REQUEST FOR PROPOSAL FOR ARCHITECTURAL, ENGINEERING AND INTERIOR DESIGN SERVICES

INTRODUCTION

Network180 is requesting design, engineering and interior design services for the renovation of the current space at 790 Fuller NE, Grand Rapids, Michigan. The firm selected must provide the full range of design and engineering services from initial design through occupancy. Network180 plans to engage a Construction Manager for this project after the successful bidder for this RFP is selected. The estimated completion deadline for construction is June 30, 2018. We anticipate the total cost for this project, including all design, fees, site work, construction, furniture and equipment will be approximately $3,500,000.

Network180 is the Community Mental Health Service Provider (CMHSP) for Kent County, Michigan. Network180 serves as the administrative agency for numerous State programs and grants that provide treatment services for a variety of client populations in the Kent County area. Services are provided to persons with intellectual/developmental disabilities, mental illness and/or substance use disorders (SUDs) directly or through a network of provider contracts. Network180 also provides assessment and referral services directly to clients at its Access Center at the 790 Fuller Avenue, N.E. location.

While the Network180 Access Center is open 24/7, it operates as a “screen and refer to service” model and not an immediate crisis treatment center. Under this model, even if individuals come to the Access Center seeking help, they still face many steps and often wait several hours before receiving crisis treatment. Currently, crisis treatment typically involves medical clearance at a hospital Emergency Department (ED) and eventually inpatient psychiatric hospitalization.

Network180 is seeking to transform its existing “screen and refer” Access Center into a 24/7 Crisis Center that provides immediate treatment and diverts individuals in crisis away from the corrections system, and the inappropriate use of EDs and inpatient hospitals.

To accomplish this, Network180 plans to develop a Crisis and Diversion Center at 790 Fuller that will include a walk-in area for crisis intervention, a 23-hour crisis stabilization unit, and a small scale crisis residential unit to assist with client flow out of the 23-hour unit. The intent is that these crisis services be available to all Kent County community members.

Walk-in services will be available for any individual who is experiencing a behavioral health crisis. These services will include peer services, crisis assessment, safety planning, crisis intervention, and a safe, comfortable, trauma-informed environment where individuals can be while they work through their situation.

A 23-hour crisis stabilization unit is a model that has been implemented in several communities across the country. The 23-hour setting is secure and allows for one-stop immediate crisis treatment. This model effectively stabilizes the majority of individuals in behavioral health crisis, diverting vulnerable individuals from the jail and emergency departments, as well as preventing up to 70% of inpatient psychiatric hospitalizations.

Certain individuals will not fully stabilize in 23 hours. In these cases, Network180 will link the individual to appropriate follow up services. One follow up option that will support client flow from the 23-hour
unit will be a small on-site crisis residential unit where individuals who have achieved a base level of stability can stay and receive treatment until they are ready for less intensive supports.

Please see Attachment A: Continuum of Crisis Service Diagram at the end of this RFP for a graphic description of the current and planned service components of the Access Center. See the below Scope of Work for more specific information about the expanded services.

SCOPE OF WORK

Description of Project
This project includes remodeling the existing building at 790 Fuller Avenue NE. At least two of the existing floors will be remodeled. The three floors (1, 1.5, and 2) that could be considered for the project have a combined estimated square footage of 25,352. Current furniture floor plans are included as attachments to this RFP. The 3rd floor plan is included for information only. These plans are also available at the following website: http://www.network180.org/en/procurement/request-for-proposals

Remodeling will result in two new distinct spaces: a 10-bed, 23-hour secured (locked) crisis stabilization unit and a 6-10 bed crisis residential unit (unlocked). These two units are described in more detail below. The project also includes creating an outdoor “garden” or otherwise landscaped area that can be accessed through the crisis residential unit.

Existing space is a 24/7 operation and ongoing operations must be taken into consideration during the remodeling. Any collateral design needs related to existing facilities on other floors and use must also be taken into consideration.

Individuals who are in crisis have often experienced significant trauma in their lives. Space design must take this fact into consideration, providing space that is “trauma-informed.”

- Preference will be given to a designer that shows us, through innovative design, an environment that is extremely safe and secure, but warm, welcoming, comforting and does not appear institutional.

1) 23-hour Crisis Stabilization Unit
- Beyond the Welcoming/Reception area, this unit is secured and this requirement must be considered in all aspects of the design.
- The unit will be operated as a Community Mental Health (CMH) screening unit per the mental health code and be licensed as a Substance Use Disorder (SUD) treatment facility.
- Two entrance points are needed: 1) the unit will accommodate “walk-in” consumers who are assessed and determined to need service. These consumers will enter through the existing Access Center door or modified entrance/reception area; and, 2) a separate entrance will allow access by police ambulance and other emergency vehicles. There is an existing emergency entrance that could be used or modified for this unit, e.g., enhanced for increased privacy.
- This is a crisis stabilization unit and must include health and safety features such as bio-hazard disposal, bed bug protocol, and anti-ligature construction.
- This proposal will be integrating current features of the existing facility together with new design renovations.
- The following rooms or spaces will be required:
Reception area for walk-in consumers (this area is not locked). Existing space should be considered first.

- Desk for receptionist and other staff
- Waiting area with chairs, vending machine(s), water fountain/sink
- Family room

- Two triage rooms for assessing clients
- Two unisex bathrooms
- Corridor leading into the locked area

Spaces below are to be secured/locked:

- Centralized staff station, including nurse’s station
  - Space for recovery coaches, nurse, crisis interventionist
  - Medication room near nurse’s station with limited access via electronic locking system
  - Dr. office near nurse’s station
  - Offices/Work area for 2-3 clinical staff

- Centralized gathering/living room space
- Emergency entrance for police/ambulance with doors and entry corridor to accommodate gurney
- Bathroom near emergency entrance with pass through for lab samples (or consider if also needed near lobby) and shower
- Laundry room, including lockers for clients clothing and other possessions (one or two washers and dryers in a place consistent with bedbug protocol)
- Storage area
- Locker room with shower for staff
- “Shift change room” for consultation of staff as shifts change
- Kitchenette for basic food supplies, refrigerator, microwave oven, dishes, etc.
- Laboratory to allow specimen collection and processing, as well as basic on site testing
- Centralized bathrooms with shower(s) to be used by service recipients
- 10 bedrooms (approx. 100 sq. ft. each)
  - Placement of two rooms closer to staff station, apart from other bedrooms
- Flexible space designed for future expansion, i.e. additional beds

2) Crisis Residential Unit

- This unit is unlocked
- 6-10 bedrooms with secure windows, and individual bathrooms, including showers
- Shift change room
- Centralized staff work station, e.g., behind shared counter
- Psychiatrist office
- 2-3 flexible work rooms for staff use
- Business center/project room for copier, office supply storage
- Medication room with medication cart and space for clients to come for medications (Dutch doors)
- Two-three meeting/group therapy rooms to each accommodate 10-12 people
Rooms to be flexible in design and furnishing to allow multiple uses
- Centralized gathering/living room area
- Locker room with shower for staff
- Laundry room for residents to use (2 commercial washers/dryers)
- Adjacent rooms for storage & soiled laundry
- Family room for visitors (may be one of multi-use meeting room)
- Kitchen and dining area (could be combined with living space, i.e., great room)
  - Commercial appliances, e.g., oven, stove, refrigerator, freezer, ventilation
- Storage room(s) for staff supplies
- Segregated, secured storage area/lockers for consumers’ possessions.
- Courtyard/outdoor space with privacy
- Exercise room

**Services provided by the Architect/Engineer/Designer (AED)**

The purpose of this RFP is to select a qualified AED that will provide direction and oversight of all aspects of this project from the pre-construction phase through the construction phase and also through to the post-construction/occupancy phase.

In general, services provided by the AED shall include, but are not limited to the following:

1. Assist Network180 in preparation of the RFP for Construction Manager (CM) as Advisor role. Provide necessary standard AIA contract documents to engage Construction Manager, e.g., B132.
2. Participate in review of bids from CM and make recommendation(s) to Network180.
3. Coordinate with the CM to develop the project, including drawings, budget, and schedule and issuance of bid set for construction to subcontractors.
4. Coordinate with the CM and Network180 to participate in post-bid interviews to determine the best qualified bidder for the project.
5. Include regular team meetings with the CM in the project schedule to assure good communication with the CM.
6. Meet with various constituent groups and work teams during the design phase.
7. Participate in construction progress meetings.
8. Conceptual design phase, consisting of:
   a. Preliminary and final conceptual site plans.
   b. Overall conceptual building plan layouts to scale.
   c. Individual plans for the two new planned units to scale.
   d. An exterior perspective sketch of the renovation project (colored) to illustrate any exterior changes, including landscaping.
9. Site plan approval – plans, assistance, and participation as may be required in site plan approval process with the local governing authority.
10. Project code research.
11. Final site design including engineering.
12. Schematic design documents and design narratives, including discussion of codes, standards, rules and regulations and area program summary to match the program mix and building design proposed.
13. Mechanical, electrical and plumbing (MEP), Structural and Kitchen Design as may be required in cooperation with all other consultants.
14. Design development documents, including outline specification.
15. Base plans, CAD files and models for use by others, including Interior Designer or other consultants, e.g. landscaper.
16. Construction documents, including final specifications, with interim submissions for review by Network180 and prepared in collaboration with CM.
17. Permit applications
18. Construction oversight in coordination with the CM.

The AED shall recognize that the project scope may change as the project advances and the development team gains more knowledge about the local market, construction cost environment, and other factors that may impact the project. A critical success factor to this process is a requirement that the AED provide a design that is consistent with the estimated construction budget from the beginning of this engagement. Should market demands, construction costs, or other factors require project revisions that do not require a change to the drawings, and this directive is delivered prior to the Owner’s authorization to proceed into Construction Documents, there will be no adjustment in the Architect/Engineer’s fees.

Network180 prefers a firm that has previous experience related to the following:

- Previous experience with behavioral health and hospital/medical facilities
- Previous experience on the Spectrum - Kent Community/Fuller Campus
- Previous experience with Network180
- Sustainable design principles

This project will be high profile and be a significant benefit to Kent County. We are seeking a proposal that will bring the highest value for the community.

Recent Media Coverage about the Crisis Center:


References requested in Proposal Format, question 4 below should relate to projects that demonstrate the above experience.
Tentative Proposal Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 12</td>
<td>Release Architect/Engineer/Interior Design RFP</td>
</tr>
<tr>
<td>Friday, May 19 @ 2:00 p.m.</td>
<td>Mandatory Pre-proposal Conference/Walk Through (790 Fuller, NE, Grand Rapids, Michigan (Enter through Administration entrance B and go to 2nd floor reception area)</td>
</tr>
<tr>
<td>Monday, May 22</td>
<td>Deadline for Vendor Questions</td>
</tr>
<tr>
<td>Wednesday, May 24</td>
<td>Deadline for Network180 Responses to Questions</td>
</tr>
<tr>
<td>Friday, May 26</td>
<td>Deadline for Proposals</td>
</tr>
<tr>
<td>Friday, June 2</td>
<td>Interviews of Selected Firms</td>
</tr>
<tr>
<td>Wednesday, June 7</td>
<td>Final Selection of Vendor</td>
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</tbody>
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PROPOSAL FORMAT

Proposals must be submitted electronically in the format outlined below.

1. **Cover Letter: One (1) page maximum (This can be an attachment.)**

A cover letter on firm letterhead must provide the name and title of the person(s) authorized to answer questions about this RFP. Include telephone, fax number, and email address.

PROPOSAL NARRATIVE

2. **Executive Summary: One (1) page maximum**

Summarize the strengths of your firm and describe how your experience will benefit Network180

3. **Project Understanding and Approach: One (2) page maximum**

State briefly your understanding of the major requirements of this project that are required for successful completion. Include a description of your firm's intended process to address these issues and identify the important steps your firm will take to meet Network180's project goals and expectations. Identify community, regulatory, labor and other issues that are apt to be encountered and indicate how you will resolve them.

4. **Project Experience & References: One (1) page maximum for each project, Six (6) pages total**

Provide specific information on six (6) recently completed projects that are of the scale of this project. (Refer to the project description listed under Scope of Work.) For each one include brief description, dates, contact name and phone number and email address of owner, and principal person from your firm.

5. **Design Process: One (2) page maximum**

Describe your methods for project coordination, cost and quality control, scheduling, verification of constructability, your preferred method of interface with contractors, and construction administration. Provide this information for each of the phases: pre- construction, construction and post-construction.
6. **Project Staffing: No page limit**

Identify your proposed project team. For each executive and professional, identify his/her skill and qualifications, describe their role in the project and indicate the percentage of time that each will allocate to this project and phase.

