Addendum One
Minutes of the Pre-bid Conference
RFP Third Party Consultant dated August 8, 2018

The pre-bid conference for the Third Party Consultant was held on August 14, 2018 at 10:00 am 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. Frances C. Ahern of Design and Construction Services 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://go.wayne.edu/bids.

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

1. Only those vendors that attended the mandatory pre-bid meeting will be allowed to participate in this RFP Opportunity.
2. The Deadline for project related questions is August 16, 2018, 12:00 noon.
3. Bids are due by electronic submission on no later than 2:00 p.m., August 24, 2018. The link for bid submission will be posted with the bid details at http://go.wayne.edu/bids beginning August 8, 2018.
4. 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.
5. The University is looking for an objective third party consultant to assist Design and Construction Services in three main areas:
   • Immediately assistance with the review and creation of the requests for proposals for the Preferred Design Consultant Program and the Time and Material Trade Contractor Program. The contracts and purchase orders for these vendors need to be in place by September 2019.
   • On an as needed basis assistance in selecting design professionals and construction managers on a major construction project.
   • Also on an as needed basis in the development of contracts, design standards and/or policy and procedures.
6. The University would like to bring the requests for proposals up to current best practices to incorporate collaboration and lean concepts.
7. WSU has three sizes of projects with three different delivery methods:
   • Time and Material projects that typically do not need a design professional < $25,000
   • Mid level projects are considered to be >$25,000 but usually $150,000 to $4M that need design professionals and are competitively bid though Procurement.
   • Large projects are over $4M and specific RFP’s are written for these projects for both Design Professionals and Construction Managers at Risk.
8. The University is looking to partner with a firm to assist in the solicitation of proposals to ensure a criterial based selection process that is open and objective selection which will include the creation of the RFP, reviewing the proposals, developing the criteria based selection, participating in the selection interviews, assist in the negotiation of the contracts, and notifying the candidates that were not selected. The University’s project managers will oversee the design and construction of the project.
9. The University currently has an estimated $300M in construction. On average the university has two Large Projects annually.
10. This partnership would be for a five year period beginning October 1, 2018 and running through September 30, 2023.
11. The Level of Effort Table (Schedule C) has been revised. Your pricing should be based on the fee categories listed.
   Both fixed fee and hourly rates are required. Work is to be provided both on and off-site for this engagement.
12. Parking on WSU campus lots and structures are $8.00/access. Vendor must build parking into their fees. There is
    no parking allowed on the malls.
    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., August 16,
2018.

Do not contact the Design and Construction Services, 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: Frances C. Ahern, Leiann Day, Attendees list.
Attachments: