



Procurement & Strategic Sourcing
5700 Cass Avenue, Suite 4200
Detroit, Michigan 48202
(313) 577-3734

Division of Finance and Business Affairs

May 29, 2026

Addendum #1
Request for Proposal
Old Main Classroom & Science Hall Renovation 2026: Project 001-428506 & 005-428852

Minutes of the Pre-bid Conference
Dated May 22, 2026

The Addendum must be acknowledged on your lump sum bid.

The pre-bid conference for Request for Proposal for **Old Main Classroom & Science Hall Renovation 2026**, Project **001-428506 & 005-428852** was held on **May 29, 2026**, at **10:00 am** (local time) – at Detroit, MI 48202. **Valerie Kreher** reviewed the highlights of the pre-bid package, especially concerning details such as bid due dates and who Contractors may contact during the live bid process. **Ron Khale** and **Christoph Ibele** from **InToto Studio** discussed the technical aspects of the project and bid requirements, and conducted the Q & A session.

NOTE: You must have attended a Pre-Bid conference in order to be eligible to bid on a particular project. Receipt of minutes or addenda without being at a Pre-Bid conference does not qualify your company to bid.

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

1. Minimum Participation
 - A. If less than 3 individual contractor firms attend the **Optional** pre-bid meeting, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).
 - B. On the day of the bid opening, if less than 3 sealed bids are received, the University reserves the right, at its sole discretion, to rebid the project in an effort to obtain greater competition. If the specifications are unchanged during the rebid effort, any contractor who submitted a bid will be given the option of keeping its bid on file for opening after the second bid effort, or of having the bids returned to them unopened.
2. Smoke and Tobacco Free Policies: 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/>
3. Local, Michigan Based, & Small Business Spend: The University tracks its level of spend with geographically local suppliers. This includes its spend with Detroit based organizations, and its spend with Michigan based organizations. To assist with this, The University has requirements for submission of your bid and for Pay Applications submitted by the successful contractor, as outlined in sections 420 & 430.
4. A Bid Bond is not required for bids below \$50,000. Otherwise, a Bid Bond (5%) will be required for the full amount of the bid.
5. Performance Bond and Material & Labor Payment Bond requirements are listed in the specifications of the job. Performance & Material & Labor Payment Bonds must be provided by the awarded Contractor with the submission of the signed contract; which will then be submitted to FP&M management for counter signature.
6. The awarded Contractor must provide the required Certificate of Insurance in compliance with Section 700 – General Conditions, article 4.05 – Contractor's Insurance, and Section 800 – Supplementary Conditions prior to commencement of any work.
7. Please review the insurance section carefully, including the professional liability insurance and the amounts of required insurance for most of the categories.

8. If your company has not previously done business with the University you may go to the Purchasing website at www.purchasing.wayne.edu and look for the "new vendor" link under "Information for Vendors" on the left. You may submit a new vendor request form and an IRS form W-9. This will register your company on in our vendor database. (NOTE: this does not replace the listserv.)
9. 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
10. 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.
11. 1099 workers and subcontractors using 1099 workers are NOT acceptable.
12. Certified Payroll must be provided with each of the contractor's pay applications for all workers who worked at the job site, in compliance with the University policy. Failure to provide certified payroll will constitute breach of contract and pay applications will be returned unpaid, and remain so until satisfactory supporting documents are provided.
13. Signed waivers from all Subcontractors and suppliers must accompany Pay Applications or they will be returned for such documentation prior to approval.
14. A properly executed sworn statement is required from all tiers of contractors, and sub-contractors indicating sub-contractors and suppliers which provide services or product of \$10,000.00 or greater. Sworn statements must accompany applications for payment
15. All documents listed in the Front End Section 0410-2 "Wayne State WSU Wage Requirements" must accompany applications for payment. Failure to do so will result in the entire application package returned for correction.
16. A checklist of all Pay Application requirements can be found in Section 00430-1.
17. Each Pay Application is to be organized into the sections below; Payment Application, Sworn Statements, Certified Payroll, and Additional Supporting Documentation
18. These Documents are to be combined into a single PDF document, which is not to be combined with other Pay Applications
19. Submit completed Pay Applications to WSU Accounts Payable at wsuinvoices@wayne.edu
20. Section 440 - Contractors Performance Evaluation is a part of the contract and will be performed at the end of every job.
21. The competency and responsibility of Bidders will be considered in making the award. The University is not obligated to accept the lowest or any other bids. The University reserves the right to reject any and all bids and to waive any informalities in the Proposals
22. Parking on WSU campus lots and structures are \$9.00/access. Contractor must build parking into their lump sum bid. There is no parking allowed on the malls.
23. Review Section 300 - Form of Proposal carefully and complete in its entirety to avoid disqualification, including our prequalification form.
24. Be sure to use the new form of proposal attached to the bottom of the minutes for your response.
25. Contractors who have withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years are not eligible to bid on this project.
26. Project hours of operation are 7:00am – 5:00 pm. Anything else requires advance notice and approval.
27. An FP&M led prequalification meeting may be held as soon as the first business day after bid openings. Contractors must be available. The Project Manager will coordinate the meetings.
28. Prequalification meeting includes information on the qualifications of management and supervisory personnel assigned to the project, a Schedule of Values from the Contractor, including a list of Contractor's subcontractors and other qualifications required by the documents. This information should include information on the contractor's and any subcontractor's access to labor necessary for contract performance.
29. If all aspects of the bid are in order, an unsigned contract will be given to the successful Contractor as soon as it's available. The Contractor has 5 business days to return the contract to the Project Manager for University counter signature. The contractor must also submit a Performance Bond as outlined above and a Certificate of Insurance in the same 5 business day period. In the event the Contractor fails to return the documents in this 5 day period, the University reserves the right to award the contract to the next most responsive bidder.

