



Division of Finance and Business Operations

Procurement & Strategic Sourcing
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November 17 2015

**Addendum #1 To
Request for Proposal
For Relocation of the Confucius Institute to Manoogian
Project 155-270653**

**Minutes of the Pre-bid Conference
Dated November 10, 2015**

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for **Relocation of the Confucius Institute to Manoogian**, Project **155-270653** was held on **November 17, 2015, at 9:00 am** (local time) – at Detroit, MI 48202. **Valerie Kreher** reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who Contractors may contact during the live bid process. **Deb Brazen** discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

NOTE: You must have attended a prebid conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a prebid 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. Minimum Participation

- A. Pre-registration for the Pre-Bid meeting is required. In the event that we do not have four (4) or more eligible bidders pre-registered, the University reserves the right to postpone the Pre-bid meeting with up to 4 business hour notice.
 - B. If less than 4 individual contractor firms attend the mandatory pre-bid meeting, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).
 - C. On the day of the bid opening, if less than 3 sealed bids are received, the University reserves the right, at its sole discretion, to rebid the project in an effort to obtain greater competition. If the specifications are unchanged during the rebid effort, any contractor who submitted a bid will be given the option of keeping its bid on file for opening after the second bid effort, or of having the bids returned to them unopened.
2. 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/>
 3. Sworn Statement Requirements: The University tracks it's level of spend along a number of socio-economic categories. This includes it's spend with Diverse organizations, it's spend with Detroit based organizations, and it's spend with Michigan based organizations. To assist with this, The University has reporting requirements to be included with the submission of your bid and for Pay Applications submitted by the successful contractor.
 4. 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.
 5. 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 Contractor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
 6. The awarded Contractor must provide the required Certificate of Insurance in compliance with Section 800, article 11 of the bid specifications prior to commencement of any work.
 7. 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
 8. If your company has not previously done business with the University you may go to the Purchasing website at **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.)

9. 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. Contractors 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. Contractors must post wages at the job site in compliance with the complete Prevailing Wage Rate listing provided in Bid Documents.
10. 1099 workers and subcontractors using 1099 workers are NOT acceptable
11. 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.
12. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
13. 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
14. 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.
15. A checklist of all Pay Application requirements can be found in Section 00430-1.
16. Note: there is a new section 440 Contractors Performance Evaluation. This is a new part of the contract and will be performed at the end of every job.
17. 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
18. The carpet in most offices is to remain. The existing carpet has been discontinued, and if it is damaged it will need to be replaced with the new specified carpet at the contractor's expense.
19. Whiteboards and other affixed equipment should be removed and returned or disposed of per the documents.
20. The wireless access points will be removed before the start of construction by WSU. If they are still in place when the contractor is on site, inform the Project Manager immediately.
21. Parking on WSU campus lots and structures are \$7.00/access. Contractor must build parking into their lump sum bid. There is no parking allowed on the malls.
22. Section 300, Form of Proposal has changed very recently, review carefully and complete in its entirety to avoid disqualification.
23. 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 the University supplied form. .
24. 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.
25. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
26. Prequalification meeting may be held the first two business day after bid openings. Contractors need to be available. The Project Manager will coordinate the meetings.
27. Prequalification meeting includes Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents.
28. An unsigned contract may 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.
29. An Optional second walk thru was scheduled for Wednesday afternoon November 18, 2015 at 1:00pm. D&CS cannot guarantee that all seminar rooms will be available, but will provide access as possible.
30. Permit requirements are the responsibility of the awarded contractor as listed on Section 800 Article 4. This building is a classroom building requiring State Fire Marshal permits and inspections.
31. Contractor 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.
32. Questions are due by **November 20, 2015** at 12:00 noon
33. Bids are due no later than 2:00 p.m., **December 1, 2015**, at 5700 Cass Ave. Room 4200 AAB.
No public bid opening will be held.
34. **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, no later than **February 16, 2016**.
35. A copy of the sign in sheet is available for downloading from the University Purchasing Web Site at http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html.
36. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc)
37. **IMPORTANT- This is an addendum which MUST be acknowledged on your bid form**

NOTE: Please see attached Addendum to the documents. Addendum must be acknowledged along with these Minutes.

We will require two copies each of your lump sum proposals, vendor qualification questionnaire and your bid bond documents.

All questions concerning this project must be emailed to: **Valerie Kreher**, Procurement & Strategic Sourcing. Email: **ab4889@wayne.edu**, and copy **Leiann Day**, Procurement Analyst, at **leiann.day@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.

