



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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**March 15, 2024**

**Addendum #2 To  
Request for Proposal  
RFP Critical Incident Mapping dated February 26, 2024**

**This Addendum must be acknowledged on Schedule D.**

As a result of the pre-proposal conference for the **Critical Incident Mapping** that was held on March 4, 2024, several questions have been submitted. The questions, and the University's responses are as follows:

1. Addendum One states the deadline is March 21, but the Procurement website says March 13. Can you confirm the submission deadline?

*Response: The deadline date was originally March 13, 2024. As a result of the Addendum, the Due Date has been extended until March 15, 2024.*

2. How many rooms and floors do you have total throughout your buildings?

*Response: Wayne State owns 104 buildings, comprising 510 floors and 29,979 rooms (including mechanical, circulation, inactive, etc.). We may determine later in the process that some buildings can be excluded from the mapping solution.*

3. How many CAD files can we expect? One per floor?

*Response: One CAD file per floor (510 total floors).*

4. Are the rooms in the CAD files poly-lined?

*Response: Yes, as is required for use in FM:Systems.*

5. Are the CAD files georeferenced?

*Response: Short answer: no. Long answer: some dwgs have been georeferenced in GIS to improve the geometric accuracy of features such as building footprints, hardscapes, and underground utilities.*

6. Will we need to go through non-CAD files such as paper or PDF plans in addition to the CAD files to retrieve floorplans or asset locations?

*Response: Yes, but mainly for hidden assets in older buildings for which CAD documentation is not available. These assets include sprinklers, control valves, standpipe connections, and utility shutoffs. It is assumed that some field verification will be necessary to validate existing asset locations.*

7. Are you planning on continuing to maintain floor plan data in CAD or will GIS be the authoritative source? (The GIS files can be exported to CAD if/when needed.)

*Response: We currently manage our floor plans and space inventory in FM Systems which consumes CAD files. We intend to maintain this as our authoritative source for space data. For the critical incident map, we wish to leverage GIS in a way that externally references/parallels our space data.*

8. Are all the CAD files the same format? Same layers and consistence/quality?

*Response: Yes, our building background drawings are in dwg format and follow the same layer convention. Additional CAD files from construction projects may need to be referenced to gather more information, and thus consistency may vary.*

9. Can you please confirm what information you'd like provided in Schedule C: Cost Schedule? Do you just want our price, or do you also want our hourly rate table?

*Response: Please provide a detailed breakdown of all of the charges with a clear total for the project.*

10. Is it anticipated that this contract will be Lump Sum, or Time and Materials Not to Exceed?

*Response: That will be decided once the University has reviewed the proposals.*

11. Is there a Price Schedule C spreadsheet that should have been included with the RFP? I don't see one for this project on the website.

*Response: Schedule C can be constructed by the vendor. It should be detailed with all of the charges and a clear total. Schedule C must be signed by an authorized signatory for the company.*

12. What modules of the FM: Systems software are being used by WSU?

*Response: Wayne State uses FM Interact, Space Management, Asset Management, and Higher Education Survey Modules.*

13. How many total buildings and square footage does the university wish to have covered by the selected mapping solution? We need these numbers in order to calculate a cost.

*Response: This effort will focus on the 104 buildings owned by Wayne State, which constitute 11,816,832 gross square feet or 10,639,009 usable square feet.*

14. In the addendum, under answer #3, it states: Bids are due by electronic submission on no later than 2:00 p.m., March 21, 2024. The website still states the due date is 3/13/24. Which is the correct deadline?

*Response: Proposals are now due March 15, 2024.*

15. In the RFP, on pg. 19, Schedule C (Cost Schedule; Compensation and Fees) indicates to visit the website (<http://go.wayne.edu.bids>); however, we do not see this document under the appropriate RFP on the website (see image below).

*Response: Schedule C can be constructed by the vendor. It should be detailed with all of the charges and a clear total. Schedule C must be signed by an authorized signatory for the company.*

16. In the RFP, on pg. 22, Schedule E (Vendor Questionnaire) indicates to visit the website (<http://go.wayne.edu.bids>); however, we do not see this document under the appropriate RFP on the website (see image below).

*Response: Schedule E was not included with this Bid Opportunity.*

**As a result of this Addendum, the Proposal Due Date has been extended. The new due date for Proposals is March 21, 2024, at 2:00 pm. If you have already submitted your proposal and would like to make updates, please indicate that when submitting the updated proposal.**

**Do not contact the Public Safety, 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: **Patrick Saunders**, Attendees list.

*Attachments:*