



**REQUEST FOR PROPOSAL FOR
Owosso Service Center Space
FOR FISCAL YEAR 2024-2029**

PROPOSALS SHOULD BE DIRECTED TO:

**GST Michigan Works!
SERVICE CENTER PROPOSAL
711 N. Saginaw Street, Suite 300
Flint, MI 48503
Attention: Sharon Bowen**

Supported by the State of Michigan. GSTMW materials and programs paid for with State and Federal funds. Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-285-9675 TTY: 711. A proud partner of the American Job Center Network.

Background and General Information:

GST Michigan Works (GSTMW) is a special unit of local government, which all together serves as the Michigan Works! Agency for Genesee, Huron, Lapeer, Sanilac, Shiawassee, and Tuscola counties. GSTMW is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The agency employs approximately 56 people. A 21-member volunteer Board of Directors governs it. Administrative offices and all records are located at 3270 Wilson Street, Marlette, MI 48453. Additional offices are listed on our website.

GSTMW is issuing a Request for Proposal (RFP) for a Service Center in the Owosso 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. It assists employers in finding and retaining qualified employees and, by assuring the labor force meets the needs of employers. The purpose of the service center is to provide labor exchange and workforce development services for employers and job seekers. GSTMW is seeking office space for a Service Center in Shiawassee County.

The facility will be procured on an open, competitive basis. The GSTMW Governing Board will select the bidder whose proposal is responsive to the RFP and is most advantageous to GSTMW in price, quality and other factors specified in the RFP. A proposal must set forth all responses in the format required by the RFP 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 part. GSTMW will not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFP.

The purpose of this RFP is to obtain a lease for a Service Center/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 must 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 fraud or abuse standards will be disqualified. Bidders must report immediately any fraud or abuse violations.

Any bidder that attempts to exchange information with any other potential bidder to gain competitive advantage will be subject to disqualification and possible criminal prosecution. 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, will 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 identified in the proposal. These provisions do not prohibit communication between GSTMW and any bidder that GSTMW determines to be necessary as part of the procurement process.

GSTMW operates an equal opportunity procurement process. GSTMW encourages proposals from small, minority and/or female owned businesses. Upon request, GSTMW will make this RFP available in large print or alternative format to individuals with disabilities. TTY:711.

The successful bidder must comply with all applicable federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, height, weight, martial familial or veteran status, genetics, disability, political affiliation or belief or any other protected category.

Questions

Send RFP questions to Sharon Bowen at sbowen@gstmiworks.org by May 31, 2024.

Selection Process:

Proposals may be submitted via email or by US Postal Service to: sbowen@gstmiworks.org

or:

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GSTMW will consider proposals received by 5:00 P.M. Eastern Time on Friday, June 14, 2024. Proposals must include an original copy and must be signed by a person with authority to bind your organization in contract. Proposals mailed to other GSTMW locations will not be considered.

Termination Before Completion

GSTMW reserves the right to end its commitment to enter into a lease if the successful bidder fails to make enough progress toward completion of the Service Center, if the successful bidder cannot follow 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 will 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. A copy of the Grievance Procedure is available at GSTMW's website: <http://gstmiworks.org/>

Notification of Award

It is expected that a decision selecting the responder will be made within (6) weeks of the closing date for the receipt of proposals.

Specifications

GSTMW will not pay the successful bidder for development or construction of the facility. The successful bidder will charge a reasonable rent to GSTMW (or other designated tenants) once it takes possession. Our current assumptions have resulted in the following preliminary specifications:

We estimate that the facility will be approximately 10,000 - 14,000 square feet. We recognize 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! Service Center will have an average of 75-100 visitors per day. The office space and the perimeters (internal and external) must adhere to all American With Disabilities (ADA) specifications. The space must include power doors, accessible doorknobs, parking, entrance approaches, drinking fountains, etc. Public doors must have barrier free openings. Ground level space is preferred.

GSTMW will accept proposals for a variety of office space layouts as long as they meet the below, general requirements:

10,000 to 14,000 sq. feet with space allocated for:

- 12 cubicle computer area for public use
- 20-25 staff cubicles
- Reception area
- Flexible space for workshops/classes
- Staff break area
- Storage areas
- Restrooms (Preference is for staff restroom facilities within the suite)

High speed internet access. Ethernet wiring throughout the building would be desirable.

Office mechanical closet – to house phone equipment, computer network, etc. must be well ventilated.

Dedicated parking for approximately 55 vehicles with adequate parking for persons with disabilities.

Allowance for high visibility exterior signage. Note any signage restrictions in the proposal.

