



**Division of Finance and Business
Operations**

**Request for Proposal and Specifications for
Construction Management Services for the
Wayne State University
New School of Business Administration
WSU Project No. 175-270806**

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Wayne State University

**Wayne State University
Procurement & Strategic Sourcing**

September 23, 2015

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I. Instructions for Construction Management Services:

Wayne State University invites firms to submit proposals to provide complete Construction Management services for the construction and occupancy of the **New School of Business Administration**.

This Request for Proposal (RFP) defines the requirements and expectations for the construction management services, and provides information to define the project, the expected contract environment, and guidelines for preparation of proposal for the University's use in selecting a construction manager for the project. **Enclosed in this fax is the Registration, which is the confirmation of your intent to participate. This form MUST be faxed to (313) 577-3747 Attn: Ms. Pat Milewski, WSU Purchasing Department by September 29, 2015 by 4:30 p.m.**

Proposals are due before 2:00 p.m., local time, on October 15, 2015. Proposals received after this time will be rejected. **Six (6) copies** of the proposal are to be submitted in a sealed envelope or box at the University's Purchasing Department.

In addition, an electronic version is required, which should be submitted to our secure mailbox at **rfp@wayne.edu** and be sure your subject line reads **"(company name) RFP New School of Business Administration Response"**. The electronic submission should be limited to no more than one of each of the following file types: 1 Word Document and/or 1 Excel Workbook, with a total file size less than **20 megabytes**. If your submission was sent correctly, you will receive an auto-reply message acknowledging receipt of your Proposal. If you do not receive an auto-reply message, check the address you used and resubmit your Proposal. However, in the event a discrepancy exists between the electronic submission and the original copy of the Vendor's Response Proposal, the original copy will prevail.

Proposals shall be addressed to:

**Wayne State University
New School of Business Administration
Project No. 175-270806**

Kimberly Tomaszewski, Senior Buyer
Academic/Administration Building
Wayne State University (Purchasing Department)
5700 Cass Avenue, 4th Floor - Suite 4200
Detroit, Michigan 48202

And: E-mail a copy to **RFP@wayne.edu /**
subject line: **"(company name) RFP New School of Business
Administration Response"**.

All inquiries regarding this Request for Proposal and these two projects shall be made in writing and submitted by e-mail to **Kimberly Tomaszewski** at **ac9934@wayne.edu** and copied to **Leiann Day** at **leiann.day@wayne.edu**, per the project schedule. Inquires directed to other University personnel may result in disqualification.

The University's Purchasing and Facilities Planning and Management departments will evaluate all inquiries and will determine whether an addendum is required, and issue responses according to the following schedule. The proposals will be utilized to develop a short-list of qualified firms. The short-listed firms will be required to make presentations to the University's Project Selection Committee. The selection of the successful Construction Management team will be based on the proposal and presentation.

II. Project Scope:

Wayne State University is seeking proposals to construct **The New School of Business Administration Building (SBA)**. The intent of this solicitation is to encourage the submission of proposals to provide all necessary construction management services, for the construction and occupancy of **The New School of Business Administration**. The construction manager will participate in the all phases of this project from pre-construction through occupancy, providing services outlined in this RFP.

The University is currently working to secure a contractual relationship with a design professional to be a part of the project team to provide complete design services for this project. The Construction Manager and design professional will work together with the University representatives through all phases of this project. The design and construction of the project will be managed by the Wayne State University Facilities Planning & Management, Design & Construction Services Department. The Construction Management services requested in this proposal will include complete pre-construction services and full construction services to deliver the completed project.

III. School of Business Administration Background:

Wayne State's main campus is located in Detroit's Midtown neighborhood on approximately 210 acres. The campus includes more than 120 buildings totaling just over 12 million gross square feet. The School of Business Administration (SBA) currently resides on the main campus within the Meyer & Anna Prentis Building located at 5201 Cass Avenue, just north of Warren Avenue. The existing facility supports doctoral, masters and undergrad programs as well as offering business related certificate programs. Academic departments within the School of Business Administration include Accounting, Finance, Management & Information Systems, and Marketing & Supply Chain Management. The School which is accredited by the Association of Advanced Collegiate Schools of Business (AACSB) boasts over 31,000 alumni since its inception in 1946, and currently serves approximately 2,700 undergraduate and graduate students.

