



**WAYNE STATE  
UNIVERSITY**

Division of Finance and Business Operations

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

June 11, 2018

**Addendum Two  
REVISED Minutes of the Pre-bid Conference**

**RFP Parking Structures Condition Assessment 2018 dated May 31, 2018**

The pre-bid conference for the Parking Structures Condition Assessment 2018 was held on June 7, 2018 at 10:00 am 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. Kirsten Mellem and Ekta Kamalia of the Facilities Planning & Management, and Jon Frederick from Parking 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).

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

- 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.
- 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. Oversight during the Construction phase and Construction documents are part of the deliverable.
- Reimbursable items such as printing costs are for University prints only. Consultant will not be required to produce prints for Contractors.
- The maximum number of pages a proposal can have has been increased to 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
- All construction documentation shall adhere to [University Construction Design Standards](#). While the General Conditions of Construction and Supplementary General Conditions for Construction of the Contract deal principally with the responsibilities and obligations of the General 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 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. Consultants wishing to tour the structures are to email Kimberly Tomaszewski with date and time they will be walking the structures.
- 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. Schedule C has been revised to include the yearly update – flat fee per Annual Condition update assessment and report.
- Schedule A is not required in your proposal.
- The University will be awarding a 2-year contract with the possibility of two additional 2-year periods.
- There are no past condition assessments for Parking Structure 7
- Lighting was updated to LED in structures 1, 2, 4, 5, and 6 this year. However, the lighting has not been upgraded in the stairwells.
- Elevator evaluations are not included in this project.
- All Parking structures are open Monday through Friday from 7am until midnight. Parking Structures 1, 2, and 8 are open 24/7.
- Vendors are required to note any concerns or modifications they may have 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”.
- 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 **June 13, 2018, 12:00 noon**.
- **Bids are due June 18, 2018 at 2:00 p.m.**, 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)
- 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.
- Smoke and Tobacco Free Policies: On August 19, 2015, Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. Contractors are responsible to ensure that all employees and all subcontractors' employees are in compliance anytime they are on WSU's main, medical, or extension center campuses. The complete policy can be found at <http://wayne.edu/smoke-free/policy/>

Please provide your pricing on the Revised Schedule C released with this addendum.

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., **June 13, 2018**.

**Do not contact the 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: **Kirsten Mellem, Leiann Day, Jon Frederick, Attendees list.**