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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 24, 2024**

**Addendum #1 To**

**Request for Proposal**

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

**datedApril 15, 2024**

**Minutes of the Pre-Proposal Conference**

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

The pre-proposal conference for the **Preferred Vendor Relationships for Regular A&E Consulting** was held on **April 24, 2024 at 10:00 am** **Ken Doherty** 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. **Ekta Kamalia** of **Facilities Planning & Management**, 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://forms.procurement.wayne.edu/Building\_Design.html**.

**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. The Deadline for project related questions is **May 01, 2024*,*** **12:00 noon**.
3. **Bids are due by electronic submission on** no later than 2:00 p.m., **May 08, 2024.** 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**.
4. The contract(s) will be for a three-year period ending on September 30, 2027. Thereafter, the UNIVERSITY may, at its option, extend the contract, on a year-to-year basis for up to two one-year periods, through September 30, 2029. VENDORS must state maximum price increases (if any) for years two and three on Cost Schedule C.
5. The sign in sheet has been posted to the website.
6. Existing contracts have expired, the University will work to execute contracts so vendors may be able to commence work as soon as possible.
7. There are numerous old and or historic buildings on campus, so the opportunity for building envelope or roofing systems studies is fairly large.
8. The University is looking to award multiple contracts for this work.
9. Parking structures are part of this RFP effort.
10. The University is looking for vendors that have in house capabilities as oppose to subcontracting the work where the vendor is the lead for the scope of work. For full service A/E service projects vendors may partner with other sub consultants while serving as the lead for the project.
11. Proposals are limited to 25 pages; the 25 pages includes the schedules and exhibits that are required as part of your proposals.
12. The University is looking for a very collaborative relationship with this process.
13. Vendor interviews may or may not be part of the selection process.
14. Please review the slide regarding “Information submitted upon request”
15. The sample contract within Appendix B will be the governing document for this work.
16. Review the Schedule B Insurance requirements on the website for the insurance requirements.
17. WSU wage rates will govern any work done on campus.
18. Please highlight your capabilities, and clarify the size of project your company is interested in.
19. Hourly rates are standard for three years.
20. The University is looking for cost estimates as part of the work your company is performing.
21. 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**
22. 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.
23. 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.
24. 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/
25. 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 on the second page Schedule D.

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 01, 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.

*Attachments:*