



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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May 2, 2023

**Addendum #1 To  
Request for Proposal  
RFP for Owners Representative  
dated April 20, 2023**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **RFP for Owners Representative** was held on **May 1, 2023 at 4:00 pm** **Kenneth Doherty** reviewed the administrative requirements of the pre-proposal package, especially concerning details such as bid due dates and who vendors may contact during the live bid process. **Robert J. Davenport** of the **Facilities Planning and Management**, discussed the expectations and scope of work.

The pre-proposal conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site at <http://go.wayne.edu/bids>.

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

1. This RFP included a **Mandatory pre-proposal meeting**. In cases where the pre-proposal meeting is mandatory, only those vendors that attended the will be allowed to participate in this RFP Opportunity. The attendee list has been posted along with these minutes.
2. The Deadline for project related questions is **May 3, 2023, 12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **May 8, 2023**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **April 20, 2023**.
4. For this project, a Certificate of Liability Insurance is **Required**
5. Please copy [rfpteam2@wayne.edu](mailto:rfpteam2@wayne.edu) when sending questions to WSU.
6. The University is hoping for a start date of June 5, 2023
7. The proposal is limited to 25 pages. The schedules (Schedule A, B, C and D) we give you are part of the 25 page limit. The pages are single sided since this is a pdf submission
8. We may or may not ask for financial information. If we ask for financials, they will be part of our evaluation process.
9. We may or may not ask for vendor interviews. Vendor interviews are at the sole discretion of the of the University.
10. We are looking for an Owners Representative for a Health Center facility.
11. This will be an effort involving FPM and the vendor; however, the University will rely heavily on the vendors chosen, since the University does not have expertise in many areas and does not have the bandwidth to carry this project. We are seeking a team who can lead the project from programming to close out and help us make informed decisions.
12. Will this be a CMAR or IPD, or a bit of a different approach, We have not identified the delivery method we want to use for the project, we shall seek advice and expertise from the awarded vendor to make decisions.
13. Stakeholders will be available and involved during the programming process.
14. The University does not have a program as of yet.
15. Your team needs to review the RFP and proceed from there.
16. This will be a LEED project. We are looking to achieve LEED Gold at a minimum on this project.
17. The University wants an imaging center as part of this facility.
18. At this point the University is fairly certain we are not looking for an animal facility
19. The project budget is 200-\$250M. This budget is a total project cost, including but not limited to design fees, CM fees, hard and soft construction cost, relocation and all furniture, fixtures and equipment. The budget does not include renovations of space that is being vacated.
20. The first part of this project will be the programming aspect. Then that will lead into the design phase.
21. Square footage for the building is not known at this time.
22. Lot 75 on Canfield is the site of the project. The lot is a parking lot and is not occupied.
23. There is an adjacent parking structure.

24. The approval process - Funding is approved. \$100,000,000 is from the state. \$150,000,000 is coming from WSU bonds.
25. Design and aesthetic approval will involve multiple departments and people.
26. We do not know how many people are moving into the new building.
27. Most likely, there will not be a need to phase people in the move process.
28. We do have a list of items that will need to be moved and reinstalled.
29. It is likely that a good portion of the equipment will be new.
30. All of the answers regarding moves, equipment and other information will depend on the results of the programming that will be done with the chosen vendor.
31. A Certificate of Insurance is not required with the proposal, a statement on Schedule B that states you can get the required insurance.
32. We will most likely want monthly reports and possibly will want more frequent reports depending on the phase and need of the project.
33. Whenever a Board of Governors meeting is scheduled, we will need an updated report for the BOG. We may want the vendor to send a representative to the meeting with Facilities - AVP.
34. The University is looking for completion by 2027 – 2028. A very preliminary and high-level project schedule has been included with the addendum. The schedule and durations are subject to change as project progresses.
35. Financial information is to be submitted upon request only and the information will be shared with the necessary people.
36. The awarded vendor for the Owners Rep will not be able to bid on the A&E portion or the Construction Management part of the work. We cannot create a conflict of interest.
37. The Owners rep will be an advocate for the University.
38. The strategic source contract that is shown in the RFP will most likely be the agreement for this contract.
39. The contracting process will include a review by the Office of the General Counsel and they will need to approve the final document.
40. University Wage Rates will be required for all construction like work. This wage rate is based upon the Davis Bacon Wage Rates.
41. These rates are updated approximately every six months.
42. If you are a diverse company and/or going to subcontract with a diverse company; we report that up to the Board of Governors and would like that information.
43. The University will choose the vendor that represents the best value to University.
44. Make sure you double check if any addenda have been released and that you have read them.
45. Since the meeting was Mandatory, there is no secret word.
46. 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.
47. Parking on WSU campus lots and structures are \$8.50/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
48. 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/>
49. IMPORTANT - Minutes for the Pre-Proposal Meeting are distributed, and published on the website as an Addendum. Vendors are responsible for the information in this and all other Addenda, and must acknowledge each addendum in Schedule D.

All questions concerning this project must be emailed to: **Kimberly Tomaszewski**, Procurement & Strategic Sourcing at **313-577-3757** Email: [Rfpteam1@wayne.edu](mailto:Rfpteam1@wayne.edu) and copy [rfpteam2@wayne.edu](mailto:rfpteam2@wayne.edu) by 12:00 p.m., **May 3, 2023**.

**Do not contact the Facilities Planning and 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: **Robert J. Davenport**, Attendees list.

*Attachments:*

# Wayne State University Health Sciences Facility Schedule

