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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** |

**March 26, 2025**

**Addendum #1 To**

**Request for Proposal**

**RFP Health Science Research Building**

 **Commissioning Services - 2025**

**datedMarch 19, 2025**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Health Science Research Building- Commissioning Services -2025** was held on **March 26, 2025 at 10:00am** **Valerie Kreher** 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. Brian Deming of **Kramer**, discussed the expectations and scope of work.

The pre-proposal conference attendees sign in sheet and meeting minutes are available for downloading from the University Purchasing Web Site at [**http://go.wayne.edu/bids**](http://go.wayne.edu/bids).

**Please note: Bid due date has been changed to April 4, 2025 at 2:00 pm**

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

1. This RFP included an **Optional pre-proposal meeting.** In cases where the pre-proposal meeting is mandatory,only those vendors that attended the will be allowed to participate in this RFP Opportunity
2. A copy of the Prebid Attendance sheet will be posted to the website.
3. The Deadline for project related questions is **March 28, 2025*,*** **12:00 noon**.
4. **Bids are due by electronic submission on** no later than 2:00 p.m., **April 4, 2025.** The link for bid submission will be posted with the bid details at **http://go.wayne.edu/bids** beginning **March 19, 2025**.
5. The University is a member of the Michigan University Self Insurance Corporation (MUSIC). Insurance requirements for Wayne State work are based on the products or services provided. For this project, a Certificate of Liability Insurance is **Required**
6. A revised Cost Schedule C is coming with Addendum 2
7. 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.
8. Parking on WSU campus lots and structures are $9.00/access. Vendor must build parking into their lump sum bid. There is no parking allowed on the malls.
9. 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/
10. 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 Schedule D.

**Questions raised during the prebid meeting.**

**Question:**

Building Enclosure Commissioning (BE CxA) Detailed Scope / A. Design Phase / c.: Can you further describe “a master progress system” for the enclosure? This is not typical for LEED BECx.

**Response:**

This a summary tracking the progress of your commissioning process, identifying statuses for each building component (i.e. Metal Panels, Window Systems, Masonry, etc).

**Question:**

Building Enclosure Commissioning (BE CxA) Detailed Scope / C. Construction Phase/f.: Can you further describe “an enhanced system check-in plan” for the enclosure materials? Would this require the BECxA to be on-site full-time to track materials? This is not typical for LEED BECx.

**Response:**

This is not full time on-site. The intent is to validate materials as they first arrive to the site to ensure the proper systems/materials are delivered. The timing of site visits will be determined by the schedule provided by the Construction Manager,

**Question:**

Building Enclosure Commissioning (BE CxA) Detailed Scope / D. Acceptance Phase/a.: Enclosure testing is typically performed in the Construction Phase. Should we include testing costs under the Acceptance Phase or the Construction Phase?

**Response:**

The Functional Performance Tests shall be performed upon completion of the enclosure, so we view that as a post construction activity for the building enclosure. Testing will be performed by others, but this scope includes witnessing, monitoring, and reporting on the test process and results.

**Question:**

Building Enclosure Commissioning (BE CxA) Detailed Scope / D. Bidding Phase: No breakout cost for Bidding Phase on Schedule C, where should we allocate that cost?

**Response:**

Bidding Phase to be included in the lump sum for Design Phase services.

**Question:**

Building Enclosure Commissioning (BE CxA) Detailed Scope / F. Systems to be Commissioned / i.: Can you clarify the type of testing for waterproofing and dampproofing? Please provide an ASTM or industry test number if applicable.

**Response:**

To be determined by Commissioning Agent.

**Question:**

Is there an Owner Project Requirements (OPR) published? Is it being required by the commissioning agent?

**Response:**

This item shall be added to the Design Phase Scope of work, prior to commencement of the commissioning plan. The CxA will be required to work in collaboration with WSU and the design team.

**Question:**

Can you please confirm that this is LEED 4.2/1.2?

**Response:**

Confirmed as LEED 4.1

**Question:**

RFP says Occupancy in Q2 of 2027, but substantial completion in March of 2028. Does this mean construction is to be completed by Q2 of 2027?

**Response:**

The 2027 date is a typo. Both are to be in 2028.

**Question:**

Can we request a change in the limits of insurance coverage as the ones listed are higher than what we as commissioning providers typically carry? As the CxA, we are neither the constructor, nor designer of record, and our standard insurance limits are widely accepted in the commissioning industry.

**Response:**

The vendor can propose alternate levels, but Risk Management will have to approve it before we can accept the alternate levels.

**Question:**

Clarification on the mockup: Are they on WSU campus or somewhere else?

**Response:**

The University would prefer to get them on WSU campus. However, schedule constraints may change this answer. Travel costs would be treated as reimbursable to this contract.

**Question:**

Is the intent of the University to have two separate Cx teams (one for MEP and one for Enclosure) or is it preferred to have one firm do both scopes?

**Response:**

The University reserves the right to have one vendor or two, depending on the bids and the qualifications of the responding vendors.

**Question:**

Will we consider an extension to the bid due date?

**Response:**

Bid has been extended. **Bids are now due by electronic submission on** no later than 2:00 p.m., **April 4, 2025.**

**Question:**

Is it the intent of the RFP for firms to provide their own MBCx software or simply integrate the building into monitoring software currently being used by Wayne State University? Who is responsible to cover the cost of the monitoring software points/licenses for this building?

**Response:**

WSU will assume responsibility for software costs and licenses. Ideally, over the next several years WSU will develop an MBCx program in partnership with a software vendor to identify energy savings opportunities, validate building performance, identify out of sequence operations, and perform predictive maintenance on equipment. Therefore, the intent will be for this project to use a MBCx platform already being utilized by WSU.  However, existing contracts and relationships may change between this RFP and project completion, therefore the chosen CxA will be responsible for communicating with WSU FP&M staff throughout project design and construction to confirm vendor relationships and software preferences. If it is determined that WSU will no longer be under contract with an MBCx software vendor when software integration with the building automation system is required, then the CxA may be asked to provide vendor recommendations.

**Question:**

If firms are to provide their own MBCx software, is it the intent of the RFP for the selected firm to turn over the financial responsibility of the monitoring software for this building to the University after the warranty period ends?

**Response:**

NA. See response to previous question.

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., **March 28, 2025.**

**Do not contact the Facilities Planning and 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.

*Attachments:*