



Procurement & Strategic Sourcing
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Division of Finance and Business Operations

January 16, 2025

Addendum #2

Minutes of the Pre-proposal Conference

RFP Keast Commons Restoration dated January 6, 2025

The Pre-proposal conference for the **Keast Commons Restoration** was held on **January 14, 2025, at Pre-proposal Time**. **A'nnna Dunbar** 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. **Ranjani Nainala** of **Facilities Planning & Management**, discussed the expectations and scope of work and lead the site visit.

The Pre-proposal conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing website at http://www.purchasing.wayne.edu/Building_Design.html.

As a point of information, the University Master Plan is available at www.facilities.wayne.edu.

- Consulting / Design firms should define all Joint Venture relationships, and the responsibilities of each in their executive summary so that the University can easily identify this information.
- Please review the insurance section carefully, there are some changes in the documents, such as the addition of professional liability insurance and changes in the amounts of required insurance for most of the categories
- Liability Insurance and Error & Omission Insurance from awarded vendor are required, however certificates are not required with proposals.
- All University Design Standards must be followed rigorously.
- The site is open for walkthrough, if Design and Construction Services (DCS) is required for the site visit, then inform to Buyer to schedule DCS team.
- The Level of Effort Work Plan and Cost Schedule C have been posted separately to the website in an excel format, for simple update must be included as part of the response to this RFP. **Please NOTE:** Additions to the Level of Effort requires YES on Restricted Services Schedule A.1.
- Vendors are required to note any concerns or modifications they may have regarding the contract within their proposal submission. In the absence of any noted concerns, the University will interpret this as the Vendor's acceptance of WSU contract "as is."
- The Project design should meet standards to achieve SITES certificate but will decide later if WSU apply for certification.
- The site is bordered with walkways/driveways on three (3) sides and student buildings on all sides. The design should minimize disruptions to student activities and building services at any time.
- The University is committed to having responsible and ethical contractors and subcontractors on all its construction projects, to ensure that work is performed by responsible, qualified firms that maintain the capacity, expertise, highly trained personnel, and other qualifications and resources necessary to successfully perform University projects in a safe, timely, reliable, high quality and cost-effective manner. To achieve that goal, the University requires contractors and subcontractors submitting a bid on to provide information relating to their qualifications as discussed in Section 00400 - Responsible Contractor Policy.
- **Please Note:** This Project requires the Contractor and all subcontractors to compensate all employees who come to the job site at no less than WSU Wage Rates. WSU Wage Requirements are listed in Section 00410, and a specific WSU Wage Rate Schedule is included in Appendix A to the Bid Specifications. Contractors are responsible for reviewing these requirements to ensure full compliance with university standards. Furthermore,

Contractors must publicly post wage rates at the job site as outlined in the complete WSU Wage Rate listing included within the Bid Documents."

- All supporting documentation submitted with this proposal will become the property of the University and may be subject to Freedom of Information Act disclosure, exceptions include requested Financials after receipt of RFP response, sent to the Director of purchasing for review.
- Information on how attendance will be taken and confirmed was provided during the Pre-Proposal Meeting.
- The deadline for project related questions has been extended to Monday, **January 20, 2025, 12:00 noon**.
- Bids are due **by electronic submission on** no later than 2:00 p.m., **January 24, 2025**. The link for bid submission will be posted with the bid details at <https://go.wayne.edu/designservicebids> beginning **January 6, 2025**.
- 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.
- 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/>.

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

Question: Are you looking for design to be complete by May 2025, does the committee have a preliminary concept design that they would like the design teams to move forward from?

Response: Yes, Design and construction documents are to be completed by May 2025. Yes, the concept design from 2019 will be shared with the awarded vendor, however that may need to be tweaked based on discussions with the new committee and changes in design parameters due to COVID and site conditions. This new design should address the need to facilitate student collaboration, play, gathering and performance activities to align with current industry trends and standards.

Question: The deliverable does not include survey. Will WSU provide survey? Or is it reimbursable service?

Response: WSU has a preferred vendors for surveys and shall provide survey as requested.

Question: On Page 15, item 17 states the University wants Conceptual Design, SD, DD, CDs, and CA. Concept Design/Programming is to be completed by 3/28th which is 1 month after project award. Then you are asking for SD and DD completed 4/2, 4 days later. Are those hard dates that need to be met?

Response: There is a typo error in the RFP, see below for correct dates. These are proposed dates with some flexibility in timeline. Any concerns with this schedule should be brought up in the way of questions or concerns to procurement.

Required Project Schedule Deliverable Dates

- Conceptual Design/Programming must be complete by: March 28, 2025**
- Schematic and Design Development must be complete by: April 25, 2025**
- Construction documents must be complete by: May 30, 2025**

Question: What is WSU's preferred method for managing the budget during the design, CD, and bidding process?

Response: The design should be adhered to a budget of \$3,500,000. With clear baseline budget/ regular reviews and value engineering to ensure project remains within the allocated budget. The awarded vendor is responsible for cost estimates through the design phase.

Question: Please confirm the target project budget. The slideshow states a budget of \$3,350,000, but the RFP states \$3,500,000 (page 15, item 18).

Response: The project budget is +/- \$3,500,000.

Question: There looks to be a maintenance building within the project boundary (adjacent to Chatsworth). Is this building part of the project? Or does the limit of work end at the building face?

Response: The scope of work is limited to the open land area for landscape and hardscape improvements. The maintenance building is not included in the project scope.

Question: Can we use links in our A3 format.

Response: Responses must be in A3 format as requested in the RFP, page 7.

Question: As I understand, you are not pursuing SITES certificate but design to the standard. Is there any required effort to track or document the design meets the SITES standard?

Response: Yes, we require awarded vendor to track/document the design.

Question: Programming - are any events currently held in this space?

Response: No scheduled events are held at the site.

Question: To meet this condensed schedule does WSU have a Construction Manager onboard for the project already who will be ready to bid the project once Construction documents are completed? How long will the bid process be?

Response: A Construction Manager has not been onboarded for this project. WSU will hard bid the construction documents. Bidding typically takes 3 weeks.

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 Exhibit C.

All questions concerning this project must be emailed to: **A'anna Dunbar**, Procurement & Strategic Sourcing at **313-577-3757** Email: **hx8739@wayne.edu** by 12:00 p.m., **January 20, 2025**.

Do not contact the Facilities Planning & Management, or other University Units, directly as this may result in disqualification of your proposal.

Thank you.

A'anna Dunbar,
Senior Buyer, Purchasing
313-577-3757

cc: Ranjani Nainala, Attendees list.