The School of Business Administration has occupied The Meyer & Anna Prentis Building since the building was originally constructed in 1964. The facility is just over 64,000 gross square feet, and currently offers 14 classrooms accommodating up to 45 students each, a heavily used 2,000 square foot meeting space referred to by the campus population as the "fish bowl," and office space to support approximately 70 full and part time staff. In addition, the SBA occupies office and conference space in the Rand's House (Business Annex) located directly north of the Prentis Building and uses other general-purpose classrooms in different buildings on the main campus. More recently the SBA has offered both undergraduate and graduate classes in suburban outreach facilities to respond to current demands.

The School of Business Administration mission is to achieve excellence in business education, research, and service by adapting to the needs of a dynamic, globally-competitive business environment. To support these goals and provide students with the skills they need to be successful and competitive the New School of Business Administration will be located on a presently confidential site situated within Detroit's downtown business district. For the purposes of this RFP, the project site is approximately 400 feet by 400 feet.

IV. Proposed Project Description:

The new facility will provide approximately 120,000 gross square feet to support classroom needs, seminar space, meeting rooms, and office/support functions. Plans include relocating the SBA program in its entirety to the new building within Detroit's downtown business district.

Program requirement for the new facility will include a variety of flexible spaces designed to provide professional environments for students to thrive academically. Refer to Appendix 8 – Preliminary Program Considerations; the design team will be challenging the components of the program noted, considerations will include:

- Shared spaces including a lecture hall, seminar space, meeting rooms and a food service component to be designed to encourage interaction between students, staff and local business partners promoting professional relationships for students within an academic environment.
- Faculty offices and other support services necessary for the success of students, to encourage program growth by making it convenient for young professionals to continue with their academic experience by providing all services locally.
- The new facility will be designed to be flexible to respond to changing needs in the business world, and will be equipped with the latest technology applications to ensure that WSU graduates are competitive in the employment market and successful when actively a part of it.
- A program that incorporates state of the art technology into shared and private spaces, and is flexible to respond to changes as technology changes.
- A dynamic food court that supports the needs of WSU students and the local community. The design professional will work with the University's food court operation vendor during this phase of the project. Costs for the tenant fit out for the food court will not be part of the project budget, with the exception of the building infrastructure.
- A program that meets the requirements for LEED silver Certification.

V. Project Budget:

The Construction Manager will be working with an internal Wayne State University appointed committee to develop the final program and building design. This committee will be represented by the University staff members, faculty and students. The project budget is fixed at \$50,000,000 with \$40,000,000 allocated for all construction and CM fees. Real estate costs are not a part of the project budget.

The design professional will be expected to design a solutions within this budget allowance, and work with the project team through all phases of the project to assure the project budget is maintained. The Construction Manger will be responsible for confirming the budget expectations to deliver the project within the established GMP prior to releasing any bid documents for bid.

VI. Project Schedule:

Project requirements and contract language will demand that all site work be complete and the building enclosed to look complete by September 1, 2017. The substantial completion date for the project will be no later than December 1, 2017 to permit occupancy during the University's holiday closure period. Material selections and long lead items will need to be considered and multiple bid packs planned and released to the construction manager for bidding and construction so that the project team achieves these essential project requirement.

RFP Schedule:

Release of the RFP	September 23, 2015
Registration	September 29, 2015 by 4:30 p.m. Fax Registration Form to: 313- 577-3747
Mandatory Pre-proposal Meeting	September 30, 2015 at 12:00 pm at the Integrative Biosciences Center, Seminar Room 1010 , located at 6135 Woodward Ave. Detroit, MI
Final day / Deadline for Questions	October 7, 2015 by 12:00 p.m. to: Kimberly Tomaszewski, ac9934 Copy to Leiann Day, leiann.day
Delivery of Proposals (6 Copies)	October 15, 2015 by 12:00 noon in the Purchasing Dept., Academic/Administration Bldg., 5700 Cass Avenue, 4 th Floor – Suite 4200, Detroit, MI 48202
Short List Announced	By October 21, 2015
Post Bid Interviews	* Week of October 26, 2015
Selection	Week of Week of October 26, 2015
Contract Negotiations and Execution	Week of Starting October 26, 2015
Conduct and Complete Project Deliverables	As Stated in Final Contract

Project Schedule:

Schematic Design Development Completion	TBD
Design Development Completion	TBD
Construction Document Completion	TBD
GMP Change Order	TBD
Construction Beginning (no later than)	April 4, 2016
All Exterior Work Complete	September 1, 2017
Final Completion	December 1, 2017

* The University reserves the right to adjust this date at its own discretion.

No work shall commence until the contract is fully executed.

For the purposes of this proposal, a total construction budget of \$40,000,000 including fees has been presumed. Firms shall base their fees, general conditions, and project management costs on this budget and proposed schedule.

The new Wayne State University contracts are provided with the Request for Proposal. The Construction Managers and contractors are required to review the new contract in it's entirety for both the CM and the A/E. In order to meet the required schedule, time will be of the essence in terms of executing the contract. Firms are required to completely define language amendment request to the contract documents within their proposals to prevent contract executing delays. Contract language modifications shall include exact language proposed to be added or deleted. Proposals that are silent on this issue will leave the University to understand that no amendments are requested and the contract documents are acceptable as released herein. Steps taken to negotiate amendments that are not in the proposal may result in the University choosing to contract with another candidate partner.

VII. Project Delivery Method:

The University is inviting proposals from Construction Managers for completion of pre-construction and complete project construction services. The University is currently soliciting proposals to provide prime design and construction administration services for the project.

The allocation of roles, responsibilities and risk as defined by this RFP and the attached contract documents is according to Construction Management. The University intends that remuneration to be cost of work plus fees with a guaranteed maximum price (GMP). The Construction Manager and the University's design consultants will work cooperatively and be jointly responsible for the successful completion of the project, within budget and on schedule.

VIII. Construction Manager Deliverables and Services

The Construction Manager will:

- A. Provide complete project management, superintendence and administrative support as required to completely deliver pre-construction services and construction phase services associated with the project.
- B. Provide cost estimating, scheduling, constructability review and value engineering services leading to the provision of a GMP within the available budget. The GMP will be established and be based on the design development documents. The GMP shall include a list of allowances, clarifications, assumptions and exclusions. Prepare itemized cost estimates as required until the construction documents are finalized to validate that the scope of work and its estimate cost are within the allowances, clarifications, assumptions, and exclusions of the GMP.

- C. Prepare a CPM schedule in sufficient detail to define the entire project duration. Activities shall include all pre-construction phase efforts, the preparation of construction documents, submittals and bidding for each work package, and punch-list activities.
- D. Assist the University and design consultants in optimizing the scope of work and develop value engineering options as required to maintain a scope of work that is within the University's budget and schedule. At a minimum, this shall be done by participating and attending weekly design review meetings, actively participating in review of constructability and material selection, and shall include cost and schedule impact analysis. The Construction Manager will be responsible for reviewing bid documents provided by the design professional LLC at 50%, 85% and 100% prior to bidding and bid package to assure documents are consistent with the GMP scope. Provide advice and value engineering options regarding materials, methods, systems, schedules, labor and other conditions affecting construction and contracting.
- E. The University may elect to submit for LEED Certification. Identify the cost separately to assist the University and design consultants in developing and submitting formal LEED certification for the project. (see level of effort table for LEED Certification breakout cost)
- F. Provide construction management services to execute the construction of the projects on-time and within budget. Conduct post-construction activities and commissioning. Coordinate commissioning efforts with the University and the independently contracted commissioning agent retained by the university.
- G. Construct the work. Provide full-time, on-site staff to plan, manage, and coordinate on-site trade contractor activities. Self-performed work must be competitively bid, unless justified and approved in advance of the work being performed. Coordinate cooperatively with the University's other prime trade contractors for the installation of technology, controls, security systems, or other scope as may be required by the University.
- H. Maintain, update and submit the CPM schedule with each payment application. Clearly define adjustments made to maintain substantial and final completion dates.
- I. Provide a complete list of each bid work package, showing its GMP allowance, and provide bid-tab results that include at least three responses per bid work package, that compare results with respect to the GMP allowances. Define any variance from the previous estimate.
- J. Submit procurement plans for trade contractors. Recommend a minimum of five qualified subcontractors for each work package for approval by the University prior to bidding. Any proposed self-performed work must be acknowledged and approved by the University prior to bidding the work; intent to self-perform any trade work must be acknowledged in your response to this RFP. **Include M/WBE representation. Report on M/WBE participation as awards are being recommended.**
- K. Provide bidding services to solicit, receive, and award trade contracts. The University reserves the right to reject trade contractor bids if it is in the best interest of University to do so.
- L. Issue reports and minutes of project meetings during construction phase. The design consultant will perform this task during design phase. Conduct weekly job meetings and prepare written progress reports monthly that address project budget, schedule, and performance with progress photos, and submit with each pay application. Conduct project meetings for planning, coordination and payments.
- M. Institute and administer procedures for shop drawings and sample submittals for processing. Review trade contractor submittals to ensure compliance with design before presentation to the University and/or design consultant. Submit for review shop drawing and submittal list by trade. All items requiring color selections shall be clearly identified. Coordinate all aspects of overhead coordination with trades, (BIM effort with MEP, structure, architectural, etc.) during the shop drawing phase, that result in a comprehensive as built at the completion of the project.