Valerie Kreher
Senior Buyer

CC: **Erinn Rooks** (Project Manager), **Leiann Day**, **Procurement Analyst**, Attendee list.

MODIFICATIONS DURING BIDDING

This Addendum describes revisions to the Bidding Documents issued November 9, 2013.

ACCOMPANYING DOCUMENTS: The following documents accompany this write-up and are a part of this Addendum:

- Project Manual Documents:
- Whole Drawings: T-1.0, A-0.1, A-1.0, A-1.1, A-1.2, M-1.0, E-1.0, E-1.1, E-1.2, E-1.3
- Partial Drawings: NONE

REVISIONS TO DRAWINGS:

ITEM NO. 1 Refer to sheet T-1.0

- a) Added sheet A-1.2, Door Schedule, to the list of drawings
- b) Corrected sheet number E-1.3

ITEM NO. 2 Refer to sheet A-0.1

- a) Added construction type of existing structure
- b) Demolition in rooms 196, 197, and 199 will not include removing the wall base on all walls.
- c) For coordination the light fixtures, sprinklers, and diffusers were added to the reflected ceiling plan.
- d) The contractor is now responsible for relocating the IT device located on the ceiling in corridor 194, see keynote N.
- e) Keynote M changed to include adjusting the existing ceiling grid to receive the new wall.

ITEM NO. 3 Refer to sheet A-1.0 and sheet A-1.2

- a) Transferred keynotes 3, 4, and 8 regarding existing and new doors from sheet A-1.0 to the Door Schedule on sheet A-1.2

ITEM NO. 4 Refer to sheet A-1.0

- a) Renumbered details on the sheet
- b) In Detail 4 the profile of the knee wall changed.
- c) In Detail 4 and 5 the cable tray is not required.
- d) Detail 6 has been added for clarification.
- e) Room numbers have been changed per the owners request. (Throughout all drawings and sheets.)
- f) The contents of the Legend was revised for clarification.
- g) Above office 196 and 199 sound insulation is required per keynote 7. An STC of 45 must be provided.
- h) Keynote 5 now indicates a 1-Hour rated wall.

Date: 11-17-15

ITEM NO. 5 Add sheet A-1.1

- a) Detail 1 indicated the distance to the nearest wall. In order to locate the sign.
- b) Detail 2 indicated the color of the vinyl decal.
- c) Detail 3: All information about the door was removed and relocated to the Door Schedule on A-1.2
- d) In Detail 4 an STC of 45 is indicated for the sound insulation.
- e) In Detail 5 an electrical j-box was added.
- f) Detail 6 and Detail 7 have been added.
- g) Accent wall paint has been removed from room 196.1
- h) Wall base in rooms 196.0, 196.1, 197.0, 197.1, 199.0, 199.1 will have to be patched and repaired to blend with the new wall base on the new wall. See note 2 in the Room Finish Schedule and Material Finishes tables.
- i) Paint P3 will be used on all new door frames.

ITEM NO. 6 Refer to sheet M-1.0

- a) Add fire dampers to return and supply at storage 196.1
- b) Changed detail numbers for clarification.
- c) Add symbols to the legend for clarification.

ITEM NO. 7 Refer to Sheet E-1.0

- a) Changed note in the Legend that indicated a relocated item.

ITEM NO. 8 Refer to Sheet E-1.1

- a) Added detail number for clarification.
- b) Changed keynote D2 to indicate that low voltage cable will not be removed.
- c) Keynote D7 was changed regarding the light switches in room 193.
- d) Keynote D9 was added regarding the light switches in room 195.
- e) Keynote D8 was added.

ITEM NO. 9 Refer to Sheet E-1.2

- a) Added detail number for clarification.
- b) Keynote L10 added to include cleaning and relamping of all fixtures with in the project.
- c) Keynotes L8 and L9 have been changed regarding lights and switching in room 195.

ITEM NO. 10 Refer to Sheet E-1.3

- a) Added detail number for clarification.
- b) Keynote P6 changed to indicate flush mount receptacles instead of surface mounted.
- c) Quad receptacle added to room 195.
- d) In room 199.0 data outlet was relocated on north wall.
- e) In room 197.0 a data outlet and duplex receptical was added in the north wall.

END OF ADDENDUM WRITE-UP

Prepared by:
NSA Architects, Engineers, Planners
Ellen Rotter Moore

CC: Jason Davis, Erinn Rooks, Deb Brazen, Roy Baker, Frank Ray