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

The Service Center location must be on a major road in Owosso. The location must:

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

GSTMW will judge whether a proposed location satisfies these criteria.

GSTMW must have access to the parking facilities, building and premises twenty-four (24) hours per day, seven (7) days per week.

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 calculated.

Carpeting and/or Flooring

Carpeting and flooring are 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, list HVAC specifications and the basis upon which consumption is calculated (metering, survey, etc.).

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 about janitorial services, repairs and/or maintenance of the premise, including parking facilities. This includes but is not limited to snow removal, salting of walkways, trash removal and grounds maintenance.

Renovations and Buildouts

All costs of necessary renovations and/or buildouts will be borne by the successful bidder.

Lease Terms and Options

Lease terms are negotiable. GSTMW anticipates the lease would include a term of at least five years, with a five-year renewal. 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 Evaluations

GSTMW will evaluate the proposals based on the following criteria.

1. Meets overall specifications – 20 points
 - Property condition
 - Favorability of lease terms
2. Rent – 20 points
 - Square footage
 - Price
3. Availability and Functionality – 20 points
4. Location – 20 points
 - On a major road
 - Easy for job seekers to find
 - Easily accessible by vehicle traffic at all times of and in all seasons
 - Easily accessible by job seekers using the bus routes
 - Provides high visibility and allows for Michigan Works! signage
5. Parking - 10 points
6. ADA Accessibility – 10 points

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 to the proposal instructions and format. Failure to do so will subject the proposal to disqualification.
3. The following parts need responses and/or signatures from the bidder:
 - Cover Sheet Note: signature is required
 - Part I Proposal Offerer Information
 - Part II Conflict of Interest Form

USE THIS SHEET AS YOUR PROPOSAL COVER SHEET

**GST MICHIGAN WORKS!
SERVICE CENTER PROPOSAL**

The official authorized to bind the organization must sign below:

(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 authorized by the organization submitting the proposal.

Signature

Printed Name

Position Title

Date

CONFLICT OF INTEREST FORM - GSTMW BOARD MEMBERS AND STAFF

Please see the list of GSTMW Board and staff members 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. Indicate any such relationships with any elected official of Genesee, Huron, Lapeer, Sanilac, Shiawassee, and Tuscola counties. If none, indicate by "N/A."

Workforce Development Board:

Avendt, Scott
Baird, Rick
Batistoni, Pete
Brinkman, Mary
Collison, Dennis
Ernst, Matt
Fountain, Samantha
Gasso, Rochelle
Gaudet, Dan
Hipes, Howard
Kunisch, Chuck
Lewis, Seth
Lewis-Jennings, Tracie
Mose, Sandi
Nas, Paula
Panduren, Leanne
Prill, Yvonne
Rogers, Lisa
Shelton, Mary
Sheppard, Daniel
Turner, Rafael

Relationships:

Governing Board:

Avery, James
Babcock, Mary
Ballard, Roger
Brodeur, Greg
Ellenburg, Ellen
Haggadone, Brad
Howell, Gary
Lutz, Bill
Moody, John
Talaski, Todd
Webster, Marlene
Young, Tom

Relationships:

GSTMW Staff:

Aleck, Deb	Motter, Laura
Barry, Ray	Nowicki, Deborah
Beattie, Scott	Olson, Sarah
Bigelow, Wanda	Palmer, Carol
Billiau, Jessica	Paxton, Wendy
Bowen, Sharon	Peabody, Roman
Burns, Jessica	Polmanteer, Stephanie
Byrnes, Holly	Powell, Heidi
Condra, Elizabeth	Preston, Eldon
Cook, Kelly	Rak, Tonya
Diegel, Tori	Quillen, Stacie
Grant, Cheryl	Rambow, Treva
Gudzikowski, Kaydee	Rancour, Greg
Harper, Nancy	Reynolds, Roy
Hernandez-Rodriguez, Maria	Rich, Rochelle
Howard, Regina	Ritchie, Jennie
Jeffery, Marcie	Ritz, Dannelle
Kerbyson, Jody	Rock, Sheila
Kuenzli, JulAnn	Sadler, Bart
Latham, Erich	Schornack, Angel
Leslie, Kathy	Schueler, Christian
Libkie, Angela	Thornthwaite, Cindy
Lindsey, Ryan	Thrall, Amanda
Lorah-Hammond, Mary	Tiedeman, Tara
McGee, Michael	Watson, Shakesha
McGrandy, Shawn	Woodruff, Kathleen
Mendez Conroy, Wendy	Young, Stephon
Morehead, Roxanne	Zambron, Cindy

Relationships: