

**GST MICHIGAN WORKS!  
SHIAWASSEE SERVICE CENTER  
REQUEST FOR PROPOSALS (RFP)**

**PROPOSALS MUST BE SUBMITTED NO LATER THAN 4:00 P.M. EASTERN TIME  
ON FRIDAY, DECEMBER 8, 2017**

**PROPOSAL FORMAT AND ORDER SHOULD FOLLOW THE RFP FORMAT AND  
ORDER EXACTLY (SECTION BY SECTION, QUESTION BY QUESTION, IN THE  
SAME ORDER AS IT APPEARS IN THIS RFP).**

Supported by the State of Michigan. An Equal Opportunity Employer/Program. A proud partner of the American Job Center Network. Michigan Relay Center: 711. Auxiliary aids and services are available upon request to individuals with disabilities.

## **Background and General Information:**

GST Michigan Works! (GSTMW) is issuing a Request for Proposal (RFP) for a Service Center in the Owosso/Corunna area of Shiawassee county. GSTMW may or may not award a lease.

GSTMW is a federal and state grant-funded organization. Its major purpose is to strengthen the regional economy 1) by assisting employers in finding and retaining qualified employees, and 2) by assuring the labor force meets the needs of employers. GSTMW is seeking office space for a Service Center. The primary purpose of the service center is to provide labor exchange and workforce development services for employers and job seekers.

The facility shall be procured on an open and competitive basis. The GSTMW Workforce Development Board shall select the bidder whose proposal is responsive to the RFP and is most advantageous to GSTMW in terms of price, quality and other factors specified in the RFP. A proposal must clearly set forth all responses in the format required by the RFP in order to be considered. Any and all proposals may be rejected in whole or in part. GSTMW reserves the right to rescind this RFP in whole or in part. GSTMW shall not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFP or in deciding not to respond.

The purpose of this RFP is to procure a lease for a Service Center with office space. The successful bidder will work closely with GSTMW and obtain GSTMW's approval before proceeding with the final design and development of the facility. Accordingly, the final design may be significantly different from the proposal submitted by the successful bidder. Final lease costs will be based on the agreed upon final design.

To ensure the integrity of this procurement, bidders shall make special efforts to prevent fraud and other abuses. Fraud includes deceitful practices and intentional misconduct such as willful misrepresentation. "Abuse" is a general term that encompasses improper conduct that may or may not be fraudulent in nature. While federal legislation is not specific, possible problem areas could include the following: conflict of interest, kickbacks, bribes, nepotism, political patronage, political activities, and sectarian activities. Bidders that are found to violate the abuse standards will be disqualified. Bidders are required to report immediately any violations in these areas or in problem areas that may later be defined.

Any bidder that attempts to exchange information with any other potential bidder for the purpose of gaining competitive advantage shall be subject to disqualification and possible criminal prosecution. In addition, any bidder who attempts to discuss its proposal with, or offer anything of value to any GSTMW officer, director, staff person, agent or representative during this procurement process, shall be subject to disqualification and possible criminal prosecution. These provisions do not prohibit potential bidders from seeking and joining with subcontractors or partners in making the proposal. All partners and subcontractors must be clearly identified in the proposal. Likewise, these provisions do not prohibit communication between GSTMW and any bidder that is determined by GSTMW to be necessary as part of the procurement process.

GSTMW operates an equal opportunity procurement process. Proposals from small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged. Upon request, GSTMW shall make this RFP available in large print or alternative format to individuals with disabilities. TTY:711.

The successful bidder shall be required to comply with all applicable federal and state laws prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, genetics, familial status, veteran status, height, weight, arrest without conviction political affiliation or belief, or any characteristic or activity protected by Federal or State laws and regulations.

**Questions:**

RFP questions may be addressed to [hbrown@gstmiworks.org](mailto:hbrown@gstmiworks.org). All questions should be emailed by November 17, 2017.

**Selection Process:**

All proposals must be submitted in a sealed envelope or package, labeled "SHIAWASSEE SERVICE CENTER PROPOSAL", and addressed to

GST Michigan Works!  
SERVICE CENTER PROPOSAL  
711 North Saginaw Street  
Suite 300  
Flint, MI 48503  
Attention: Helen Brown

**In order to be considered, the bidder must submit one original and two copies of the proposal so that they are received by GSTMW by 4:00 P.M. Eastern Time on Friday, December 8, 2017 and must be signed by a person with authority to bind your organization in contract. Faxed or emailed proposals will not be eligible for funding.**

**Termination Prior to Completion:**

GSTMW reserves the right to terminate its commitment to enter into a lease if the successful bidder fails to make sufficient progress toward completion of the Service Center, if the successful bidder cannot comply with GSTMW's design requests, or if GSTMW receives funding reductions which make the proposed Center unfeasible. The determination of the sufficiency of grounds for termination under this clause shall be within the sole discretion of GSTMW.

## **Appeal Process:**

By submitting a proposal, a bidder agrees to use the GST Michigan Works! Grievance Procedure if it wishes to challenge the decision of the Boards, or any part of the procurement process. The Grievance Procedure allows appeal to the Workforce Development Agency (WDA). A copy of the Grievance Procedure is available at GSTMW's website: <http://gstmiworks.org/>

## **Specifications:**

GSTMW shall not pay the successful bidder for development or construction of the facility. Instead, the successful bidder will charge a reasonable rent to GSTMW (or other designated tenants) once it takes possession on or around August 1, 2018.

Our current assumptions have resulted in the following preliminary specifications:

We estimate that the facility will total approximately **14,000** square feet. We recognize, however, that square footage presented in your proposal may differ. The proposal should incorporate these numbers on a usable and rentable basis. Usable square footage measures the actual area of a floor or an office suite. It is the space required to house personnel and furniture. "Rentable" square footage measures the tenant's pro-rata share of the entire office building floor of occupancy.

This GST Michigan Works! Shiawassee Service Center will have an average of 75-120 visitors per day.

The office space and the perimeters (internal and external) must adhere to all American With Disabilities (ADA) specifications including power doors, accessible doorknobs, parking, entrance approaches, drinking fountains, etc. Public doors must have barrier free openings. The space should be ground level or accessible by elevator.

Proposals on office space will be accepted for a variety of office space layouts as long as they meet the below, general requirements:

1. Approximately 14,000 sq. feet with space allocated for:
  - 12 cubicle computer area for public use
  - 20-25 staff offices/cubicles
  - Reception area
  - Flexible space for workshops/classes/conference center
  - Space for 2 computer labs (14-16 computers)
  - Staff break area
  - Storage areas
  - Temperature controlled telecommunications room
2. An ADA restroom(s) must be available within the suite.

3. High speed internet accessible. Ethernet wiring throughout the building would be desirable.
4. Office mechanical closet – to house phone equipment, computer network, etc. must be temperature controlled and ventilated.
5. Parking for approximately 55 vehicles with adequate parking for persons with disabilities. Parking spaces must be dedicated to this office space.
6. Allow for high visibility exterior signage. Any signage restrictions must be noted in the proposal.

The Service Center will be for general office use and any other legally permitted uses compatible with a first-class office building. The facility must meet all local ordinances.

Service Center location must be on major road in Shiawassee county. The location must:

- a. Be easy for job seekers to find;
- b. Be easily accessible by vehicle traffic at all times of day and in all seasons;
- c. Be easily accessible by job seekers using the bus routes;
- d. Provide high visibility and allow for Michigan Works! signage;
- e. Accessible for people with disabilities.

GSTMW shall be the judge as to whether a proposed location satisfies these criteria.

GSTMW shall have access to the parking facilities, building and premises twenty-four (24) hours per day, seven (7) days per week at no extra cost.

GSTMW will consider either new construction or renovation of an existing facility.

**Utilities:** Bidders must specify whether the proposed lease cost includes utilities. If it does not, the bidder should describe how utilities will be handled. The facility must have excellent internet capability.

**Carpeting and/or Flooring:** Carpeting and flooring is to be included in the proposed lease cost, and described in the proposal.

**Heating, Ventilation, and Air Conditioning (HVAC):** GSTMW requires HVAC. In your proposal, attach HVAC specifications and the basis upon which consumption is calculated (metering, survey, etc.). The type of system and its benefits should also be referenced.

**Accessibility Compliance:** The Service Center and parking facilities must be accessible to persons with disabilities in compliance with all federal and state requirements. The successful bidder shall indemnify and hold GSTMW harmless from any and all costs and liabilities arising out of noncompliance by the building and parking facilities.

**Facility Maintenance:** The proposal must describe landlord and tenant responsibilities regarding janitorial services, repairs and/or maintenance of the premise including parking lot

maintenance. This includes but is not limited to snow removal, salting of walkways, trash removal and grounds maintenance.

**Renovations and Build-Outs:** All costs of necessary renovations and/or build-outs shall be born by the successful bidder.

**Lease Terms and Options:** Lease terms are negotiable. GSTMW anticipates the lease would include a 3-year lease, with the option to renew for an additional three years. GSTMW is funded by federal and state grants. A cancellation clause in the case of loss of funding will be required. GSTMW shall be granted a right of first refusal for all contiguous space on the adjoining offices during the term of the lease and any renewals thereof, and have the right to acquire same at the terms and conditions offered to a bona fide third-party prospect with GSTMW having thirty (30) days prior written notice to obtain or reject said space.

**Proposal Instructions and Format:**

1. Bidders must respond completely and accurately to all questions and other items calling for information. Failure to do so will subject the proposal to disqualification.
2. Bidders must adhere strictly to the proposal instructions and format. Failure to do so will subject the proposal to disqualification.
3. All information must be presented in the space provided unless otherwise specified.
4. All information, other than drawings, floor plans, and copies of documents, must be in Microsoft Word format. Potential bidders will be able to download the RFP from the GSTMW website: [www.gstmiworks.org](http://www.gstmiworks.org)
5. The following parts specifically require responses and/or signatures from the bidder:
  - Cover Sheet (Note: signature required)
  - Part I Proposal Offerer Information
  - Part II Contract Requirements (Note: signatures required)
  - Part III Facility Lease Proposal Narrative Instructions
  - Part IV Lessor Administrative Background Questionnaire and Instructions
6. The narrative must not exceed 12 double-spaced pages.
7. If the bidder desires, it may attach letters of reference.
8. GSTMW expects innovation and creativity in developing the proposal.

**USE THIS SHEET AS YOUR PROPOSAL COVER SHEET**

**MICHIGAN WORKS!  
SERVICE CENTER FACILITY**

**SHIAWASSEE SERVICE CENTER  
PROPOSAL**

The Certification Statement below must be signed by an official authorized to bind the Offeror in contract.

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(Official Name of Organization Submitting Proposal)

does hereby accept all the terms and conditions of the Request for Proposals (RFP), including the RFP stipulations. The bidder also certifies that the information in this proposal is correct to the best of its knowledge and belief and the filing of this proposal has been fully authorized by the organization submitting the proposal.

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Signature

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Printed Name

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Position Title

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Date

**PART I  
PROPOSAL OFFERER INFORMATION**

**GENERAL INFORMATION**

1. Official Name of Bidding Organization: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Contact Person  
Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Fax Number: \_\_\_\_\_
4. Name and Position/Title of Person(s) Authorized to Sign Contract:  
\_\_\_\_\_  
\_\_\_\_\_
5. Type of Organization:      Private for Profit              Private Non-Profit  
                                   Public Government            Other (specify) \_\_\_\_\_

**SUMMARY INFORMATION**

1. Total Rent for the proposed Service Center including parking facilities (In the space provided, describe proposed term of lease, payment structure, and amounts of rent. This information should be based on the information in the RFP, and the bidder's proposal in response. State whether costs such as utilities, maintenance, taxes, insurance and common area maintenance, etc. will be included in the rent or whether those will be costs to GSTMW that are in addition to the rent. GSTMW understands that it is subject to change based on agreed upon final design, development, and construction.):



## **GSTMW BOARD MEMBERS AND STAFF**

The GSTMW Staff and Board Members are listed below. In the space provided, indicate and describe any business, employment, or family relationships your organization or any staff members of your organization may have with any GSTMW Board Members or staff. In addition, indicate any such relationships with any elected official of Genesee, Huron, Lapeer, Sanilac, Tuscola, and Shiawassee Counties. Attach additional pages if necessary. If none, indicate by “N/A”.

### Workforce Development Board:

Jim Zulauf
Brenda Hinds
Leanne Panduren
Kyle McCree
Clarence Pierce
Dr. Jawad Shah
John Shelter
Pete Batistoni
Dennis Collison
Mark Ransford
Scott Turner
Harold Harrington
Gerald Kariem
Howard Hipes
Jeff Deason
Tiffany Campbell
Annette Schlaud
Wen Hemingway
Glenda Dunlap
Tracie Lewis-Jennings
Sandi Mose
Maggie Sayles

Governing Board:

Tom Young
John Bodis
Cheryl Clark
Steve Vaughn
John Hoffmann
Bob Conely
Bryant Nolden
Ellen Ellenburg
Matthew Bierlein
Gary Roy
Gary Holzhausen
Dan McMaster

GSTMW Staff:

Deb Aleck
John Anderson
Jessica Billiau
Sharon Bowen
Helen Brown
Craig Coney
Kelly Cook
Sherry Goble
Jessica Hunt
Louann Hurley
Jody Kerbyson
JulAnn Kuenzli
Jerome Lewis
Angela Libkie
Mary Lorah-Hammond
Carol Palmer
Wendy Paxton
Greg Rancour
Rochelle Rich
Dave Rose
Brenda Thomas

Relationships:

**PART II  
CONTRACT REQUIREMENTS**

**CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,  
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (2) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (2) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Agency/Organization

\_\_\_\_\_  
Typed Name and Title of Certifying Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY, VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, 2 CFR Part 200.205(d). The regulations were published as Federal Acquisition Regulations (FAR) 521.209-5.