30. Permit requirements are the responsibility of the awarded contractor as listed in General Conditions, Section 700 Article 4.02.18.
31. Contractor must provide their own dumpster if needed, which must be rubber or plywood padded if placed on concrete. Location and duration must be coordinated with the project manager. Dumpster must be tagged with the name of your company clearly displayed. Any lawn damage must be restored.
32. OPTIONAL Site Visit (if needed): A Site visit has been scheduled. The site visit is **June 1, 2026 9:00 am**. Meet at Old Main, first floor elevator lobby – go thru the main doors facing Cass Ave.
33. Questions are due by **June 3, 2026** at 12:00 noon
34. Bids are due **by electronic submission** on no later than 2:00 p.m., **June 8, 2026**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **May 22, 2026**. **No public bid opening will be held.**
35. **Time of Completion:** The Contract is expected to be fully executed on or about 25 calendar days after successful bidder qualification and recommendation of award. The successful bidder (Contractor) agrees to start construction **immediately after** receipt of a fully executed contract and Purchase Order, and to complete the work as follows: Substantial Completion, and State Approved Inspections (if appropriate), no later than **August 15, 2026**.
36. This is an occupied area, awarded Contractor must be considerate of environment (noise, cleanliness, etc.)
37. **IMPORTANT- This is an addendum which MUST be acknowledged on your bid form**

Q1. Question:

Will these areas be vacant, or do we need to remove the furniture?

A1. Answer:

Contractors can work around the furniture or move it around the classroom/to the center of the room to complete the Scope of Work (SOW).

Q2. Question:

Do you know the height of the chairs? It appears the chairs are higher than the existing chair rails.

A2. Answer:

The tablet desk height for the classroom chairs will be 29". This is the wall height that should be protected by the new wall guard.

Q3. Question:

Signage is in the specs, but does not appear to be in the plans.

A3. Answer:

Room signage plans and schedules are included in this addendum as part of the base bid.

Q4. Question:

The specs mention determining the quantity of the molding/chair rail, but there is limited information available. How should we quantify this?

A4. Answer:

Existing chair rail is typically located on all classroom walls except the teaching wall, i.e. (2) side walls and (1) back wall. New wall guard is to be installed on these same walls. Reference furniture plans for teaching wall location (the wall toward which the classroom desks are facing).

Q5. Question:

Is there existing trim on the teaching wall?

A5. Answer:

No, there is currently no trim on the teaching wall.

Q6. Question:

When you look at the standard plans, are the walls a constant run or are they divided by windows?

A6. Answer:

The existing chair rail sits below the elevation of the window sills, and therefore is not interrupted by the windows.

Q7. Question:

What kind of hangers, patches, and paint need to be removed?

A7. Answer:

The typical classroom coat hangers are as pictured below:



Q8. Question:

What are the sizes/dimensions of the whiteboards that are being replaced? Also, the legends for M2 and M5 say the same thing—can you clarify?

