

**Request for Proposal
RFP
Goodwill Industries of Greater Detroit (Goodwill) for
OAKLAND COUNTY MICHIGAN WORKS! NOVI
Issuance Date: December 3, 2019**

SUBMISSION DUE DATE / PROCEDURES

One (1) copy of proposal must be received by 5:00 p.m. E.S.T. on **January 7, 2020** and forwarded to: Felicia Hunter, Executive Vice President, Goodwill Industries of Greater Detroit, Email: felicia.hunter@goodwilldetroit.org. Subject Line should read: **Oakland County Michigan Works! Novi-RFP.**

Facility walk through will be permitted to assist with the preparation of proposals by appointment only. Appointments should be made during December 9, 2019 - December 17, 2019 with the exception of December 12, 2019. Time slots will be 9:00 am to 2:00 pm. Appointments should be requested by email to Kristina Kurtz: Kristina.kurtz@goodwilldetroit.org with subject line: **Oakland County Michigan Works! Novi-RFP.**

Goodwill will not respond to appointment requests from interested parties after December 17, 2019.

Please be advised proposals MUST be received by the date and time stated herein or it will not be accepted. There will be NO exceptions.

Introduction and Overview

Goodwill Industries of Greater Detroit (Goodwill) Oakland County Michigan Works! Novi (One-Stop) is planning modification of its existing space build-out requirements in Novi, Michigan. Please respond to the Request for Proposal (RFP) if you (Contractor) have interest in submitting a price quote to complete the proposed build-out as set forth in this RFP.

Please review and read this package thoroughly.

Goodwill reserves the right to waive any irregularities or defects in any submission; to request clarifications or additional information regarding proposals and to reject any and all proposals that do not meet minimum specifications. The submission of this RFP does not constitute an agreement to complete the facility alterations with Goodwill.

Goodwill shall assume no liability whatsoever for any expense incurred by a Contractor in replying to this RFP. Goodwill shall also assume no liability for any development risk of a successful Contractor. An agreement, if completed, shall be with the proposal deemed to have offered the best value to Goodwill.

Any release to the public of information relating in any respect to the completed build out or any other matters set forth (i.e. advertisement, ground-breaking, press releases, etc.) must have prior written approval and be made only in the form approved by Goodwill.

Space Requirements:

Agency: Goodwill Industries of Greater Detroit, Oakland County Michigan Works! Novi

Location: 31186 Beck Road, Novi, MI 48377

Space (Premises): Goodwill requires facility alteration services for approximately **2,500** usable square feet of office space.

Occupancy: The Occupancy Date is the latest date on which the improvements to the Premises are substantially complete and the Contractor secures a Certificate of Occupancy, or Goodwill begins beneficial use of the Premises. The Contractor will complete all facility alterations to Goodwill no later than March 31, 2020.

Minimum Specifications:

The following minimum specifications must be adhered to for the proposal to be considered for award evaluation:

Floor Plan:

1. Match all wall construction to match existing building standards.
2. All new doors shown should match existing doors in suite.
3. All new dimensions from finish face of partition to finish face of partition unless otherwise noted.

Facility Alterations:

1. Build three (3) offices with measurements 9'-2" x 10'-3".
2. Build three (3) offices with measurements 9'-5" x 11'-5".
3. Build one (1) office with measurements 10'-2" x 10'-3".
4. Build one (1) workshop area with measurements 25'.5" x 25'x11".

Demolition-create new opening for a new door that will join two office spaces and demolish existing door and frame and prep to install with new single door and matching wall construction.

Reflected Ceiling Plan

1. Electrical Contractor to provide exit signs and emergency lights as required by code and local Fire Marshall.
2. Contractor to rework existing lights as shown on plan to accommodate the new layout.
3. Contractor to install new lights throughout as shown on plan, any new to match existing.
4. Add/relocate thermostats as required.
5. All fire alarm system testing to be completed during non-business hours.
6. HVAC contractor to rework supplies and components to meet code and accommodate new plan.
7. All rooms should have a minimum of one (1) supply diffuser and one (1) return air grille to plenum return.

8. Existing sprinkler components to be reused. Any new sprinkler must match existing. Contractor to rework components to meet code and accommodate new plan.

Building Standards and Systems

Facility Alterations: The Contractor will be responsible for providing facility alterations in accordance with all specifications.

Goodwill shall provide a detailed description of the proposed build-out specifications and provide infrastructure technology specifications for data connections in conjunction with Goodwill's Information Technology Department's guidance and barrier free design.

Contractor shall be responsible for engaging an architect to complete final floor plan and facility alteration documents.

Construction Permits and Fees: The Contractor is responsible for all permits and fees required for facility alterations. The Contractor is responsible for all necessary inspections by the architect/engineer during the buildout.

Forms and Documents

Enclosed Documents: Goodwill has provided the enclosed floor plan to assist with establishing a response, to determine cost, and completion date.

Requirements for Goodwill Agreements: The Request for Proposal response shall not be binding or effective on either party until an approved formal agreement is signed by Goodwill Industries of Greater Detroit and selected Contractor.

Selection Criteria and Submission

Selection Criteria:

Each response to the RFP shall be scored on a 100-point scale based on the following factors and criteria:

Technical Plans (25 points)

This criterion considers the proposal adherence to proposed plan for build out.

Cost Reasonableness (50 points)

This criterion includes a review of all costs associated with the facility alteration agreement.

Estimated Project Delivery Date (25 points)

This criterion includes obligations to fully complete all work per Goodwill's specifications by March 31, 2020.

Required Documents: Please return the following documents for our review and consideration.

Note: Failure to provide the following may result in your proposal being rejected.

- Written Letter of Intent
- Proof of Insurance
- Proof of legal authority to enter into the proposed agreement
- Project timeline from date of executed agreement
- Signed Contractor's Acknowledgement

Questions. Questions regarding this RFP should be submitted by e-mail no later than 5:00 p.m. on **December 16, 2019** to: Jared Gell at Mid-America Real Estate – Michigan Inc.; jgell@midamericagr.com. Subject line should read: **Oakland County Michigan Works! Novi-RFP.**

Goodwill will not respond to any proposals submitted by Contractors or their representatives after **January 7, 2020**.

PROPOSAL

CONTINGENCY: The following items must be confirmed and satisfied:-

- Property and Premises is in compliance with Americans with Disabilities Act ("ADA")
- Contractor has not been disbarred from governmental services contracting

EXHIBIT "A"

- Floor:** Carpeting shall remain throughout Premises. If carpet tiles are replaced or damaged, tiles replaced will match existing.
- Walls:** Demising drywall partitions - taped, sanded and painted white to match current interior paint throughout office. Specified walls will be painted a color by One-Stop's choice.
- Doors:** All need to be in compliance with ADA and match existing doors.
- Ceiling:** Match balance of overall Premises.
- Electrical Service:** 110-volt wall four-plex outlets per code and Floorplan in Office(s), PATH, Testing, and Workshop room, and duplex outlets per Floorplan. Each outlet location shall also include an outlet for internet service.
- Copy/Supply area will have one (1) outlet added with phone line access.
- Lighting:** Each room shall have a light fixture.
- Exit Sign Lighting:** Two (2) exit signs, one for the front door and one for the back door. Subject to municipal code.
- Mechanical System:** Ductwork and distribution of ventilation to be included incorporating a return air plenum system in new offices. An addition of an HVAC is not permissible.
- Fire Protection:** Any required modification to the existing fire protection sprinkler system as required by the applicable local fire department ordinances should be proposed.

EXHIBIT "B"

Floor Plan Attachments

Contractor's Acknowledgement

This Acknowledgment must be signed, dated, and returned with your Proposal

Please review and read this RFP thoroughly. Your proposal should be based on the sample documents and requirements as presented in this RFP. The Contractor acknowledges and certifies that they are authorized to submit the proposal; that they have read and fully understand all terms and conditions of this RFP; that the proposal complies with the requirements of this RFP; and that they shall be responsible for any errors or omissions in the proposal.

Signature of Authorized Contractor/Representative

Printed Name: _____

Signature: _____

Date: _____