- (2) The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  
- (2) Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Agency/Organization

\_\_\_\_\_  
Typed Name and Title of Certifying Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PART III  
FACILITY LEASE PROPOSAL NARRATIVE INSTRUCTIONS**

**NARRATIVE FORMAT / STYLE REQUIREMENTS:**

1. Double-spaced
2. Use 12-point font
3. Limit response to a maximum of 12 pages

**PLEASE NOTE:** Any proposal with a narrative longer than 12 pages and/or not double-spaced and set in a 12-point font will automatically be disqualified from consideration.

**A. SUMMARY**

1. Provide a concise one-page summary of the proposed full-service center site.

The summary should give a description of the proposed site and what is included with the site. This should be written in terms that someone with no understanding of building design could understand.

**B. LEASE REQUIREMENTS RESPONSE**

1. Discuss, point by point and in order, how the proposed lease/facility either meets, exceeds, or falls short of the requirements set forth in this RFP. If you are proposing the renovation of an existing structure, include any history of problems (e.g. plumbing, lead, underground tanks, asbestos, heating, flooding, etc.) and any limitations presented by the proposed building. Indicate if there is no such history or limitations. If you are proposing new construction or renovation of the exterior of an existing structure, describe the building exterior. Attach the following (these attachments will not count against the 12-page limit):
  - Draft relief drawings of the exterior if proposing new construction or exterior renovations.
  - Draft floor plan.
  - Copy of the proposed lease boilerplate language.

**C. QUALIFICATIONS AND EXPERIENCE**

1. Discuss your qualifications and experience in developing office sites.
2. Describe your ability to customize the proposed site to meet the specific needs of GSTMW.

**D. BUILDING FACT SHEET**

1. Attach a building fact sheet to include (does not count against the 12-page limit):
  - Legal name of ownership
  - Total usage and rentable square footage
  - Total number of parking spaces
  - Building construction
  - Building contractor
  - Architect
  - Mechanical engineer

- Completion date
- Percentage of building leased and occupied
- Major tenancies

**The remainder of this page was left blank intentionally.**

**PART IV  
LESSOR ADMINISTRATIVE BACKGROUND QUESTIONNAIRE AND INSTRUCTIONS**

**A. FINANCIAL STABILITY / ABILITY TO PERFORM**

Attach a description, including documentation, of your organization's financial situation illustrating its ability, from a financial perspective, to complete this project in a timely manner and fulfill its responsibilities as landlord.

**B. MANAGEMENT**

1. Indicate your experience over the past four years in reference to the following items.

Yes    No

- |                          |                          |    |   |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a. | Investigations of fraud, abuse, conflict of interest; political activities, nepotism, or any criminal activities. |
| <input type="checkbox"/> | <input type="checkbox"/> | b. | Default or breach of contract or lease.   |
| <input type="checkbox"/> | <input type="checkbox"/> | c. | Cancellation or nonrenewal of contract or lease due to non-performance or poor performance.                       |
| <input type="checkbox"/> | <input type="checkbox"/> | d. | Bankruptcy or receivership by your organization, or by a parent or predecessor of your organization.              |

2. If "yes" was checked for any of the above items, attach additional sheets that provide the following information:

- a. Date item checked was initiated;
- b. Party or parties involved;
- c. Brief description of the circumstances;
- d. Final disposition and date;
- e. Brief explanation of whether the matter is still pending, and if so the status.

Failure to include the above information or to omit relevant information will be grounds for not awarding a contract or canceling a contract/lease.

Additional Information.

### Service Center RFQ/P Evaluation

Item	Scale	Rating	Comments
Meet overall specifications	20		
Rent – Question 1 (page 8)	20		
Availability – Timing - Questions 2 & 3 (page 9)	20		
Location <ul style="list-style-type: none"> <li>• Service Center location must be on major road in <u>Shiawassee County</u>;</li> <li>• Be easy for job seekers to find;</li> <li>• Be easily accessible by vehicle traffic at all times of day and in all seasons;</li> <li>• Be easily accessible by job seekers using the bus routes;</li> <li>• Provide high visibility and allow for Michigan Works! signage;</li> <li>• Accessible for people with disabilities.</li> </ul>	20		
Property Condition	10		
Favorability of lease terms	10		
Total	100		