A8. Answer:

Please refer to updated keynotes in the addendum drawings.

Q9. Question:

Is there a state permit required for the plumbing or lighting work?

A9. Answer:

No, the plumbing and lighting work do not require a state permit. However, a third-party inspector will be utilized. However, any city permits regarding street or sidewalk closure permits may be required and are the responsibility of the contractor.

Q10. Question:

Do we have any specs for the partitions?

A10. Answer:

Please refer to the specifications in the addendum.

Q11. Question:

Can you clarify the scope regarding the base bid and alternates?

A11. Answer:

The Base Bid will exclude lighting and electrical work. Alternate 1 will encompass the hallway lighting and electrical work.

Q12. Question:

Who is removing the furniture.

A12. Answer:

Furniture will be installed before the school year begins. Furniture will be removed by others.

Q13. Question:

For note W3, can you clarify which walls have the chair rail removed and replaced?

A13. Answer:

Please refer to Q4 / A4.

Q14. Question:

For note M1, can you provide approximate sizes for the window blinds or provide elevations?

A14. Answer:

Please refer to updated keynotes in the addendum drawings.

Q15. Question:

For note M2 & M5, can you please provide board sizes?

A15. Answer:

Please refer to updated keynotes in the addendum drawings.

Q16. Question:

For note C2, can you please provide a quantity of ceiling tile replacement which should be included in the bid?

A16. Answer:

Please assume 10% for each room with keynote C2 for bidding purposes.

We will require your lump sum proposals, vendor qualification questionnaire and your bid bond documents as a single PDF in your electronic submission.

All questions concerning this project must be emailed to: **Valerie Kreher**, Procurement & Strategic Sourcing. Email: rfpteam2@wayne.edu.

Bids are due **by electronic submission** on no later than 2:00 p.m., **June 8, 2026**. The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **May 22, 2026**.

Do not contact either FP&M or the Design Firm directly as this may result in disqualification of your proposal.

Thank you for interest shown in working with Wayne State University.

Valerie Kreher
Senior Buyer

cc: **Ron Khale** (Project Manager), Attendee list.

VENDOR NAME _____

GENERAL CONTRACT - PROPOSAL FORM

Sealed proposals for lump-sum General Contract will be received at the office of the Procurement & Strategic Sourcing **by electronic submission on June 8, 2026**, until 2:00 p.m. (local time). The link for bid submission will be posted with the bid details at <http://go.wayne.edu/bids> beginning **May 22, 2026**.

Please Note – Vendors must Pre-qualify themselves when responding to this bid opportunity. Our Prequalification questions can be found on page 4 of this section.

OWNER: Board of Governors
Wayne State University

PROJECT: Old Main Classroom & Science Hall Renovation 2026

PROJECT NO.: WSU PROJECT NO. 001-428506 & 005-428852

PROJECT TYPE: **General Work**

PURCHASING AGENT: **Valerie Kreher, Senior Buyer**
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3720
rfpteam2@wayne.edu

OWNER'S REPRESENTATIVE: **Ron Khale, Project Manager**
Design & Construction Services
Facilities Planning & Management
5454 Cass Avenue
Detroit, Michigan 48202

TO: Board of Governors
Wayne State University
Detroit, Michigan

PREBID MEETING: Did your company attend the **Optional** Pre-Bid Conference?
Yes _____ No _____

BASE PROPOSAL: The undersigned agrees to enter into an Agreement to complete the entire work of the **Old Main Classroom & Science Hall Renovation 2026** project (WSU Project No. **001-428506 & 005-428852**) in accordance with the Bidding Documents for the following amounts:

_____ \$ _____ Dollars

ALTERNATES: The following alternates to the base proposal(s) are required to be offered by the respective bidder. The undersigned agrees that the following amounts will be added to or deducted from the base bid as indicated, for each alternate which is accepted.

ALTERNATE NO. 1: The undersigned agrees to enter into an agreement to complete the Alternate # 1 work of the **Old Main Classroom & Science Hall Renovation 2026** project (WSU Project No. **001-428506 & 005-428852**) project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD _____ \$ _____
_____ Dollars

or
DEDUCT _____ \$ _____
_____ Dollars

WSU WAGES: Did your company quote based upon **Union or WSU Wage Rates** as required?
Yes _____ No _____

CONFLICT OF INTEREST:

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, explain below.

Yes _____ No _____

Are any immediate family members of any Officer, Owner or Partner in this company employees of Wayne State University? If Yes, explain below.

Yes _____ No _____

LAWN REPLACEMENT:

The undersigned agrees that, in the event of existing lawn or landscaping damage, due to the Contractor's work, that has not been properly addressed and repaired to the satisfaction of the University, the University may repair/replace the lawn and/or landscaping, and that the expense will be at a **unit cost of \$15.00 per square yard for lawn, and landscaping at a rate of 1.5 times the cost of said repairs**, the full cost of which shall be reimbursed by the contractor.

CONTRACT CHANGE ORDERS:

The undersigned agrees to the following pricing formula and rates for changes in the contract work:

Where changed Work is performed, the Contractor may add to the total estimated actual cost for such Work no more than ten (10%) for subcontractor mark-up and seven and one-half percent (7.5%) for self-performed trade work for profit, overhead, insurance, taxes, indirect supervision, bonds, and any other costs not allowed by section 4.02.01

Within 14 days of the project's contract execution Contractor shall provide to the Owner; Subcontractor's hourly labor rate breakdown details. This requirement shall extend to the lowest level of subcontractor participation.

* Job and general overhead includes supervision and executive expenses; use charges on small tools, scaffolding, blocking, shores, appliances, etc., and other miscellaneous job expenses.

** Net labor cost is the sum of the base wages, fringe benefits established by governing trade organizations, applicable payroll taxes, and increased expense for contractor's liability insurance (Workman's Compensation, P.L. and P.D.).

TIME OF COMPLETION:

The Contract is expected to be fully executed on or about 25 calendar days after successful bidder qualification and recommendation of award. The undersigned agrees to start construction **immediately after** receipt of a fully executed contract, and to complete the work as follows:

Substantial Completion will be completed no later than **August 15, 2026**.

LIQUIDATED DAMAGES:

It is understood and agreed that, if project is not completed within the time specified in the contract plus any extension of time allowed pursuant thereto, the actual damages sustained by the Owner because of any such delay, will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of the use of said project by Owner would be the sum of **\$500.00 per day**, and therefore the contractor shall pay as liquidated damages to the Owner the sum of **\$500.00 per day** for each day's delay in substantially completing said project beyond the time specified in the Contract and any extensions of time allowed thereunder.

TAXES:

The undersigned acknowledges that prices stated above include all applicable taxes of whatever character or description. Michigan State Sales Tax is applicable to the work. Bidder understands that the Owner reserves the right to reject any or all bids and to waive informalities or irregularities therein.

ADDENDA:

The undersigned affirms that the cost of all work covered by the following Addenda are included in the lump sum price of this proposal.

Addendum No.____Date_____ Addendum No.____Date_____

Addendum No.____Date_____ Addendum No.____Date_____

Addendum No.____Date_____ Addendum No.____Date_____

Addendum No.____Date_____ Addendum No.____Date_____

Addendum No.____Date_____ Addendum No.____Date_____

CONTRACTOR'S PREQUALIFICATION STATEMENT & QUESTIONNAIRE:

Our Minimum Requirements for Construction Bids are:

WSU considers this project: **General Work.**

Criteria	Small Project bid less than \$50,000	Medium Project bid between \$50,001 and \$250,000	Large Project bid between \$250,001 and \$2 million	Very Large Project bid greater than \$2 million
EMR Rating (Experience Modification Rating)	1.0 or Less	1.0 or Less	1.0 or Less	1.0 or Less
Bondable Vendor	N.A.	Required	Required	Required
Length of Time in Construction Business	2 Years	3 Years	5 Years	5 Years
Demonstrated Experience in Projects Similar in Scope and Price in the last 3 years	1 or more	1 or more	2 or more	3 or more
Unsuccessful Projects on Campus in last 3 years	None Allowed	None Allowed	None Allowed	None Allowed
Failure to comply with WSU Wage and/or Project Labor requirements	None Allowed	None Allowed	None Allowed	None Allowed
Withdrawn University Bid (with or without Bond forfeiture) within the last 3 years **	1 or less	1 or less	1 or less	1 or less
Company currently not in Chapter 11 of the US Bankruptcy Code	1 Year	2 Years	3 Years	3 Years

** Withdrawal of a bid is subject to the University suspension policy, for a period up to one year.

Contractors must complete the following information to determine their eligibility to participate in this bid.

