction Projects, and approximate dates, when you performed work similar in Dollar Amount to this project.

Project: \_\_\_\_\_ Owner: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Project: \_\_\_\_\_ Owner: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Project: \_\_\_\_\_ Owner: \_\_\_\_\_

Contract Amount: \_\_\_\_\_ Date Completed: \_\_\_\_\_

14. Is your Company "bondable"? Yes \_\_\_\_\_ No \_\_\_\_\_

15. What is your present bonding capacity? \$ \_\_\_\_\_

16. Who is your bonding agent?

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_

CONTACT: \_\_\_\_\_

17. Does your company agree to provide financial reports to the University upon request? Failure to agree may result in disqualification of your bid. Yes \_\_\_\_\_ No \_\_\_\_\_

18. Does your company agree that all of the Terms and Conditions of this RFP and Vendor's Response Proposal become part of any ensuing agreement? Yes \_\_\_\_\_ No \_\_\_\_\_

19. Does your company agree to execute a contract containing the clauses shown in Section 00500 "Agreement Between Contractor and Owner for Construction"? Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", clearly note any exceptions to any information contained in the contract documents and include with your proposal.

20. Did your company quote based upon **Prevailing Wage Rates**? Yes \_\_\_\_\_ No \_\_\_\_\_

**Note:** Contractors submitting proposals for this project may, at the discretion of the University, be required to submit references including contact information to be used to assist in the post bid evaluation process for the subject project

**ACKNOWLEDGEMENT OF  
MINIMUM QUALIFICATIONS:**

The undersigned has read and understands the minimum qualifications for University construction projects, and has completed the Prequalification section completely and accurately. The undersigned understands that a contractor, who fails to meet the minimum qualifications **in the category identified for this project, will be disqualified from consideration for the project.**



**ACCEPTANCE OF PROPOSAL:**

The undersigned agrees to execute a Contract, being the Wayne State University standard form titled "Agreement Between Contractor and Owner for Construction" (see section 00500 of the bid documents), provided that we are notified of the acceptance of our Proposal within sixty (60) days of the date set for the opening thereof.

**The undersigned below understands that the bid will be disqualified if the Prequalification information above is not completed in its entirety.**

NAME OF COMPANY:

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OFFICE ADDRESS:

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PHONE NUMBER:

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 DATE 

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FAX NUMBER:

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SIGNED BY:

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Signature

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(Please print or type name here)

TITLE

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EMAIL ADDRESS:

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## **999-238171 PS8 parking Entrance Intercoms/Cameras & Command Center 2013**

**Date:**

Tuesday, June 03, 2014

**Re:**

**Addendum #1 – Revision Descriptions**

**List of Architectural Sheets:**

**Cover Sheet**

1. Index sheet list reflects sheets issued for Addendum #1

**AG.04 – Construction Reference Images**

1. Corrected Key Note Letter on Reference Image 8 from G to H.

**A2.01 – Reflected Ceiling Plan**

1. Added note to provide acoustical blanket insulation above ceiling in room 110. For mechanical unit sound control.

**A3.01 – Exterior Elevations**

1. Revised note on East Elevation, 4.

**A4.01 – Partial building Sections + Interior Elevations**

1. Revised note on Building Section, 2.

**A5.01 – Enlarged Floor Plan + Plans Details**

1. Add section detail symbol on Enlarged Floor Plan, 1.
2. Add section detail symbol on Plan Detail, 2.

**A6.01 – Wall Types, Wall Sections + Details**

1. Revised Detail 10. – Refer to structural detail.
2. Revised note on Detail 2, Wall Type 'B'. – For sound control.
3. Revised Detail 3 reference number.
4. Revised Detail 7 reference number.

**A6.02 – Miscellaneous Details**

1. Added note to provide spray on insulation to underside of existing structure (structural tees and existing ceiling deck) - Detail 5.

**Fire Alarm Sheet:**

**FE-1 Fire Alarm Plan**

1. Add Keynote Note-3 to FIRE ALARM PLAN-NEW KEY NOTES:, pertaining to six (6) junction box symbols in plan. Note-3 to read, "Provide junction box for security system. Coordinate with Wayne State Security Contractor".

