



pivotal
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**PIVOTAL
REQUEST FOR PROPOSAL
ADMINISTRATIVE**

**Administrative Building Expansion
24-01**

677 E. Main Street
Centreville, MI 49032

REQUEST FOR PROPOSALS FOR Administrative Building Expansion

I. INTRODUCTION

A. Purpose of the Request for Proposals

Pivotal is requesting information from providers who are willing and able to provide architectural & Construction Services for our local governmental agency.

B. Terms of Engagement

As a result of this RFP, Pivotal may elect to contract with a selected provider for this service, or not to award a contract at this time. If a contract is awarded, the time period will be approximately April 2024 through the completion of the project.

II. DESCRIPTION OF ORGANIZATION

Pivotal has been delivering quality services and programs to improve the lives of those we serve for over 50 years. We provide a welcoming and diverse community partnership that collaborates and shares effective resources that support individuals and families to succeed through all life phases. Pivotal works with youth, families, and adults with mental illnesses, intellectual/developmental disabilities, and substance use disorders to help them succeed.

We build on the strengths, hopes, and dreams of those who come in contact with Pivotal. We are fortunate to have dedicated and caring board members, families, individuals served, peers, staff, advocates, providers, and other collaborative partners.

III. SCOPE OF SERVICES

Pivotal is requesting information from providers who can provide all services necessary to build an addition to our existing building located at 677 E. Main Street, Centreville, MI 49032.

Pivotal is looking to add separate building to accommodate an additional 12 Offices, a mini-conference room, 2 bathrooms, and a small break room. The approximate space needs are roughly 2000-3000 sq ft. The building should be similar in nature to the existing building at the location. All services must comply with all local, state, and federal regulations and building codes. The parking lot may need to be changed to accommodate the additional space. If determined to be needed, included should be the costs of the parkinglot changes/remodel, including but not limited to, repaving, changing entry way to M-86, moving lighting fixtures etc.

IV. RFP Timeline

Activity	Timeline
Issuance of RFP	2-9-2024
Vendor questions regarding the RFP submitted via e-mail in place of a bidder’s conference. Questions should be submitted to Cameron Bullock at cbullock@pivotalstjoe.org	2-9-24 through 2-23-24
Answers regarding the RFP posted on the Pivotal public website.	2-26-24
Proposals due to Pivotal	3-8-2024
Scoring of proposals	3-13-2024
Oral presentations (if needed)	3-18-24 through 3-22-24
Notification of Award	3-27-24
Contract Begins	As able after contract award
Service Active	Until Completed

V. INSTRUCTIONS FOR PROPOSAL SUBMISSION

A. Response Date

1. **A hard copy** of the proposal may be sent to:
Pivotal
Attn: Cameron Bullock, Chief Executive Officer
677 E. Main Street, Centreville, MI 49032
2. **An electronic copy** of the proposal may be sent to:
Attn: Cameron Bullock, Chief Executive Officer
Email: cbullock@pivotalstjoe.org
3. All proposals are due to Pivotal by *March 8th, by 4:00pm*
4. Late proposals will not be accepted.

B. Proposal Content

1. A written response is required for each item unless otherwise indicated. Failure to answer any of the items will negatively impact the applicant’s score.
2. Sections should be clearly labeled
3. An official authorized to bind the vendor to its provisions must sign all proposals.

C. Incurring Costs

Proposals should be prepared simply and economically to concisely describe the vendor’s capability to perform the required services. Pivotal will not be responsible for any costs incurred in preparing proposals in response to this RFP. Nor will Pivotal be responsible for any costs incurred if the vendor agency is invited to make an oral presentation to the evaluation team.

D. Effective Period

All proposals submitted in response to this RFP must be valid for 90 days.

E. Withdrawal

The proposal may be withdrawn in person or by written request at any time prior to the opening of submitted bids. Bids cannot be withdrawn after they have been opened.

F. Questions

All questions relating to the preparation and/or submission of a response to this RFP should be directed to cbullock@pivotalstjoe.org

G. Miscellaneous Provisions

1. Acceptance of Proposal Content

Contents of the proposal may become contractual obligations. Failure to accept these obligations may result in the cancellation of the selected vendor, who may be required to reimburse Pivotal for damages incurred.

2. Non-Discrimination

Vendors shall not discriminate against persons with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of age, ancestry, national origin, beliefs, citizenship, culture, mental or physical ability, political affiliation, sexual orientation, gender identity, race, color, religion, national origin, gender, physical appearance (height and weight), family/marital status, or any other criteria that is unrelated to the vendor's ability to perform the duties of a particular job or position. The vendor shall observe and comply with all applicable federal, state, and local laws, ordinances, rules, and regulations, which shall be deemed to include, but not be limited to, the Elliott-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act.

3. Non-Collusion

The vendor certifies that this proposal has not been made or prepared in collusion with any other vendor, and the prices, terms, or conditions have not been communicated by or on behalf of the vendor to any other vendor and will not be so communicated before the official receipt of this proposal. This certification may be treated for all purposes as if it were a sworn statement made under oath, subject to the penalties for perjury. Moreover, it is subject to the provisions of 18 U.S. C. Section 1001, relating to making false statements.

4. Freedom of Information Act

Information submitted in response to this proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposal is opened.

VI. PROPOSAL CONTENT

A. Administrative Requirements

All applicants must submit the following with their RFP Response:

1. Cover Page with the following information
 - Legal Business Name
 - Address
 - Telephone Number(s)
 - Fax Number(s)
 - E-mail/Web Page Address
 - Tax ID Number (W-9)
 - Owner (name/title)

- Person Authorized to Sign Contracts (name/title)
 - Billing Entity Authorized to receive financial reimbursement/payment
 - Billing Contact Person and Telephone Number
 - Billing Address if different than above
2. Disclosure if the organization or any staff person currently working for the organization has been excluded from a Federal Healthcare Program. To find information on exclusions from a Federal Healthcare Program please consult the following sites:
 - <https://www.epls.gov/> (list of excluded parties/organizations);
 - <http://exclusions.oig.hhs.gov/> (list of excluded individuals/entities).
 3. Regulatory Issues: Disclosure of circumstances and status of any disciplinary action taken or pending against the business during the past 3 years with federal or state regulatory bodies.
 4. Proof of Insurance coverage to cover the work the vendor intends to perform. Insurance coverage shall include:
 - Workers compensation, if applicable.
 - Liability and property damage insurance – protection for claims for property damage that may arise from operations under this bid, whether the vendor or any subcontractor conducts such operations.
 5. Disclosure of any affiliation or subcontracting relationships, as applicable statements and/or other pertinent documentation identifying/describing parties that may be subcontracted to provide services for the vendor.

B. Proposal for Services

1. Business Demographics
 - Provide a description of your business, number of years in business, clientele, services available, and experience providing those services.
2. Relevant Experience

The proposal should list at least two similar projects completed over the last three (3) years. The list should include:

 - Name and location of business where service was provided.
 - Description of the project services.
 - References and contact information for each project.
3. Proposed Services for Pivotal
 - Describe your service delivery approach and methodology to meet the requirements of this RFP including any specialties or areas of expertise.
 - Describe why your services would benefit Pivotal over other competitor's services.

VII. EVALUATION CRITERIA

The proposals submitted will be reviewed and evaluated by a committee designated by Pivotal comprised of persons with operational, administrative, financial and technical knowledge of the specifications in this RFP. Evaluation criteria include but are not limited to, the understanding

of the proposed engagement as evidenced by the quality of the RFP response submitted, relevant experience, qualifications of the vendor, and the approach/methodology.

VIII. SELECTION PROCESS

Pivotal reserves the right to request additional information or clarification from vendors, to allow correction of errors or omissions, and to waive irregularities and/or formalities when so doing may serve the best long-term interests of the organizations involved.

Pivotal reserves the right to reject any proposals and proceed in any other manner selected by Pivotal.

Pivotal reserves the right to award to the vendor that it believes, in its sole discretion, best meets the organization's needs whether or not that vendor offers the lowest costs in its proposal. RFP responders may appeal a decision within 14 calendar days of the notification of the award date. The internal review process will be limited to alleged violations of the procurement process and shall not address the qualitative review by the Review Team. Appeal determinations will be made within 2 weeks of the receipt of all required information from the bidder.

All proposals submitted are subject to the terms of the Freedom of Information Act and will be retained by Pivotal.