



Division of Finance and Business Operations

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

May 17, 2017

**Addendum #1 To
Request for Proposal
Thompson Home New Student Housing
Project 504-277444
May 10, 2016**

Minutes of the Pre-bid Conference

The pre-bid conference for the **Thompson Home New Student Housing** was held on May 17, 2017 at 3:00 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. Chrystal Camilleri of the 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 Procurement Web Site at http://www.Procurement.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:

- Asbestos and lead removal is part of this project and the survey will be released to the awarded contractor. Air Monitoring will be by WSU.
- While this building is on the Historical Register, the University is not looking for historical preservation credits
- The Thompson Home will be unoccupied when construction starts. Existing furniture will be removed by WSU.
- The existing elevator is in good condition and will not be renovated. Protect the elevator during construction.
- Construction Documents are due to be completed by the end of June
- This project schedule is defined in the RFP. Vendor will need to supply as part of the deliverables, a project schedule for the complete project to meet the specified project completion date
- Liquidated Damages will be assessed at the actual cost but Not to Exceed \$4,500/day. **Schedule C.1 is re-issued as part of this addendum and must replace the original Schedule C.1 in the proposal response.**
- WSU will participate in contractor bid reviews. Sealed bids are required with WSU must be in attendance and participate at bid opening.
- WSU Parking is off site and costs are to be included in your bid to the University.
- Property extends to Cass Ave. to west, Hancock to north, Public Alley to east and private property to south. Staging on property allowed but space is limited. Onsite storage is VERY limited. Contractors are expected to bring in material at the site as required. Protect all existing fences, signage and site items to remain during construction.
- Site Security – the actual site will be the responsibility of the contractor to secure
- This project will require the review of the State Fire Marshall.
- City of Detroit permits will be required as part of services provided when working in the right of way.

- Vendor must provide own dumpsters if needed. Vendor shall not be allowed to use WSU dumpsters.
- Construction Manager should define all Joint Venture relationships, included in the Construction Manager 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.
- Any items to be considered as reimbursable should be specifically outlined in the vendor's proposal on Schedule C.2. Travel is excluded for tri-county area and should not be included as a reimbursable.
- 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
- All University Design Standards must be followed rigorously. The web site to reference for University Construction Design Standards is <http://facilities.wayne.edu/design/wsudcsm.pdf> . The General Conditions of Construction and Supplementary General Conditions for Construction of the Contract pertaining to this Project are expressly incorporated into this Agreement.
- A secondary site visit was not scheduled.
- The Level of Effort Work Plan Cost Schedule C.2 has 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 in addition to Cost Schedule C.1. **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".
- The Board of Governors must approve GMP prior to commencing construction.
- 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 Procurement for review.
- The Deadline for project related questions is May 20, 2016, **12:00 noon**.
- **Bids are due June 1, 2016 at 2:00 pm**, 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 (copy to Leiann Day, Email: leiann.day@wayne.edu) by 12:00 p.m., May 20, 2016.

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, Procurement

313-577-3757

CC: Chrystal Camilleri, Leiann Day, Attendees list.