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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**  |

**May 02, 2024**

**Addendum No. 2**

**RFP Preferred Vendor Relationships for Regular A&E Consulting**

**dated April 15, 2024**

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

Questions have been raised during the Pre-Proposal meeting held on **April 24, 2024**for the University's RFP for **Preferred Vendor Relationships for Regular A&E Consulting** for the **Facilities Planning & Management.** A summary of the questions asked, and the University's responses are as follows:

**Question:**

If we are an architecture firm only (no in-house engineering), it would appear that we fill out the Schedule C with a “YES” at each project type and construction value we want to be considered, and then do not check any of the categories on the right side?  I assume that this would signify that we are an “architecture only” candidate?

**Answer:**

You may check boxes for full-service A/E if you can demonstrate experience and expertise leading similar projects using sub consultants.

**Question:**

If we are an architecture only firm, how would we be considered for full service A/E projects where we would use consultants (civil, MEP, etc.)?

**Answer:**

To be considers for full-service A/E projects you are required to demonstrate experience and expertise leading similar projects using sub-consultants.

**Question:**

If we are an architecture firm only, do we need to include any qualification information from our engineering consultants that would be part of our team?

**Answer:**

No, information about proposed engineering consultants is not required at this time.

**Question:**

Section C. Scope for Architecture and Engineering Study, Item 1 notes, “The evaluation must be overseen by a Professional ARCHITECT or ENGINEER licensed in the State of Michigan.”  However, on item 2, Building Envelope System Repair and Replacement Plan Study it notes, “The study must be conducted by a Professional ENGINEER licensed in the State of Michigan.”  Is WSU open to the Building Envelope System Repair and Replacement Plan Study to be conducted by an ARCHITECT licensed in the State of Michigan?

**Answer:**

Yes.

**Question:**

Given the 25-page limit on the RFP response, please confirm the expectation is to NOT include full resumes for the project team in Section 5 Proposal Requirements, Item D Project Team.

**Answer:**

Include enough information for the University to get a feel for the areas of expertise each person on your team provides, a complete and comprehensive resume including education and other information may not be necessary at this point.

**Question:**

The Addendum #1 from the pre-proposal conference and slides from the meeting state a page maximum of 25 but the RFP states a limit of 20 pages. Can you confirm the correct page limit for the proposal?

**Answer:**

You can use a 25 page limit.

**Question:**

Are we allowed we propose different rates for specific staff from the C1 list?

**Answer:**

Rates will be fixed and same for all awarded vendors. If rates are missing for a specific professional, please propose a rate for the University’s review and approval.

**Question:**

Does Schedule C get uploaded as a separate file or included in our pdf?

**Answer:**

Yes, it gets uploaded as a separate file and as part of your PDF. To be clear, your Schedule C will be in your response twice.

**Question:**

If Schedule C is uploaded as a separate document does it count in our page count as 1 page or 3?

**Answer:**

Schedule C is part of the 25 page limit.

**Question:**

Do we need to send a copy of our insurance certificate or is that only required after selection?

**Answer:**

You need to show us that you are able to get insurance at the levels we require, but the actual Certificate of Insurance is only due if you have a contract to sign with FP&M. The University must have an approved COI before you begin any on campus work.

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The Deadline for project related questions is **May 01, 2024*,*** **12:00 noon**.

**Bids are due by electronic submission on** **May 08, 2024 no later than 2:00 p.m.** The link for bid submission will be posted with the bid details at **http://forms.procurement.wayne.edu/Building\_Design.html** beginning **April 15, 2024**.

Should you have any questions or concerns about this Addendum or on any other aspects of the Request for Proposal, please send them by email to **Valerie Kreher**, **Senior Buyer**, Email; **rfpteam2@wayne.edu.**

Thank you,

**Valerie Kreher**

**Senior Buyer**

*Attachments:*