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|  **wsu-primary-horz-color-600-10-2017-small****Division of Finance and Business Operations** |  | **Procurement & Strategic Sourcing** **5700 Cass Avenue, Suite 4200****Detroit, Michigan 48202****(313) 577-3734**  |

**December 11, 2024**

**Addendum No. 3**

**RFP Campus Wide Roof Assessment**

**dated November 26, 2024**

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

Questions have been raised during the Pre-Proposal meeting held on **December 4, 2024**for the University's RFP for **Campus Wide Roof Assessment**  for the **Design & Construction Services.** A summary of the questions asked, and the University's responses are as follows:

**Question:**

Is the RFP specific to the first 6 buildings listed only?

**Answer:**

As stated in the Minutes: The cost schedule shows six different roofs as an indication of the range of roof types on campus, however, the University has 120 buildings in its portfolio and intends to perform condition assessments on 10-20 roofs annually over the course of the next 5 years.

**Question:**

Confirm that the Fee requested is a LUMP SUM price with reimbursables included in the price.

**Answer:**

The price for the six buildings should be considered firm, however, the price extrapolation to the other buildings of the same type of roof should be considered as a guide not a firm price.

**Question:**

If Lump sum, confirm if the Fee is a Lump sum for all six projects or a Lumpsum per project.

**Answer:**

Per project.

**Question:**

Will all of the first 6 selected projects be awarded to one firm or is it possible for 6 projects to be split among multiple firms.

**Answer:**

As stated in the RFP- the University reserves the right to award this order either to one or more vendors.

**Question:**

Is the January 2026 deadline for Phases 1 and 2 only (Evaluation and Design Documents) or does it include Phases 3 and 4 (Bidding and Construction Administration) as well.

**Answer:**

WSU intends to proceed with Phases 1 through 4 for no less than 10 buildings

**Question:**

Is the January 2026 deadline for all of the initially selected 6 buildings?

**Answer:**

Yes, though WSU reserves the right to proceed with or substitute other buildings as dictated by roof condition.

**Question:**

The RFP mentions 10-20 other buildings and the minutes of the pre-RFP meeting indicate that these 10-20 buildings are for assessment only, please confirm.

**Answer:**

The cost schedule shows six different roofs, however, the University has 10-20 roofs in need of assessment and the University has 120 buildings that may or may not need assessment during this period. All buildings may or may not need be assessed and have the appropriate action taken after discussion with the Project Manager.

**Question:**

Confirm that a Fee is not requested for the other 10-20 buildings at this time.

**Answer:**

No, the University wants a price on the six buildings to start with; the other buildings will take place as time and budget, and necessity requires.

**Question:**

Paragraph III.A. states the RFP is for the entire campus, over 100 buildings, but will be done in groups based on priority.

**Answer:**

That is a correct statement.

**Question:**

The Cost Schedule only includes 6 buildings. Are we only to provide pricing for these 6 buildings?

**Answer:**

Yes, pricing is requested for the six buildings that are on the cost schedule at this time.

**Question:**

Paragraph I.B. states the project must be completed by January 15, 2026. Can you clarify if this is the assessment of these 6 buildings, or is that date for completion of assessments for all 100+ buildings?

**Answer:**

This RFP is intended to procure services for a three year period with the option to extend for up to two one-year periods. The first tranche of buildings is intended to be ten buildings which will be completed by January 15, 2026.

**Question:**

Does the January 15, 2026 completion date include assessment, design, and construction?

**Answer:**

Yes for up to ten buildings.

**Question:**

On the Cost Schedule, will you accept a percentage fee for the design phases, or do you require a fixed fee for each design phase?

**Answer:**

Fixed fee.

**Question:**

On the Cost Schedule, do you want both Schedule C.1 and Schedule C.2 completed?

**Answer:**

Yes, that is why we published the cost schedules C.1 and C.2.

**Question:**

In Schedule C.2 of the Cost Schedule, it appears the hourly rate goes in Column A, can you clarify what you are looking for in Column B? Are you wanting a breakdown of hours per person?

**Answer:**

It does appear that we want the price in two places. Please enter the hourly rate in Column B of the spreadsheet.

**Question:**

Do you want the costs quoted based on the assumption that all 6 buildings will be done completely separate for the assessment and design?  Or, should we assume that all 6 buildings could be assessed at once with design, bidding, and construction administration being done as a package?  Whether they are all individual or a group significantly impacts the price quoted.