- N. Monitor, evaluate and administer change order requests and coordinate University and design consultant approvals. When conducting or considering the submission of change orders, assume agency alliance position with the University and not with the trade contractors of the project.
- O. Prepare and administer payment and cost control procedures, including preparing trade contractor lien waivers and ensure certified payroll documentation is provided as required by the State of Michigan.
- P. The construction manager and design consultant will be required to develop and implement a project commissioning plan. Commissioning activities will include appropriate reviews, tests, and inspections of constructed work at the critical points of the design and construction process to ensure, to the extent possible, that a fully functional and trouble free project is delivered to the University at project completion, as well as permit design review input during the development of the design. If the University elects to do so, work with the University commissioning agents to provide enhanced commissioning services to support the LEED submission.
- Q. Promptly resolve deficient trade contractor work whenever observed. Prepare incomplete work lists at the substantial completion of each work package, coordinate final inspections and commissioning of completed work with the University, design consultant and regulatory authorities. Assist the University during occupancy including the coordination and probable connection of University purchased equipment and furniture installations to electrical, plumbing and mechanical systems if needed.
- R. Provide project close-out documents, including contractor record-field set drawings, as-built drawings and specifications, O&M manuals, RFI's, submittals, bulletins, shop drawings, field logs, warranties and other project correspondence requested by the University. In addition to specified manufacturers special warranty/guarantee, a standard two (2) year labor & material warranty applies to the project.
- S. Coordinate, document and sign-off on training of University maintenance personnel on systems and equipment. Video tape training sessions for the University to use for training purposes.
- T. Provide post construction follow-up for the duration of the longest warranty period by a trade contractor on the project. Review and submit warranty claims for all systems and equipment.
- U. When requested and authorized, consult, advise and assist the University with special and/or additional services beyond the scope of construction management services.
- V. Bidders are directed to the Agreement, General Conditions and Supplementary General Conditions for additional contracting details. This RFP shall be incorporated within the agreement by reference.

IX. Proposal Requirements:

All firms responding to this RFP must submit complete responses to the information requested in this section and **clearly note any exceptions to any information contained in the RFP and contract documents**. Proposals are limited to 30 pages, one sided, in length, and not less than eleven (11) point font. (This is inclusive of all required documents and schedules. Tab sheets and the cover pages do not count in the overall document count.) Proposals will be evaluated based upon the selection criteria presented in section 7. Proposals should present information in a clear and concise manner, following the format indicated below:

A. Executive Summary:

Provide a one page narrative describing your understanding of the project, and what unique qualities differentiate your team from others responding to this Request for Proposal. Briefly describe your team's qualifications, experience and ability to successfully manage this project.

List team members by firm name and define their roles for this project. Describe in summary fashion the experience your team has working together, identifying similar projects and contractual relationships between the parties.

