**XII Construction Delivery Methods**

Although Wayne State University is autonomous for the majority of the construction projects it completes, many projects require review by the State. The two situations are for non-state funded projects over $1,000,000 or for classroom/assembly buildings which require sealed documents.

**a) Time and Materials ( Mark, Bill )**

**What Is It?**

* Time and Material subcontractors are used to execute small projects under preferred vendor relationships.
* See the TMA handbook for this process.

**b) Short Form/No Contract PO**

**What Is It?**

**Who Is Involved?**

**How/Process**

**Checklist**

**Timeline Considerations**

**Forms**

**Filing**

**c) Bidding ( with an RFP) Nancy**

**What Is It?**

* Public bid package released by Purchasing Department. Requires detail from project manager and bid drawings and specifications from design consultant

**Who Is Involved?**

* Design consultant
* Procurement
* Project Manager

**How/Process**

* Complete bid matrix and send to Purchasing and request a purchasing agent be assigned.
* Purchasing prepares RFP document ( “front end” ) and sends to PM for review/edit
* PM sends edited RFP document, drawings and specs from consultant to Purchasing for public distribution
* PM coordinates pre-bid walkthrough time/date with Purchasing and design consultant
* PM coordinates to send bidders questions to consultant and provide responses, drawings, additional specs etc to Purchasing to publish in addendum
* Bids are opened at Purchasing – PM may attend to collect F P & M copies of bids and bid tab
* No public bid opening. Results are posted on Purchasing website after a contract has been awarded

**Checklist**

* Consultant’s documents must be combined into one pdf (drawings) and one pdf (specs).
* In pre-bid walkthrough – questions answered verbally are not “officially” answered. Questions must be submitted in writing to obtain “official” response to ensure that all bidders receive the same information.
* Do not advertise security scope drawings in a general bid package. Obtain pricing for security work once base construction bid has been released. Release bid documents to security vendors only to contain the recipient list of folks who will see the drawing to keep university security information reasonably secure.

**Timeline Considerations**

* Allow at least 3 weeks for a bid package to be advertised, a prebid walkthrough to be scheduled
* Allow time for Purchasing to post documents – don’t expect that they can post the same day they receive them. Give them at least 24 hour notice.

**Forms**

* Purchasing bid matrix located in the Toolbox.

**d) Construction Management (Nancy, Jason, Chrystal)**

**What Is It?**

* PM works with purchasing to advertise RFP for Construction Manager so we can get construction folks in the project in the early stages of design to assist in estimating. The construction manager works with the consultant during SD, DD phases develop a Gross Maximum Price (GMP) which will be the contract price of construction. Construction manager receives a management fee per their bid proposal for their services/estimating during the SD and DD phases.
* Construction Manager solicits bids and awards contracts.

**Who Is Involved?**

* Design consultants
* Purchasing
* Construction Manager
* PM

**How/Process**

* PM and other stakeholders are involved in the SD and DD phases with the consultant to determine final design & cost. CM provides ongoing cost estimate updates during design process until GMP is finalized
* CM attends all meetings from SD phase until closeout.
* PM attends post-bid interviews with CM and reviews contracts prepared by the CM before they are finalized
* During construction PM tracks within the GMP price and reviews/approves spending of CM’s project contingency. If cost goes over GMP a change order will be required via the change order process.

**Checklist**

* CM contract is different from GC contract - review the contract and understand the differences.

**Timeline Considerations**

* Involve the CM in the process as early as possible.

**Forms**

* CM contract is locked ask the director of major capital construction of the associate vice president to the document.
* GMP Tracking spreadsheet

**e) Construction by Tenant**

**What Is It?**

* Lease space on campus may be built out by the tenants who signed leased with Business Operations. Tenants are responsible for improvements of their assigned lease space. D&CS is responsible to oversee the design and construction process including requesting the State to inspect the construction. e **Construction by Tenants within WSU Owned Buildings document,** referenced within the Tenant lease agreement, outlines the process.

**Who is involved?**

* Business Operations.
* The Tenant of the Retail Space.
* Tenant’s Designer.
* State of Michigan Bureau of Construction Codes SOM BCC
* State of Michigan Bureau of Fire Services (BFS).
* Office of Risk Management (for insurance and when Authority Having Jurisdiction)
* Office of Environmental Health & Safety (Health Department)
* Facilities Operations.
* Independent Electrical Inspector

**How/ Process**

* Business Operations is involved with lease of space to Tenants.
* The Tenant is responsible to retain design services and provide design documents that meet WSU Design Standards for their build out of the space.
* Business Operations requests PM via the work order system to coordinate the Tenant Build.
* The PM reviews scope of the Tenant work to determine if the project needs to go to the SOM BCC and BFS.
* PM contacts BCC and BFS by phone to introduce the Retail projects. Identify potential pull ahead work, demolition and minor construction ahead of plan review.
* PM to write a letter to SOM BCC identifying the project name, owner, and designer requesting SOM plan review and inspection (see sample document xxx) for all projects no matter who is the AHJ. The SOM BFS is copied on this request letter when they are the AHJ.
* Design documents are forwarded to the SOM by the tenant’s design consultant for review by BCC. This is true when WSU is the AHJ as well as when the State is.
* The PM includes Facilities Operations, ORM, and OEH&S.(form 3) in the drawing review.
* Final construction drawings are completed by the tenant’s design consultant based upon these review comments and are then sent to the SOM BCC and BFS. The contractor(s) are responsible for permitting (form 4).
* For very small projects, the independent electrical inspector and the pipefitters are the inspecting authority.
* Final Certificate of Occupancy is either provided by SOM BFS (form 5) or by WSU ORM (form 6).

\*\****Note: Tenant is responsible for incorporation of any review comments into the work/ re-work cost if necessary.***

**Checklist**

* A checklist identifying all items required by tenant construction in WSU Owned Buildings is identified for reference.

**Timeline Considerations**

* Allow 6 -8 weeks for plan review/ submission to State of MI. .

**Forms**

* Form 1 – Tenant Construction in WSU Owned buildings.
* Form 2 - SOM BCC and BFS project announcement.
* Form 3 - SOM BCC request for assistance.
* Form 4 – Plan review forms, DCS/ ORM/ OEH&S
* Form 5 – BFS Final Occupancy.
* Form 6 – ORM Final Occupancy.
* Form 7 – Checklist for Construction by Tenant
* Sample letter