



Division of Finance and Business Operations

Procurement & Strategic Sourcing  
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March 27, 2025

**Addendum #1  
Request for Proposal  
For Athletics Football Locker & Office Room  
Renovation: Project 079-410106**

**Minutes of the Pre-bid Conference  
Dated March 12, 2025**

**The Addendum must be acknowledged on your lump sum bid.**

The pre-bid conference for Request for Proposal for **Athletics Football Locker & Office Room Renovation**, Project **079-410106** was held on **March 20, 2025**, at **10:00 a.m.** (local time) – at Detroit, MI 48202. **A'nnna Dunbar** reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who Contractors may contact during the live bid process. **Ranjani Nainala** and **Andrew Rudnycky** from **Stucky Vitale** discussed the technical aspects of the project and bid requirements and conducted the Q & A session.

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

1. Minimum Participation
  - A. If less than 3 individual contractor firms attend the **Optional** pre-bid meeting, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).
  - B. On the day of the bid opening, if less than 3 sealed bids are received, the University reserves the right, at its sole discretion, to rebid the project in an effort to obtain greater competition. If the specifications are unchanged during the rebid effort, any contractor who submitted a bid will be given the option of keeping its bid on file for opening after the second bid effort, or of having the bids returned to them unopened.
2. Smoke and Tobacco Free Policies: 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/>**
3. Local Spend: The University tracks its level of spend with geographically local suppliers. This includes it's spend with Detroit based organizations, and it's spend with Michigan based organizations. To assist with this, The University has requirements for submission of your bid and for Pay Applications submitted by the successful contractor.
4. A Bid Bond is not required for bids below \$50,000. Otherwise, a Bid Bond (5%) will be required for the full amount of the bid.
5. Performance Bond and Material & Labor Payment Bond requirements are listed in the specifications of the job. Performance & Material & Labor Payment Bonds must be provided by the awarded Contractor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
6. The awarded Contractor must provide the required Certificate of Insurance in compliance with Section 700 – General Conditions, article 4.05 – Contractor's Insurance, and Section 800 – Supplementary Conditions prior to commencement of any work.
7. Please review the insurance section carefully, including the professional liability insurance and the amounts of required insurance for most of the categories.
8. If your company has not previously done business with the University you may go to the Purchasing website at **[www.purchasing.wayne.edu](http://www.purchasing.wayne.edu)** and look for the "new vendor" link under "Information for Vendors" on the left. You may submit a new vendor request form and an IRS form W-9. This will register your company on in our vendor database. (NOTE: this does not replace the listserv.)
9. The University is committed to having responsible and ethical contractors and subcontractors on all of 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
10. This Project Requires the Contractor and any 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 WSU Wage Rate Schedule is included as Appendix A to the Bid Specifications. Contractors must review these requirements to be sure they are in compliance with the requirements of the University. Contractors must post wages at the job site in compliance with the complete WSU Wage Rate listing provided in Bid Documents.
  11. 1099 workers and subcontractors using 1099 workers are NOT acceptable.
  12. Certified Payroll must be provided with each of the contractor's pay applications for all workers who worked at the job site, in compliance with the University policy. 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.
  13. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
  14. A properly executed sworn statement is required from all tiers of contractors, and sub-contractors indicating sub-contractors and suppliers which provide services or product of \$10,000.00 or greater. Sworn statements must accompany applications for payment
  15. All documents listed in the Front End Section 0410-2 "Wayne State WSU Wage Requirements" must accompany applications for payment. Failure to do so will result in the entire application package returned for correction.
  16. A checklist of all Pay Application requirements can be found in Section 00430-1.
  17. Each Pay Application is to be organized into the sections below; Payment Application, Sworn Statements, Certified Payroll, and Additional Supporting Documentation
  18. These Documents are to be combined into a single PDF document, which is not to be combined with other Pay Applications
  19. Submit completed Pay Applications to WSU Accounts Payable at [wsuinvoices@wayne.edu](mailto:wsuinvoices@wayne.edu)
  20. Section 440 - Contractors Performance Evaluation is a part of the contract and will be performed at the end of every job.
  21. The competency and responsibility of Bidders will be considered in making the award. The University is not obligated to accept the lowest or any other bids. The University reserves the right to reject any and all bids and to waive any informalities in the Proposals
  22. Parking on WSU campus lots and structures are \$9.00/access. Contractor must build parking into their lump sum bid. There is no parking allowed on the malls.
  23. Review Section 300 - Form of Proposal carefully and complete in its entirety to avoid disqualification, including our prequalification form. The revised Section 300 is included with this Addendum 1.
  24. Contractors who have withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years are not eligible to bid on this project.
  25. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
  26. An FP&M led prequalification meeting may be held as soon as the first business day after bid openings. Contractors must be available. The Project Manager will coordinate the meetings.
  27. Prequalification meeting includes information on the qualifications of management and supervisory personnel assigned to the project, a Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents. This information should include information on the contractor's and any subcontractor's access to labor necessary for contract performance.
  28. If all aspects of the bid are in order, an unsigned contract will be given to the successful Contractor as soon as it's available. The Contractor has 5 business days to return the contract to the Project Manager for University counter signature. The contractor must also submit a Performance Bond as outlined above and a Certificate of Insurance in the same 5 business day period. In the event the Contractor fails to return the documents in this 5-day period, the University reserves the right to award the contract to the next most responsive bidder.
  29. Permit requirements are the responsibility of the awarded contractor as listed in General Conditions, Section 700 Article 4.02.18.
  30. Contractor must provide their own dumpster if needed, which must be rubber or plywood padded if placed on concrete. Location and duration must be coordinated with the project manager. Dumpster must be tagged with the name of your company clearly displayed. Any lawn damage must be restored.
  31. OPTIONAL Site Visit (if needed): A Site visit may be scheduled at the conclusion of the pre-bid meeting, at the discretion of the project manager. The tentative date for Site Visit is **March 20, 2025, 1:00 p.m.**
  32. Questions are due by **March 24, 2025**, at 12:00 noon
  33. Bids are due **by electronic submission on** no later than 2:00 p.m., **April 7, 2025**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **March 12, 2025**. **No public bid opening will be held.**
  34. **Time of Completion:** The Contract is expected to be fully executed on or about 25 calendar days after successful bidder qualification and recommendation of award. The successful bidder (Contractor) agrees to start construction **immediately after** receipt of a fully executed contract and Purchase Order, and to