B. Firm Overview:

1. Clearly identify the name, address, e-mail and fax numbers of the project representative designated to receive all RFP information, addenda or any other official correspondence relating to the project.
2. If a joint venture, list similar information for each firm and the rationale, previous similar experience, and a summary of the agreement indicating the roles and responsibilities of each party.
3. Furnish your experience modification factors for the past five years.

C. Experience

1. List three projects for which your firm has provided/is providing construction management services that are most closely related to this project. This should include projects that contain similar types of educational space. Provide an owner's and architect's contact information for each referenced project. In determining which projects are most related, consider: related size and complexity; how many members of the proposed team worked on the referenced project, how recently the project was constructed and the project's budget and schedule performance.
2. For each of the referenced projects, provide the following information: construction cost (original GMP and final construction cost), current phase of development, completion date (planned and actual), and type of construction services provided (CM at risk with GMP, CM-agency, Design/Build, Low Bid General Contract, Negotiated General Contract).
3. Provide information regarding your firm's experience in executing LEED certified projects. Note certified projects and the level achieved.

D. Construction Manager's Personnel

1. Name the key personnel (project director, manager, superintendent, engineer, and estimator) who will be part of the proposed construction management team for this project. Discuss the proposed individuals and your firm's commitment to maintaining the integrity of the assigned staff throughout the project. Complete the attached Level of Effort Table (Schedule C.2) for all on-site project staff.
2. Discuss your plans to involve M/W/DBE firms in the project. Indicate if M/W/DBE firms will be as a joint venture or as a trade contractor. Also indicate your firm's commitment to M/W/DBE trade contractors as a percentage of the GMP.

E. Project Management, Scheduling, Changes In The Work

1. Describe your cost control methods for the preconstruction and construction phases. Include a description of how estimates are developed and how often are they updated. Construction projects have changes and additional work during the design and construction phase. Be sure to include how the team will manage change. Provide examples from the referenced projects.
2. Describe the way your team maintains quality control during the preconstruction and construction phases. Provide examples of how these techniques were used in the projects referenced in this RFP.

3. Describe the way the team develops, manages, and maintains project schedules. Explain how the team manages subcontractor schedule performance.
4. Describe the challenges anticipated in performing the requested services, the impact these challenges will have on quality, cost and/or schedule and your proposed solution to address these issues. Present a detailed schedule that will explain how you will complete the construction within the specified schedule.

F. Proposed Fee Basis and Fee Proposal

Using the fee proposal form provided, indicate proposed fees for construction management services including on-site project management staff, general conditions and overhead and profit. Include billing rates of all personnel who will work on this project, along with estimated hours of each for each phase in a format similar to the sample level of effort work plan provided. In addition, provide a fee for the cost estimating services that you would provide if your firm is short listed for this project. Provide a proposed fee structure associated with changes in the work, including markups for your services, and all tiered sub-contractors. (Schedule C.1)

At a minimum, on-site project management staff, general conditions, and overhead and profit shall be comprised of the following cost elements. If the list presented below excludes a cost element that is important to the project, proposals shall include missed items and draw attention to their inclusion.

- On-Site Project Management Staff (CM)
 - Project Manager
 - Project Engineer (if recommended)
 - Superintendent
 - Onsite Clerical Staff
 - Student Interns
- General Conditions Costs (CM) – Costs for all items listed below shall be included in the construction manager general conditions costs. These items **cannot** be assigned to subcontractor bid packages. Items that are allowable only as rental charges or monthly fee and may not be purchased expressly for use on this project are identified below. Any materials purchased to support general conditions will become the property of the University at the completion of the project.

