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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** **FAX (313) 577-3747** |

**June 10, 2021**

**Minutes of the Pre-bid Conference**

**RFP State Hall Renovation datedJune 4, 2021**

The pre-bid conference for the **State Hall Renovation** was held on **June 10, 2021 at 9:30 am*.*** **Valerie Kreher** 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. **Mark Gibbons** of the **Facilities Planning & Management**, discussed the expectations and scope of work.

As a point of information, the University Master Plan is available at [www.facilities.wayne.edu](http://www.facilities.wayne.edu).

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

* 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.
* The maximum number of pages a proposal can have is **30** pages. This count includes all forms and executive summary. **30** Pages means one-sided sheets with a font size NO SMALLER than 11 point. Covers and tabs not included in this count.
* 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 and not included in the **30** page limit.
* All University Design Standards must be followed rigorously.
* Vendors are required to note any concerns or modifications they may have as part of their proposal submission. In the absence of any noted concerns, the University will understand that the Vendor is willing to accept our contract “as is”.
* The Deadline for project related questions is **June 21, 2021*,*** **12:00 noon**.
* Bids are due **by electronic submission on** no later than 2:00 p.m., **June 25, 2021.** The link for bid submission will be posted with the bid details at **https://go.wayne.edu/designservicebids** beginning **June 4, 2021**.
* Any responses, materials, correspondence, or documents provided to the University will become the property of the University and 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/**](http://wayne.edu/smoke-free/policy/)
* A site visit has been scheduled for Monday, June 14, 2021 at: 10:00 AM – 12:00 PM. Please meet at the main entrance of State Hall, located at 5143 Cass Ave.
* The details of the project schedules are to be negotiated and will require coordination with both the selected A& E and CM Firms, with mandatory completion by May 1, 2023.
* Please place your “secret word” in your proposal to indicate your attendance at the Voluntary Pre-bid Meeting which will gain your company a few points during the evaluation process.
* As Built Drawings are to be provided by FPM and are to be posted to the University Website.

**NOTE: Only prequalified vendors are eligible to submit a bid directly to the University**

**IMPORTANT** - Minutes for the Prebid 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: **Valerie Kreher**, Procurement & Strategic Sourcing at **313-577-3720** Email: **rfpteam2@wayne.edu** (copy to **Robert Kuhn**, Email: **ac6243@wayne.edu)** by 12:00 p.m., **June 21, 2021.**

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

Thank you

**Valerie Kreher**,

**Senior Buyer**, Purchasing

**313-577-3720**

CC: **Mark Gibbons**, **Robert Kuhn** *,* Attendees list.