



A proud partner of the American Job Center network.

Request for Proposal

Sublease for Office Space

INQUIRIES SHOULD BE DIRECTED TO:

Becky Powers, Chief Financial Officer
Capital Area Michigan Works!
bpowers@camw.net

I. GENERAL INFORMATION

A. DESCRIPTION OF ENTITY

Capital Area Michigan Works! (CAMW!) is a local unit of government formed under Michigan Public Acts 7 & 8 of 1967 (Ex.Sess.) through an Urban Cooperation Act Agreement. CAMW! is the administrative entity for delivering state/federally-funded programs to strengthen workforce development in Clinton, Eaton, and Ingham Counties in Michigan.

The major purpose of CAMW! is to strengthen the regional economy by assisting employers in finding and retaining qualified employees, and by assuring the labor force meets the needs of the employers.

B. PURPOSE

The purpose of this request for proposal (RFP) is to procure a property owner to provide adequate office space for the Capital Area Michigan Works! (CAMW!) Clinton County American Job Center (AJC). The CAMW! Clinton County AJC 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.

The primary purpose of the CAMW! Clinton County AJC is to provide labor exchange and workforce development services for employers and job/career seekers. Connecting with Business. Strengthening our Workforce.

C. RFP STIPULATIONS

As a recipient of Federal and State funds, CAMW! must procure office space on an open, competitive basis. A proposal must clearly set forth all responses in the format required by the RFP in order to be considered. Any proposals may be rejected in whole or in part. CAMW! reserves the right to rescind this RFP in whole or part. CAMW! 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.

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.

Information provided by a proposer that is willingly, knowingly and purposely false, inaccurate or misleading, will be grounds for not considering a proposal for funding, for not awarding a contract, or for canceling a contract if awarded.

Any bidder that attempts to exchange information with any other potential bidder for 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 CAMW! officer, director, staff person, agent or representative during this procurement process, shall be subject to disqualification.

CAMW! operates an equal opportunity procurement process. Upon request, CAMW! can make this RFP available in large print or alternative format. Auxiliary aids and services are also available upon request to individuals with disabilities. TDD Service available through the Michigan Relay Center at 1-844-578-6563 or 7-1-1.

Neither the proposer nor anyone, with whom the proposer shall contract, shall discriminate against any person employed or applying for employment concerning the performance of the proposers' responsibilities under this agreement.

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.

1. Disclaimer/Right to Reject/Cancel/Terminate

This RFP does not commit Capital Area Michigan Works! to award a contract, to pay any cost incurred in the preparation of a proposal to this request, or to procure or contract for services. CAMW! reserves the right to accept or reject any or all proposals received as a result of this request. CAMW! can cancel this RFP, in part or in its entirety, if it is in its best interest to do so.

CAMW! may require selected offerors to participate in negotiations, and to submit such costs or other revisions to their proposals as a result of negotiations. CAMW! is not liable for costs incurred by the offerors prior to the signing of a contract and/or written authorization from CAMW! to proceed with the services.

a. Termination Prior to Completion:

CAMW! 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 CAMW! Clinton County AJC, if the successful bidder cannot comply with the design requests, or if CAMW! receives funding reductions which make the proposed AJC unfeasible.

The determination of the sufficiency of grounds for termination under this clause shall be within the sole discretion of CAMW!

2. Small and Minority Owned Businesses, Women's Business Enterprises

Capital Area Michigan Works! will make an effort to utilize small and minority-owned businesses, women's business enterprises and Labor surplus area firms when possible.

An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

3. Award

Upon conclusion of final negotiations with the successful bidder, Capital Area Michigan Works! may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. CAMW! reserves the right to request additional data or to request an oral presentation in support of written proposals. **Please do not contact Capital Area Michigan Works! to check the status of proposals.**

4. RFP Appeal Process

A bidder wishing to appeal the decision of the award must adhere to the following procedure:

A bidder can request a copy of the proposal rankings. The rankings will be emailed or mailed to the bidder if requested in writing within five (5) working days after a decision is reached.

An appeal will not be accepted if it attempts to modify or include additional information to the original proposal. However, in the event incomplete, inaccurate or other than current data and information was entered into the evaluation process by CAMW!, CAMW! may rectify such errors prior to initiation of Step #2. Current is defined as data and information in the possession of CAMW! at the time of the submission of the original proposal.

a. Review and Appeal Process

Step #1 - Within five (5) working days after a decision has been rendered to accept a proposal, the appellant must submit a request in writing that their proposal receive a second review. The appeal for the review shall state the basis of the appeal.

The request for the second review must be received by CAMW! no later than the close of business on the fifth working day after the decision has been rendered.

Step #2 - Within fifteen (15) working days of receipt of the request for the second review, the Chief Executive Officer of CAMW! (or designee) will convene:

- (1) CAMW! staff member(s) who wrote and/or reviewed the original proposal; and
- (2) Representative(s) of the bidder's organization, and, at the discretion of the CEO an option to include:
- (3) The Administrative Board chair

The Chief Executive Officer of CAMW! (or designee) will chair the meeting. The purpose of this meeting is to provide a second review of the appellant's proposal based on information presented in conformance with paragraphs above.

Step #3 - Within five (5) working days after the meeting in Step #2, the staff member(s) who wrote and/or reviewed the appellant's proposal will prepare a final determination. The appellant will be notified in writing, within these five (5) working days following the outcome. The final determination notification may be shared with the Administrative Board at the discretion of the CEO.

D. SPECIFICATIONS:

CAMW! shall not pay the successful bidder for development or construction of the facility. Instead, the successful bidder will charge a reasonable rent to CAMW! (or other designated tenants) once it takes possession of property.

CAMW! is being represented by Advocate Commercial Real Estate Advisors ("Broker") in this transaction. Landlord shall pay all brokerage commissions owing to Broker as representatives of Tenant in connection with the lease pursuant to a separate agreement which shall be provided at a later date.

Our current assumptions have resulted in the following preliminary specifications:

We estimate that the facility will total approximately 4,000-5,000 square feet. We recognize, however, that square footage presented in your proposal may differ. The rentable and usable square footages of the building, and consequently of the premises shall be calculated pursuant to the Standard Methods of Measuring Floor Area in Office Buildings ("BOMA") BOMA-American National Standard Z65.1-1996. Please state specifically the single-tenant and multi-tenant common area factors for the floors that are proposed.

Currently, the CAMW! Clinton County AJC has an average of 25 visitors per day. Previous years have indicated that when the unemployment rate increases the visitors will increase.

The office space and the perimeters (internal and external) must adhere to all Americans with Disabilities Act (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. Identify any exceptions to these State and Federal Requirements.

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

1. Approximately 4,000-5,000 square feet with space allocated for:
 - 6-8 Cubicles
 - 2-3 Offices
 - 2 Conference/Classrooms (size varies)
 - Open space for 6-10 computer workstations
 - Space for a computer lab (6-8 computers)
 - Staff break area
 - Storage areas
2. ADA restroom(s) must be available within the space.
3. **High-speed internet accessible.** Ethernet wiring (CAT 6) throughout the building would be desirable.

4. **Communications room (optional)** – to house phone equipment, computer network servers, etc. must be temperature controlled and ventilated.
5. **Parking** for approximately 20-25 vehicles with adequate parking for persons with disabilities. Parking spaces must be dedicated to this office space.
6. **Allow for high visibility exterior signage.** Please specify the type, location, and quantity of signage available to CAMW! within the building, on the building and/or on a monument. Any signage restrictions must be noted in the proposal.
7. **Location** for the CAMW! Clinton County AJC must be on a major street/road. 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 for public transportation;
 - d. Provide high visibility and allow for Michigan Works! signage;
 - e. Accessible for people with disabilities.

CAMW! along with Peckham, Inc. shall be the judge as to whether a proposed location satisfies these criteria. CAMW! & Peckham, Inc. 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.

8. CAMW! will consider either new construction, renovation of an existing facility, or shared/adjoining space with other occupants that meets the minimum requirements. Federal funding does not allow CAMW! to pay the successful bidder for development or construction of the facility. Instead, the successful bidder will charge a reasonable rent to CAMW! (or other designated tenants) once it takes possession of property.
9. **Utilities & Janitorial:** Bidders must specify whether the proposed lease costs include utilities and janitorial services. If it does not, the bidder should describe how utilities would be handled.
10. **Renovations & Build-Out:** All costs of necessary renovations and/or build-outs shall be borne by the successful bidder. Carpeting and flooring is to be included in the proposed lease cost, and described in the proposal. **CAMW! needs to be moved in to the new space by July 1, 2021. However, negotiation of an earlier move-in timeframe is possible.**
11. **Heating, Ventilation, and Air Conditioning (HVAC):** CAMW! 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.

- 12. Accessibility Compliance:** The CAMW! Clinton County AJC 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 CAMW! harmless from all costs and liabilities arising out of noncompliance by the building and parking facilities. Identify any exceptions to these federal and state requirements.
- 13. Facility Maintenance & Common Area Maintenance:** The proposal must describe property owner and tenant responsibilities regarding janitorial services, as well as responsibilities for repairs and/or maintenance of the premise including the outer four walls, roof, parking lot, HVAC, mechanical systems, etc. Please state the nature upon which the lease shall be structured (Gross, NNN, Modified Gross). This includes but is not limited to snow removal, salting of walkways, trash removal and grounds maintenance.
- 14. Real Estate Taxes:** Please state who shall be responsible for Real Estate Taxes.
- 15.** No more than three (3) properties may be submitted by one property owner; however, Part I-III would need to be submitted for each property.
- 16. Lease Terms and Options: Lease terms are negotiable.** CAMW! anticipates the lease would include a 3-year lease with the option of two additional one-year extensions based on funding availability. CAMW! is funded by federal and state grants. Also provide additional monthly lease costs for a 5-year and 7-year lease. A cancellation clause in the case of a substantial loss of funding will be required.
- 17. Right of First Refusal:** CAMW! 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 CAMW! Clinton County AJC having thirty (30) days prior written notice to obtain or reject said space.
- 18. Security Deposit:** None required, subject to review of CAMWs!' financial statements.
- 19. Holdover Rent:** CAMW! shall have the right to holdover for a period of up to 3 months under the same terms and conditions of the lease. Thereafter, the rental rate shall be 120% of the rental rate in effect during the last month of the lease term. Tenant shall provide Landlord with notice of its intent to holdover 30 days prior to the expiration of the lease term.
- 20. Tenant Improvement Allowance:** Indicate the maximum allowance the Landlord is willing to provide for construction of tenant improvements, equipment, architectural and engineering fees, furniture, cabling, moving expenses, etc. Any unused allowance may be converted to cash or can be used to offset rent, real estate taxes (if applicable) and operating expenses first due.

21. Insurance Coverage: Submit a certificate of General Liability coverage for proposed property.

22. Iran-Linked Business: All bidders must complete and submit with their proposal the Certificate of Compliance with Public Act 517 of 2012, identified in Part II.

E. INSTRUCTIONS ON PROPOSAL SUBMISSION

1. Closing Submission Date

Wednesday, December 16, 2020 by 5:00 p.m.

Late proposals will not be considered.

2. Inquiries

Inquiries concerning this RFP should be directed to Becky Powers, Chief Financial Officer at Capital Area Michigan Works!, bpowers@camw.net. **Inquires must be submitted by 3:00 p.m. on Monday, November 16, 2020. Answers to inquires will be posted on our website at www.camw.org by 5:00 p.m. on Wednesday, November 18, 2020.**

3. Proposals Instructions to Prospective Bidder

Proposals are limited **to ten (10) 8 1/2" x 11" pages** and can be submitted via U.S. mail, or hand-delivery. **One original, three (3) copies** must be submitted by the deadline date and time.

Proposals must be received at CAMW! by **5:00 p.m. on Wednesday, December 16, 2020** by U.S. mail or hand-delivered. **Due to COVID restrictions an emailed copy will be accepted by sending the RFP as a pdf document to bpowers@camw.net.**

Label package with the following information:

PROPOSAL FOR SUBLEASE OF OFFICE SPACE

To the Attention of:

Becky Powers, CFO

Capital Area Michigan Works!

2110 S. Cedar Street

Lansing, MI 48910

Please sign in upon hand-delivery of proposal to ensure a record of receipt.

a. 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.

b. Bidders must adhere strictly to the proposal instructions and format. Failure to do so will subject the proposal to disqualification.

c. 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 CAMW! website (www.camw.org)

d. The following parts specifically require responses and/or signatures from the bidder:

Cover Sheet (Note: signature required)

Part I Proposal Offeror Information

Part II Contract Requirements (Note: signatures required)

Part III Facility Lease Proposal Narrative Instructions

e. Attach two (2) letters of reference.

PROPOSAL EVALUATION

A. SUBMISSION OF PROPOSALS

All proposals shall include a copy of the bidder's proposal and any additional requested materials. These documents will be kept on file with CAMW!.

B. NONRESPONSIVE PROPOSALS

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal is not adequate to form a judgment by the reviewers.
3. The proposal does not follow the specified format.

C. EVALUATION

Evaluation of each proposal will be based on the following criteria:

<u>Factors</u>	<u>Maximum Points</u>
1. Proposal Summary	10
2. Lease Requirements	60
3. Qualifications, Experience, and Customizations	30
	Maximum Points: 100
4. Incentives	Additional: 10

D. Capital Area Michigan Works! may at its discretion request, a tour of the proposed site(s), presentations by, or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors proposals.

However, Capital Area Michigan Works! reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standouts, which the Offeror can propose.

PART I

PROPOSAL FOR SUBLEASE OF OFFICE SPACE TO CAPITAL AREA MICHIGAN WORKS!

PROPOSAL OFFEROR COVER SHEET AND SUMMARY INFORMATION

Organization Name: _____

Address: _____

Contact Person: _____

Phone #: _____ Fax #: _____

Email address: _____

Employer Tax ID: _____ DUNS# _____
(If applicable)

Type of Organization: ☐ Private for Profit ☐ Private Non-Profit
 ☐ Public Government ☐ Other (specify)

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

Signature

The above signed does hereby accept all the terms and conditions of the Request for Proposal (RFP), including RFP stipulations and specifications. 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 and that the submitting agency is an Equal Opportunity Employer (if applicable).

Printed Name

Title

Date

A. SUMMARY INFORMATION

Fee Period	Monthly Sublease 3-year	Monthly Sublease 5-year	Monthly Sublease 7-year
July 1, 2021 – June 30, 2022			
July 1, 2022 – June 30, 2023			
July 1, 2023 – June 30, 2024			
July 1, 2024 – June 30, 2025			
July 1, 2026 – June 30, 2027			
July 1, 2027 – June 30, 2028			
July 1, 2028 – June 30, 2029			

1. Describe location of proposed facility: address, current condition of property, and current ownership.
2. **If applicable**, bidder's estimation of the length of time from commencement of construction/renovations to CAMW! move-in date.
3. **If applicable**, list conditions that must occur before the bidder could commence construction/renovation, not including approval by CAMW! and agreement upon final design.

PART II

SUBLEASE/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.

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.

Organization Authorized Signature

Date

CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this ____ day of _____, 20____.

_____, Notary Public

_____ County, State of Michigan Acting in _____ County, Michigan

My Commission Expires: _____

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 six (6) pages

A. SUMMARY (up to 10 points)

1. Provide a concise summary of the proposed full CAMW! Clinton County AJC site.

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

B. LEASE REQUIREMENTS RESPONSE (up to 60 points)

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 6). 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 eight (8) 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 CAMW! Clinton County AJC including parking facilities, 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 CAMW! that are in addition to the rent.

C. QUALIFICATIONS, EXPERIENCE AND CUSTOMIZATION (up to 30 points)

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 CAMW!

D. INCENTIVES (Additional 10 points)

Disclose any incentives you may be proposing in this response.