**Answer:**

The six buildings need to have all phases completed including construction by the end of calendar year 2025.  There is a desire to bid as many as possible concurrently, though not a requirement.  Thus construction documents for several buildings, as many as all six, would be issued simultaneously, though the consultant can “complete” them in a staggered manner so long as bidding and construction can be accomplished in calendar 2025.

**Question:**

Are there specific roofing systems or materials that WSU has historically preferred or avoided? Assuming replacing in kind or can consultant provide recommendation for another roofing? Specifically in the instance for the ballasted EPDM, these are being phased out?

**Answer:**

Yes. WSU expects the consultant to make recommendations based on their experience and the building type, location, configuration, etc.

**Question:**

Should roof replacement scope recommendations consider sustainability requirements, such as green roofs or energy-efficient systems?

**Answer:**

Energy efficiency should be considered.

**Question:**

Will WSU provide a pre-qualified contractor list that the university has worked with in the past?

**Answer:**

No.

**Question:**

Are there specific criteria for evaluating contractor bids that WSU requires the consultant to prioritize?

**Answer:**

WSU does have a specific format, though due to the specific nature of this scope, our expectation is for the consultant to review bids, qualify them as appropriate to the nature of the bid and make recommendations based on the qualifications or exceptions a given bidder may have.

**Question:**

Will the general progress meetings per roof during replacement be required in person, or are virtual meetings acceptable?

**Answer:**

In person. The consultant is expected to be on site periodically observing the installation of the roof.

**Question:**

What is Wayne State's expected timeline for completion of the first phase of 10-20 inspections?

Is it expected to be completed within 3 months of award? By the end of the Summer? By the end of the year?

**Answer:**

First phase will consist of the 6 buildings listed in the RFP, and should be completed by 2025, for commencement in 2026.

**Question:**

Under the Section F, Proposal Format (page 3) it lists:

**Vendor Created Exhibits (to be Submitted with Vendor Proposal)**

Exhibit 1     - Exceptions/Restrictions, if any exist (Section II G)

Exhibit 2     - Profile / Experience / References (Section II H)

Exhibit 3     - VENDOR Service Plan (Section III)

However, in the Table of Contents, the vendor created exhibits are listed like this:

**VENDOR CREATED EXHIBITS - TO BE SUBMITTED WITH VENDOR PROPOSAL**

VENDOR Exhibit 1 Exceptions / Restricted Services

VENDOR Exhibit 2 Profile/Experience/References

VENDOR Exhibit 3 Service Plan

VENDOR Exhibit 4 Sample Management Reports

Can you clarify which should be followed, and if Sample Management Reports are needed, what the specifics are, such as amount of reports, contents, etc. (and do these count against the page count)?

**Answer:**

You should be able to provide some type of sample of what your reporting would look like, but it does not have to be a large sample and yes, this would be included in the page count.

**Question:**

For schedule B, it states that proof of insurance is required, however in SCHEDULE D - SUMMARY QUESTIONNAIRE, Question 4 states, "If awarded a contract, will your company provide a certificate of insurance to meet or exceed all our minimum requirements as outlined in Schedule B?" Can you please clarify if we need to provide the insurance certificates in the proposal, or do we only need to agree that we will provide the certificate to meet or exceed your minimum requirement, if awarded the contract.

**Answer:**

You need to indicate on Schedule B that you can provide the insurance, but you only need to provide the insurance certificate if you are awarded the work.

**Question:**

If WSU requires review of a Supplier’s financial statements and if Supplier is a privately-held entity, would WSU be willing to enter into a non-disclosure agreement specifically relating to the financial statements?

**Answer:**

The University specifically asks for the financial statements separately so they are not part of the package that could be requested as part of a FOIA request. We state in the RFP that “Financial Information will be treated as confidential and not added to the publicly permanent RFP file.”

**Question:**

Will you consider extending the due date to allow for enough time to complete the response and cost proposal after Q&A are posted?

**Answer:**

We believe there is adequate time to reply.

The Deadline for project related questions is **December 11, 2024*,*** **12:00 noon**.

**Bids are due by electronic submission on** **December 18, 2024 no later than 2:00 p.m.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **November 26, 2024**.

Should you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to **Valerie Kreher**, **Senior Buyer**, Email; **rfpteam2@wayne.edu.**

Thank you,

**Valerie Kreher**

**Senior Buyer**

*Attachments:*