complete the work as follows: Substantial Completion, and State Approved Inspections (if appropriate), no later than **August 30, 2025**.

35. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc.)  
36. **IMPORTANT- This is an addendum which MUST be acknowledged on your bid form**

**Below are questions raised during and after the Prebid meeting, along with the responses:**

Questions Are light fixture supplied by WSU or vendors. And has a count be done to determine how many needed

**Response: A count has not yet been performed. The vendor will require WSU-approved design specifications to proceed.**

Question: Will a count of the fixtures to be demoed be supplied?

**Response: Do not typically provide the fixture count. The drawing is representative and all the light fixtures to be demolished as the space is getting new light fixtures. Contractor to field measure the quantity.**

Question: Will fire suppression be needed?

**Response: No, fire suppression will not be needed.**

Question: Who will oversee prep clean-up, and will the lockers be removed?

**Response: The Contractor will be responsible for cleanup and protection of the lockers during demo/construction.**

Question: I am wondering if there will be measurements for the signage in this bid. Not seeing any specifications or drawings regarding signage. I think the signage might be by the owner but I'm not sure. Please confirm.

**Response: Signage design is to be provided by WSU Athletics. Signage has not been designed, and dimensions cannot be provided at this time.**

Question: On the finish plan SS-1 calls out Wilsonart Quartz #Q1009 Color White. This color is actually a dark grey. Can you please clarify the countertop color and material?

12000 - SIMULATED STONE	
SS-1	SIMULATED STONE MANUFACTURER: WILSONART MODEL: QUARTZ PRODUCT #: Q1009 COLOR: WHITE THICKNESS: 3 CM

**Answer: SS-1 is incorrectly labeled and should be #: Q1001 - Serene**

**Response:** Doors 126.0, 154.0, 154.1, & 158.1 are indicted to be fire rated. The glass specified as GL-2 is not a fire rated product. Locking hardware is required for fire rated entries but none is specified. Aluminum doors alone are not rated for 45 minutes. What is the specific finish for the doors and frames?

Aluminum door 124.2 is specified with a hollow metal frame. Is that correct?

Door 158.1 is indicated to be a flush door. Is the door skin aluminum or FRP. If FRP, what is the color?

**Response: Refer to attached revisions. Doors 126.0, 154.0, 154.1, & 158.1 to be changed to F, H.M. Doors and maintain 45min rating.**

**Aluminum door 124.2 frame should be Aluminum NOT HM.**

**Door 158.1 should be HM/painted NOT Aluminum/Prefinished.**

Question: What is the structural load being applied to the shoring? Is there a shoring?

Response: **Loading to be determined upon explorative demolition to expose exterior structure for new openings.**

Question: Can regular block be used around doors instead of the shadow block?

Response: **Exterior Masonry to match existing masonry profile of shadow block.**

**We will require your lump sum proposals, vendor qualification questionnaire and your bid bond documents as a single PDF in your electronic submission.**

All questions concerning this project must be emailed to: **A'нна Dunbar**, Procurement & Strategic Sourcing. Email: **Hx8739@wayne.edu@wayne.edu**.

Bids are due **by electronic submission on** no later than 2:00 p.m., **April 7, 2025**. The link for bid submission is posted with the bid details at <http://go.wayne.edu/bids>.

**Do not contact either FP&M or the Design Firm directly as this may result in disqualification of your proposal.**

Thank you for interest shown in working with Wayne State University.

**A'нна Dunbar**  
**Senior Buyer**

cc: **Ranjani Nainala** (Project Manager), Attendee list.