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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** |

**April 29, 2024**

**Minutes of the Pre-bid Conference**

**RFP Health Science Building datedApril 18, 2024**

The pre-bid conference for the **Health Science Building** was held on **April 29, 2024 at 2:00 pm** **Ken Doherty** 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. **Brian Deming** of **Kramer Management Group**, discussed the expectations and scope of work.

The pre-bid conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site 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](http://www.facilities.wayne.edu).

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

* Construction Management firms should define all Joint Venture relationships, included in the Construction Management team, and the responsibilities of each in their executive summary so that the University can easily identify this information.
* The Five (5) Criteria Deliverables for to this project are outlined in the RFP. Each Criteria is to be demonstrated on single A3 but Vendors can add 2nd A3 for Criteria 1 to convey all relevant experience/team member involvement. Criteria 5 is to be submitted as PDF of spreadsheet provided on website.
	1. Firm Overview/Relevant Project Experience
	2. Proposed Project Team
	3. Project Initiation Phase Services
	4. Support of University goals for M/W/DBE Businesses
	5. Proposed Fee
* The importance of Response to demonstrate the following factors was emphasized:
	1. Experience in Research Lab Projects, in particular wet labs
	2. Project Team members with experience in reference projects
	3. Team experience with integrated project teams including LEAN techniques, Target Value Design and BIM
	4. Team experience in early trade/design assist, prefabrication and modularization
	5. Team Experience in LEED Certifiable projects
* Acceptable and unacceptable reimbursable costs are outlined in part H of Section V. Any items to be considered as reimbursable should be specifically outlined in the vendor’s proposal. Reimbursable items such as printing costs are for University prints only. Consultant will not be required to produce prints for Contractors. Travel is excluded for tri-county area and should not be included as a reimbursable. Possible out of state travel to view ~~classrooms~~ facilities would need to be discussed and approved.
* Liability Insurance and Error & Omission Insurance from awarded vendor are required, however certificates are not required with proposals.
* 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
* Though this phase of the project does not require construction documentation all University standards should be referenced for future adherence. The web site to reference vendors to for University Construction Design Standards is http://www.forms.procurement.wayne.edu/Adv\_bid/DC-Standards-Nov-2018.pdf. While the General Conditions of Construction and Supplementary General Conditions for Construction of the Contract deal principally with the responsibilities and obligations of the Construction Manager, it is understood and acknowledged that they also define requirements for the Design Professional’s performance. As a result, the General Conditions of Construction and Supplementary General Conditions for Construction of the Contract pertaining to this Project are expressly incorporated into this Agreement. It is expressly understood that the Design Professional is not responsible for the construction of the Work.
* All University Design Standards must be followed rigorously.
* A site visit was not scheduled.
* This building will be designed to meet LEED Gold criteria.
* Site Location will be Parking Lot 75.
* The project schedule was presented during the pre-bid meeting.
* The responsible contractor policy was discussed in the meeting and is in the RFP documents.
* There is an updated contract for construction management services included as part of Addendum #1.
* Vendors are encouraged to review Appendix 6 for payment package requirements.
* Building specifications are not determined at this point.
* The timeline and any initial information for this project has been detailed in the RFP documents.
* The Fee Proposal, Level of Effort Table and General Conditions Breakdown have been posted separately to the website in an excel format for simple update and must be included as part of the response to this RFP. Other exhibits to be submitted include Proposal Certification, and Summary Questionnaire.
* 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 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
* 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.
* 1099 workers and subcontractors using 1099 workers are NOT acceptable.
* Information on how attendance will be taken and confirmed was provided during the PreBid Meeting.
* The Deadline for project related questions is **May 08, 2024*,*** **12:00 noon**.
* Bids are due **by electronic submission** no later than 4:00 p.m., **May 15, 2024.** The link for bid submission will be posted with the bid details at [**http://go.wayne.edu/bids**](http://go.wayne.edu/bids) beginning **April 18, 2024**.
* The information required when submitting your bid has changed and this process will take longer. Please allow at least 15 minutes to complete the information required.
* 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/**](http://wayne.edu/smoke-free/policy/)

**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** by 12:00 p.m., **May 06, 2024.**

**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: **Ekta Kamalia**, Attendees list.