<ul style="list-style-type: none"> ● Job-site Trailer ● Trailer Building ● Office Supplies (no food, beverage, or rentals costs to support the same are allowed) ● Copy Machine – rental only ● Fax Machine– rental only ● Reproduction Costs ● Unidentifiable Debris Removal ● Construction Clean-up ● Temporary Communication Utilities (phones, internet, 2-way radios) ● *Temporary Power and Lighting (Equipment costs only) ● Temporary heat equipment and fuel costs to maintain construction schedule ● Purchase price for Computers and any other Data Processing 	<ul style="list-style-type: none"> ● Snow removal ● Site Security & Fencing ● Expedited Delivery/Postage ● Emergency Repairs ● Special Equipment (as approved by the Owner) ● Temporary Fire Extinguishers ● Temporary Toilets ● Safety & Barricades ● Insurance ● Project Signage ● Performance & Payment Bonds ● Progress Photos as approved by the University ● Builder’s Risk Insurance ● Onsite CM Staff Parking ● Labor costs for general clean up, not assigned to subcontractor trades ● Final Cleaning
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- Equipment (no rentals allowed)
- Purchase price for Office Furniture (no rentals or monthly fee allowed)
- Mileage expenses (Not allowed for onsite staff)
- Project Close Out-documentation

*Temporary utilities for water and power to be by Owner.

- Overhead and Profit (CM) will include the following:
 - Home Office Personnel/Administration
 - Job Accounting, Payroll, Personnel/HR
 - Procurement not performed by On-Site personnel
 - Project Director or Executive
 - Profit Margin

Include with your response to this RFP, a detailed list of all general conditions and the associated costs. List and define any other general conditions assumed by the construction manager, and identify other general conditions not identified above that will be transferred to the subcontractors or University. All home office and administrative expenses shall be included in the O&P rate.

Specify whether the fee covers all services outlined in this RFP and the contract forms and indicate fees for any additional services to be provided for the project. Describe and estimate any costs not included in the fee. Proposals should list any items excluded from the services proposed. Proposals should also list those services that should be made a part of this scope of work, but were not requested by the University. In the latter case, provide a proposed fee for those services.

Any exceptions taken to the RFP or the contract documents shall be specifically discussed in the proposal. The University reserves the right to request additional information from the construction manager at any time during the selection process.

X. Construction Manager Selection Process and Evaluation Criteria

The University will develop a short list of the firms determined to be most qualified, based on the responses to this RFP. The short listed firms will be required to do a presentation of their team and work plan with the selection committee.

The University will select the Construction Manager that best meets the needs of the University for completing the project. The selection will be based on the details contained in the response to the RFP, presentations and reference checks.

Specifically, the selection committee will review and consider the following:

1. Proposals received in response to this RFP and all RFI's associated with this RFP.
2. The quality and comprehensiveness of the plans provided to deliver the project on-time and within budget, included in the response to this RFP and presentations.
3. The qualifications of the proposed project team and personnel to successfully deliver the project.
4. A check of references provided by the firms.
5. Fees will be considered to determine the best value for the University.

Note: These criteria are not listed in any particular order.

The Construction Manager is directed to the contracts, general conditions of construction, and supplemental general conditions of construction for a comprehensive understanding of the services, roles, responsibilities, and risks that will be assigned to each team member. The University reserves

the right to contract with any project finalist if terms are not reached with initially selected firm, and the contract is not executed by the selected Construction Manager, within 10 days of announcement.

The University reserves the right to request additional information at any time during the selection process.

Expenses for developing and presenting proposals shall be the entire responsibility of the Construction Management team and shall not be chargeable to the University. All supporting documentation submitted with this proposal will become the property of the University unless otherwise requested by the Design Profession, in writing, at the time of submission, and agreed to, in writing, by the University.

XI. Prevailing Wage Rate Schedule

- A. Wayne State University requires all project contractors, including subcontractors, who provide labor on University projects to compensate at a rate no less than prevailing wage rates.
- B. The rates of wages and fringe benefits to be paid to each class of laborers and mechanics by each VENDOR and subcontractor(s) (if any) shall be not less than the wage and fringe benefit rates prevailing in Wayne County, Michigan, as determined by the United States Secretary of Labor. Individually contracted labor commonly referred to as "1099 Workers" and subcontractors using 1099 workers are not acceptable for work related to this project.
- C. To maintain compliance with State of Michigan Ordinances, Certified Payroll must be provided for each of the contractor's or subcontractor's payroll periods for work performed on this project. Certified Payroll should accompany all Pay Applications. Failure to provide certified payroll will constitute breach of contract, and pay applications will be returned unpaid, and remain so until satisfactory supporting documents are provided.

