



Michigan Works! Southeast
SERVICE CENTER LEASE

REQUEST FOR PROPOSALS (RFP)

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).

Background and General Information:

Michigan Works! Southeast (MWSE) is issuing a Request for Proposal (RFP) for office space for a service center in Livingston County, preferably in Howell or Brighton. MWSE is currently on a month-to-month lease, so space does not have to be available immediately and some time for renovation/alterations to sites is allowed.

In August, 2015, the Counties of Hillsdale, Jackson, Lenawee, Livingston and Washtenaw executed a P.A. 7 agreement to consolidate three Michigan Works! agencies into a single organization. This merger was legally effective on October 1, 2015 and the organizations administratively and programmatically consolidated on July 1, 2016.

The Southeast Michigan Consortium Board (CB) serves as grant recipient for the consortium and consists of ten elected county commissioner — two from each of the five counties. The Consortium Board is responsible for safeguarding Federal/State Workforce Development funds as well as meeting all required administrative and programmatic rules. The Southeast Michigan Consortium Board appoints members to The Michigan Works Southeast Workforce Development Board (WDB). This Board is charged by the Governor with implementing the Michigan Works! “One Stop” system and provides policy guidance and oversight for all federal Workforce Innovation and Opportunity Act programs, Wagner-Peyser Act - Employment Services, Partnership, Accountability, Training and Hope (PATH) Program and other workforce development programs in the Consortium's five counties.

As a recipient of Federal and State funds, MWSE must procure office space on an open, competitive basis. A committee of the Southeast Michigan Consortium Board and/or Michigan Works! Southeast Workforce Development Board shall select the bidder whose proposal is responsive to the RFP and is most advantageous to MWSE 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. MWSE reserves the right to rescind this RFP in whole or part. MWSE 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 landlord to provide adequate office space for the Michigan Works! Livingston Service Center. The successful bidder will work closely with MWSE and obtain MWSE's approval before proceeding with any renovation, development and/or construction of the facility. 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. In addition, any bidder who attempts to discuss its proposal with, or offer anything of value to any MWSE officer, director, staff person, agent or representative during this procurement process, shall be subject to disqualification. 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 MWSE and any bidder that is determined by MWSE to be necessary as part of the procurement process.

MWSE operates an equal opportunity procurement process. Proposals from minority and female owned bidders are encouraged. Michigan Works! Southeast is an Equal Employment Opportunity Program/Employer. Auxiliary aids and services available upon request to individuals with disabilities. TDD Service available through the Michigan Relay Center 1-800-649-3777

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, national origin, age, height, weight, marital status, disability, or any other protected category by State of Federal law.

Questions:

Questions about the RFP, building specifications or other related issues may be submitted by email to Maggie Flaherty at mflaherty@mwse.org. Questions submitted by 5:00 p.m. on July 5th will be answered and posted publicly on the MWSE website (www.MWSE.org) for all potential bidders to see and review.

Selection Process:

All proposals must be submitted in a sealed envelope or package, labeled "Michigan Works! Livingston Service Center lease", and addressed to

**Maggie Flaherty
Michigan Works! Southeast
21 Care Dr.
Hillsdale, MI 49242**

In order to be considered, the bidder must submit one original copy of the proposal by 4:00 P.M. Eastern Time on **July 17, 2017, and must be signed by a person with**

authority to bind your organization in contract. An electronic copy of the bid must also be emailed to mflaherty@mwse.org

Designated MWSE administrative staff and the Board members shall review the proposals and make recommendation to the Southeast Michigan Consortium Board for final selection.

Termination Prior to Completion:

MWSE 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 MWSE's design requests, or if MWSE 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 MWSE.

Appeal Process:

By submitting a proposal, a bidder agrees to use the Michigan Works! Southeast Grievance Procedure if it wishes to challenge any part of the procurement process. The Grievance Procedure allows appeal to the Talent Investment Agency. A copy of the Grievance Procedure is available upon request to Lisa McAllister at lmcallister@mwse.org or 517-552-2104.

Specifications/Requirements for space:

MWSE shall not pay the successful bidder for any renovation of the facility. Instead, the successful bidder will charge a reasonable rent to MWSE (or other designated tenants) reflecting any necessary changes once it takes possession.

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

- We estimate that the facility will, at a minimum, need to be 3,000 total square feet with a maximum of up to 5,000 square feet. Ideally, the square footage would be divided into the following rooms:
 - Minimum 500 square feet- Office/cubicle space for 5 administrative staff
 - Minimum 1500 square feet- Cubicle space for approximately 14 staff
 - Minimum 1000 square feet- "Resource room" with space and infrastructure for approximately 12 computer stations, fax, copy machine, etc... for public usage and 1-2 desks for staff
 - Approx. three (3) Additional classrooms for workshops and meeting. Preferably two that can comfortably seat 20 people and another that can comfortably seat 40. This space does not have to be solely used by MWSE

- but it should be available on a regular basis for set workshop and meeting times
- Space and appropriate infrastructure for a Computer lab for a minimum of 12 computers. This space does not have to be solely reserved for MWSE but should be available on a regular basis.
- Staff lunch/break area (can be shared with other organizations)
 - Adequate space for filing systems, copiers, faxes, and network printers.
 - Adequate passageways/hallways. (must meet current ADA guidelines)
 - Parking for approx. 75 vehicles with adequate parking for persons with disabilities.
 - Allow for high visibility exterior signage.
 - The facility must also provide for a separate wall-to-ceiling offices approximately 100 sq. feet for State of Michigan staff. The bidder must allow MWSE to enter into one or more subleases with the State of Michigan to accommodate these state employees.

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.

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

MWSE 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 internet (including wireless 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)

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 MWSE 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 repairs and/or maintenance of the premises and parking facilities. This includes but is not limited to snow removal, salting of walkways, office cleaning, trash removal and ground maintenance.

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

Lease Terms and Options: Lease terms are negotiable; leases may extend up to five years. MWSE anticipates the lease would include term of **at least three years, but no more than five years**. MWSE is funded by federal and state grants. A cancellation clause due to the lack of funding will be required. MWSE 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 MWSE 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, 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 Michigan Works! Southeast website (www.mwse.org)
4. 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
5. The narrative must not exceed 5 double-spaced pages.
6. If the bidder desires, it may attach letters of reference (no more than 2, please).

USE THIS SHEET AS YOUR PROPOSAL COVER SHEET

MICHIGAN WORKS! SOUTHEAST LIVINGSTON SERVICE CENTER FACILITY

LEASE

PROPOSAL

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

(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.

Signature

Printed Name

Position Title

Date

PART II

CONTRACT REQUIREMENTS

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

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

(1) 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, any 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 any 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.

(3) 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 representation 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 1325, 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 such failure.

Agency/Organization Authorized Signature

Date

**Certification Regarding Debarment , Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19222).

- (1) The prospective recipient of federal assistance funds certifies, by submission of this certification, 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 certification.

Agency/Organization Authorized 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 5 pages

A. SUMMARY (10% of evaluation)

1. Provide a concise 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 (60% of evaluation)

1. Discuss, point by point and in order, how the proposed lease/facility either meets, exceeds, or falls short of the specification/requirements set forth in this RFP ("Specifications/Requirements for space" section beginning on page 4). 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 5-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.
2. Total rents for the proposed Service Center including parking facilities, including proposed term of lease, payment structure, and amounts of rent. State whether costs such as utilities, maintenance, etc. will be included in the rent or whether those will be costs to MWSE that are in addition to the rent.

C. QUALIFICATIONS, EXPERIENCE AND CUSTOMIZATION (30% of evaluation)

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