|  |  |  |
| --- | --- | --- |
| 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** |

**January 7, 2025**

**Addendum 1 - Clarifications**

**RFQual for full design services for the New Wayne State University Law School Classroom Building   
for Facilities Planning and Management**

**Dated January 7, 2025**

Since the time of the release of the Request for Qualifications (RFQual) for **full design services for the New Wayne State University Law School Classroom Building** for the **Facilities Planning and Management**, questions regarding the specifications have been submitted. Those questions and the University response appear below.

**Question 1:**

Is it required to respond to this RFQual in order to be considered for the RFP?

**Answer:**

Yes, it is a requirement to respond to this RFQual.

**Question 2:**

Can we present 10 years of relevant experience instead of 5 years?

**Answer:**

Yes, you may use 10 years.

**Question 3:**

Will Commissioning Services for the new Law School Building be bid out separately?

**Answer:**

Yes, the Commissioning Services will be bid out separately.

**Question 4:**

For Section C Relevant Experience, can we include projects that are currently in progress?

**Answer:**

Yes, you can include projects that are currently in progress for Section C: Relevant Experience.

**Question 5:**

Are Schedules C and D counted in the 7-page limit?

**Answer:**

No, Schedules C and D are not counted in the 7-page limit.

In the paragraph titled "Information Requested," the note has been revised to state that responders must respond to this RFQual to be considered for the RFP. New paragraph has been reprinted here:

**Note: To be considered for the RFP process, you must respond to this RFQual.**

In the paragraph titled "Submission Evaluation," the reference to supplemental information has been removed. New paragraph has been reprinted here:

**Responses** with supporting documentation shall be submitted **by electronic submission**. The link for bid submission will be posted with the bid details at [**WSU Building Design Opportunities**](http://forms.procurement.wayne.edu/Building_Design.html) beginning **January 7, 2025.** Remember, your submittal must be in the format provided and be received in the Procurement & Strategic Sourcing by **January 28, 2025 at 2:00 p.m.** Late responses will not be accepted.

There is a new Schedule D below- Please use this form.

Submittals with supporting documentation shall be submitted **online**. The link for RFQual submissions will be posted at [**WSU Building Design Opportunities**](http://forms.procurement.wayne.edu/Building_Design.html) beginning **January 7, 2025.** Remember, your submittal must be in the format provided and be received in the Procurement & Strategic Sourcing by **January 28, 2025 at 2:00 p.m.**

All questions concerning this project must be emailed to: **Valerie Kreher**, Purchasing Department at **rfpteam2** **by 12:00 p.m., January 28, 2025.**

**Do not contact the Facilities Planning and Management, or other University Units, directly as this may result in disqualification of your quotation.**

Thank you

**Valerie Kreher**,

**Senior Buyer**, Purchasing

**313-577-3720**

cc: **Lana Vrubel***,* Participant list

Schedule D - Summary Questionnaire

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Can your company provide the products quoted and/or **commence services on or before March 21, 2025 and be completed with initial programming confirmation by March 31-April 18, 2025**? |  | **YES**  **\_\_\_ Yes**  **\_\_\_ No** | **ALTERNATIVE**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. If required, will your company provide a certificate of insurance to meet or exceed all our minimum requirements as outlined in **Schedule B?** |  | **N / A** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Did your company complete and provide the Summary **Price Schedule A**, and submit it electronically**?** ***(Zip Files are not acceptable)*** |  | **N / A** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Are you or any Officer, Owner or Partner in this company an employee of Wayne State University, or have you been an employee within the past 24 months? If Yes, please explain. |  | **\_\_\_ Yes**  **\_\_\_ No** |  |
| 1. Are any family members of any Officer, Owner or Partner in this company employees of Wayne State University? If Yes, please explain. |  | **\_\_\_ Yes**  **\_\_\_ No** |  |

1. ADDENDA:

The undersigned affirms that the cost of all work covered by the following Addenda are taken into consideration when providing price and other elements of the vendor’s proposal.

Addendum No. Date Addendum No. Date

Addendum No. Date Addendum No. Date

Company Name:

Address:

Telephone: (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Email address:

Submitted by:

Signature

(Title) (Date)