Division of Finance and Business Operations

Procurement & Strategic Sourcing
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August 7, 2017

Addendum Two
Minutes of the Pre-bid Conference

RFP STEM Innovation Center dated June 30, 2017

The pre-bid conference for the STEM Innovation Center was held on August 7, 2017 at 2:00 pm 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. Harry Wyatt and Ashley Flintoff of Facilities Planning & Management, lead the site visit and 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***.

As a point of information, the University Master Plan is available at 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. The successful team will be led by a Michigan based prime firm as the contracting authority with Wayne State University.
- If you want architectural drawings for this project, you must have attended the mandatory pre-bid meeting. If you attended the pre-bid meeting, please complete the Confidentiality Agreement on the project web-site and return to Kimberly Tomaszewski via email for the link and password.
- Drawings submitted to the State of Michigan are available; however, the are the drawings used for the basis of the state appropriation. The drawings are located on the FPM website in addition to the 6-year capital plan. The programming effort may be modified; however, the spirit is essentially the same. These drawings are representational only.
- 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. Oversight during the Construction phase and Construction documents are part of the deliverable.
- Acceptable and unacceptable reimbursable costs are outlined in part H of Section V. Any items to be considered as reimbursable should be specifically outlined in the vendor's proposal. Reimbursable items such as printing costs are for University prints only. Consultant will not be required to produce prints for Contractors. Travel is excluded for tri-county area and should not be included as a reimbursable. Possible out of state travel to view classrooms would need to be discussed and approved.
- 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.

- 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
- Though this phase of the project does not require construction documentation all University standards should be referenced for future adherence. The web site to reference vendors to for University Construction Design Standards is http://www.facilities.wayne.edu/dcs/Genin.htm. While the General Conditions of Construction and Supplementary General Conditions for Construction of the Contract deal principally with the responsibilities and obligations of the Construction Manager, 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.
- 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. **Please NOTE:** Additions to the Level of Effort requires YES on Restricted Services Schedule A.
- 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".
- Cost estimates are part of Phase 1 Feasibility and Phase 2 Design. The Board of Governors must approve feasibility cost estimates before commencing to Phase 2.
- Vendors should include the concepts of sustainability / LEED Certification in their proposals. Building should lean toward LEED certification, however, determination on whether to apply will be made at a later date. The University reserves the right to determine whether to apply for certification.
- 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 **August 11, 2017, 12:00 noon**.
- **Bids are due August 18, 2017 at 2:00 p.m.**, to be time date stamped in Procurement & Strategic Sourcing located in the Academic/ Administration Bldg., 5700 Cass Avenue, 4th 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**
- 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/

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing at **313-577-3757** Email: **ac9934@wayne.edu@wayne.edu** (copy to **Leiann Day**, Email: **leiann.day@wayne.edu@wayne.edu)** by 12:00 p.m., **July 17, 2017.**

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: **Ashley Flintoff**, **Leiann Day**, Attendees list.