A Prevailing Wage Rate Schedule has been issued from the State of Michigan that is enclosed in this section

Additional information can be found on the University Procurement & Strategic Sourcing's web site at the following URL address:

<http://purchasing.wayne.edu/vendors/wage-rates.php>

If you have any questions, or require rates for additional classifications, please contact:

Michigan Department of Consumer & Industry Services,
Bureau of Safety and Regulation, Wage and Hour Division,
7150 Harris Drive,
P.O. Box 30476,
Lansing, Michigan 48909-7976

http://www.michigan.gov/dleg/0,1607,7-154-27673_27706---,00.html

- D. Wayne State University's Prevailing Wage Requirements:

When compensation will be paid under prevailing wage requirements, the University shall require the following:

- A. The contractor shall obtain and keep posted on the work site, in a conspicuous place, a copy of all current prevailing wage and fringe benefit rates.
- B. The contractor shall obtain and keep an accurate record showing the name and occupation of and the actual wages and benefits paid to each laborer and mechanic employed in connection with this contract.

- C. The contractor shall submit a completed certified payroll document [U.S. Department of Labor Form WH 347] verifying and confirming the prevailing wage and benefits rates for all employees and subcontractors for each payroll period for work performed on this project. The contractor shall include copies of pay stubs for all employee or contract labor payments related to Wayne State University work. The certified payroll form can be downloaded from the Department of Labor website at <http://www.dol.gov/whd/forms/wh347.pdf>.
- D. A properly executed sworn statement is required from all tiers of contractors, sub-contractors and suppliers which provide services or product of \$1,000.00 or greater. Sworn statements must accompany applications for payment. All listed parties on a sworn statement and as a subcontractor must submit Partial or Full Conditional Waivers for the amounts invoiced on the payment application. A copy of the acceptable WSU Sworn Statement and Waiver will be provided to the awarded contractor.
- E. Apprentices for a skilled trade must provide proof of participation in a Certified Apprenticeship Program and the level of hours completed in the program.
- F. Daily project sign-in sheets and field reports for the project must be turned in weekly.

Note: Contractor invoices WILL NOT be processed until all listed certified payroll documents are received.

- E. If the VENDOR or subcontractor fails to pay the prevailing rates of wages and fringe benefits and does not cure such failure within 10 days after notice to do so by the UNIVERSITY, the UNIVERSITY shall have the right, at its option, to do any or all of the following:
 - 1. Withhold all or any portion of payments due the VENDOR as may be considered necessary by the UNIVERSITY to pay laborers and mechanics the difference between the rates of wages and fringe benefits required by this contract and the actual wages and fringe benefits paid;
 - 2. Terminate this contract and proceed to complete the contract by separate agreement with another vendor or otherwise, in which case the VENDOR and its sureties shall be liable to the UNIVERSITY for any excess costs incurred by the UNIVERSITY.
 - 3. Propose to the Director of Purchasing that the Vendor be considered for Debarment in accordance with the University's Debarment Policy, found on our website at <http://purchasing.wayne.edu/docs/appm28.pdf>

Terms identical or substantially similar to this section of this RFP shall be included in any contract or subcontract pertaining to this project.
- F. The current applicable prevailing wage rates as identified by the State of Michigan Department of Consumer & Industry Services, Bureau of Safety and Regulation, Wage and Hour Division are attached. Refer to item C above if additional information is required.
- G. Prior to award of the project, the apparent low bidder will be required to produce a schedule of values which will include the proposed subcontractors for each division of work and whether the subcontractor is signatory or non-signatory. A letter of intent or contract will not be issued to the apparent low bidder until this document is provided. The apparent low bidder will have one week to produce this document. If the required document is not received within this time, the bidder will be disqualified, and the next low bidder will be required to provide this schedule of values.

XII. Schedules to be Submitted with Vendor Proposal: (Separate Attachments)

- Schedule A: Proposal Certification, Non-Collusion Affidavit, Vendor Acknowledgement
- Schedule B: Insurance Requirements
- Schedule C.1: Fee Proposal Form for Construction Manager
- Schedule C.2: Level of Effort Work Plan for Construction Manager (download separately)