



# WAYNE STATE UNIVERSITY

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 2019

Dear Vendors:

Wayne State University invites you to participate in the Request for Proposal process, for Professional Design Services for the Scott Hall Vivarium Updates, Project No. 612-302440.

Bidding documents may be obtained by vendors from the University Purchasing Web Site at [http://forms.procurement.wayne.edu/Building\\_Design.html](http://forms.procurement.wayne.edu/Building_Design.html), beginning **March 26, 2019**.

If you are interested in participating in this process, please use our online registration form at <https://forms.wayne.edu/5aa587e3de04c#form-9162>, no later than **March 29, 2019** by 5:00 p. m. Use this form to indicate your attendance at our mandatory Pre-proposal meeting to be held on, **April 1, 2019** at **10:00 a. m.** and your intent to submit a proposal for the services listed. To participate, it is **MANDATORY** that you and/or responsible representatives of your organization attend our pre-bid conference (Tour/Q & A session) to be held:

**April 1, 2019, 10:00 a. m.**  
Wayne State University  
Scott Hall – Room 1328  
540 East Canfield  
Detroit, MI 48201

The balance of the Calendar of Events is as follows:

Issue RFP	<b>March 26, 2019</b>
Mandatory Pre-Bid Conference	<b>April 1, 2019, 10:00 a.m.</b>
Secondary walkthrough	(if needed) To be determined at the conclusion of the pre-bid conference, by those in attendance
Deadline for Questions	<b>April 8, 2019, 12:00 noon</b>
Receipt of Bids	<b>April 15, 2019, 2:00 p.m.</b>
Award of Contract	25 calendar days after successful bidder qualification and recommendation of award.
Substantial Completion	<b>TBD</b>

**Vendors who would like to participate in the pre-bid meeting via Conference Call, may do so via the conference number: 712-770-4010 (access code 670 826)**

For your convenience a map of the University and appropriate parking lots can be downloaded and printed from: <http://campusmap.wayne.edu/>. Guest parking in any of the University student and guest lots is **\$8.00**. A detailed list of Cash & Coin operated lots can be viewed at [http://procurement.wayne.edu/cash\\_and\\_credit\\_card\\_lots.php](http://procurement.wayne.edu/cash_and_credit_card_lots.php). Cash lots dispense change in quarters. Due to time constraints, Vendors are encouraged to avoid parking at meters on the street.

Sealed proposals will be received at the office of the Procurement & Strategic Sourcing **by electronic submission on April 15, 2019, until 2:00 p.m. (local time)**. The link for bid submission will be posted with the bid details at [http://forms.procurement.wayne.edu/Building\\_Design.html](http://forms.procurement.wayne.edu/Building_Design.html), beginning **March 26, 2019**.

Should you have any questions or concerns about this invitation, please contact me at **(313) 577-3712**. Thank you for your interest in doing business with Wayne State University.

Sincerely,

Robert Kuhn, Sr. Buyer

Cc: T. Alan Gigliotti, Project Manager  
Fran Ahern, Sr. Director, FP & M  
Ken Doherty, AVP Procurement

Sincerely,

Robert Kuhn, Sr. Buyer

Cc: Omar Alhyari , Project Manager  
Kim Toby – Tomaszewski, Sr. Buyer

Attachment