This information is required with your Bid to the University

Failure to complete this form in its entirety will result in your bid being disqualified.

Check one of the following on the makeup of your company:

_____ Corporation

_____ Individual

_____ Partnership

_____ Joint Venture

_____ Other (Explain below):

Local, Michigan Based, and Small Business Spend: In addition, please let us know if any of the following apply to your company

- Detroit Based Company _____
- Metro Detroit Based Company _____
- Michigan Based Company _____
- Certified Small Business _____

A Certified Small Businesses are those that have registered as such with the US General Services Administration. Information on how to register can be found on their website at <https://www.gsa.gov/sell-to-government/step-2-compete-for-a-contract/certify-as-a-small-business>.

1. How many years has your organization been in business as a contractor? _____

2. How many years has your organization been in business under its present business name? _____

3. List states in which your organization is legally qualified to do business. _____

4. Provide the Name and Address of your Liability Insurance Carrier. _____

5. What is your current EMR Rating? _____

The minimum requirement is an EMR Rating of 1.0 or less for all projects. Bidders with a rating higher than 1.0 understand that their bid may be disqualified, at the sole discretion of the University.

6. What percentage of work performed on projects are by company employees; excluding any hired subcontracting and outsourced relationships, for the bid submitted? _____ %

7. What percentage of work performed on your company's behalf are by subcontracted business relationships; disallowing 1099 contracting work forces, for the bid submitted? _____ %

8. Have you ever failed to complete any work awarded to you? If so, attach a separate sheet of explanation. Include the name of the Project, the customer, the dates of the work, and the amount of the contract?

9. Have you withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years? If so, state the Project Name and Number, and the date of bid submission below.

10. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a construction contract? If so, attach a separate sheet of explanation.

11. List the construction experience of the principals and superintendents of your company.

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

12. List the construction Projects, and approximate dates, when you performed work similar in Scope to this project.

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

13. List the construction Projects, and approximate dates, when you performed work similar in Dollar Amount to this project.

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

Project: _____ Owner: _____

Contract Amount: _____ Date Completed: _____

14. Is your Company "bondable"? Yes _____ No _____

15. What is your present bonding capacity? \$ _____

16. Who is your bonding agent?

NAME: _____

ADDRESS: _____

PHONE: (_____) _____

CONTACT: _____

17. Does your company agree to provide financial reports to the University upon request? Failure to agree may result in disqualification of your bid? (select one): Yes _____ No _____
18. Does your company agree that all of the Terms and Conditions of this RFP and Vendor's Response Proposal become part of any ensuing agreement? (select one): Yes _____ No _____
19. Does your company agree to execute a contract containing the clauses shown in Section 00500 "Agreement between Contractor and Owner for Construction"? (select one): Yes _____ No _____

If "No", clearly note any exceptions to any information contained in the contract documents and include with your proposal. Otherwise, a "No" response without documentation will be considered a non-responsive proposal. In addition, any proposed exceptions may or may not be accepted by the University.

20. Does your company agree to comply with the University **Smoke and Tobacco Free Policies**? Yes _____
No _____

Note: Contractors submitting proposals for this project may, at the discretion of the University, be required to submit references including contact information to be used to assist in the post bid evaluation process for the subject project

ACKNOWLEDGEMENT OF MINIMUM QUALIFICATIONS:

The undersigned has read and understands the minimum qualifications for University construction projects, and has completed the Prequalification section completely and accurately. The undersigned understands that a contractor, who fails to meet the minimum qualifications **in the category identified for this project, will be disqualified from consideration for the project.**

ACCEPTANCE OF PROPOSAL:

The undersigned agrees to execute a Contract, being the Wayne State University standard form titled "Agreement Between Contractor and Owner for Construction" (see section 00500 of the bid documents), provided that we are notified of the acceptance of our Proposal within ninety (90) days of the date set for the opening thereof.

The undersigned below understands that the bid will be disqualified if the Prequalification information above is not completed in its entirety.

NAME OF COMPANY: _____

OFFICE ADDRESS: _____

PHONE NUMBER: _____ DATE _____

SIGNED BY: _____

Signature

(Please print or type name here)

TITLE _____

EMAIL ADDRESS: _____ @ _____