Provide resumes of qualifications for key individuals including a brief description of up to three (3) recent projects in which the individual was instrumental. (Resumes can be attachments)

Provide a chart with the staff that you are committing to the project showing lines of authority and communication. (This can be an attachment)

7. **Project Work Plan: Two (2) pages maximum plus charts**

Using a time-related chart, show events, tasks and decision points in your work plan. Include a time line for your required elements of the project. This schedule is for planning purposes only. The AED and the Network180 Project Liaison will develop a detailed schedule.

Discuss how you will coordinate the organization of this project and how you plan to interface with the Network180 work team, other campus residents, regulatory agencies and subcontractors. Discuss how and why your work plan will lead to a successful project.

8. **Proposed Fee and Budget**

Using any of the AIA b141 Agreement between Owner and Architect methods for calculating compensation, quote the estimated or actual amount your organization will charge Network180. Attach an Excel spreadsheet with at least the following column headers:

- Service (refer to Scope of Work deliverables to ensure all are addressed)
- Method of Compensation
- Formula for Calculation
- Amount

Provide a sample of your firm’s invoice/bill. (This can be attached.)

**MANDATORY PRE-PROPOSAL CONFERENCE**

A mandatory pre-proposal conference and walk through will be held for the purpose of reviewing plans developed to this point and to answer questions. Your firm must have a representative at this meeting in order for your response to be considered.

**BIDDER QUESTIONS**

Potential bidders may submit questions via email to purchasing@network180.org with the subject line “Crisis Center Proposal – Firm Name” no later than Monday, May 22.

**PROPOSAL SUBMISSION**

Submit proposals electronically to the following email address: purchasing@network180.org with the subject line: “Crisis Center Proposal – Firm Name.” The total size of the email cannot exceed
18 megabytes. If your proposal will be larger than this, send it as more than one email, labeling your emails 1 of 3, 2 of 3, etc. To be considered, responses must be received at this email address on or before Friday, May 26.

Late, faxed or hand delivered proposals will NOT be considered.

**EVALUATION AND AWARD PROCESS**

Proposals will be evaluated on qualifications, experience of the firm with this type of project, relevant experience and qualifications of staff to be assigned to this project, methodology, references, cost, ability to meet Network180’s time schedule, and an understanding of the project as demonstrated in your response.

As part of the evaluation process, your firm may be requested to make an oral presentation to the Network180 Evaluation Committee. Primary staff to be assigned to this project must participate in this presentation. The presentation may be followed by a question and answer session.

Network180 at its sole discretion will select the response it deems to be in its best interest. Network180 reserves the right to reject any and all responses received as a result of this request or to end this project.

**JOINT VENTURES**

All submissions will be reviewed with respect to the qualifications provided. Firms/teams/joint ventures providing a responsive proposal shall clearly define individually their roles within the proposal.

**FREEDOM OF INFORMATION ACT**

Information submitted in this proposal is subject to the Michigan Freedom of Information Act.

**NON-DISCRIMINATION**

Network180's contractors shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight or marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

The vendor shall observe and comply with all 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.

**WITHDRAWAL**

A proposal may be withdrawn in person or by written request prior to the time specified for opening the proposals.

**NON-COLLUSION**

Network180 certifies that this RFP has not been made or prepared in collusion with any other bidder. The prices, terms or conditions thereof have not been communicated by or on behalf of the bidder to
any other bidder and will not be so communicated to any other bidder prior to the official opening of this bid. 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 made subject to the provisions of 18 U.S.C. Section 1001, relating to the making of false statements.

**REJECTION OF PROPOSALS / PROJECT TERMINATION**

Network180 reserves the right to reject any and all proposals received as a result of this request or to end the project at any time.

**RIGHT TO REQUEST ADDITIONAL INFORMATION**

Network180 reserves the right to request any additional information that it may deem necessary after the proposal has been received.

**ERRORS/OMISSIONS/DISCREPANCIES**

Any errors, omissions or discrepancies in the specification discovered by a prospective vendor shall be brought to the attention of the Network180 by sending an email to purchasing@network180.org as soon after discovery as possible. Further, the vendor shall not be allowed to take advantage of any error, omissions or discrepancies in the specifications.

**INCURRING COSTS**

Network180 is not liable for any costs incurred by any prospective vendor in addressing this proposal or prior to the awarding of a contract.

**PROPOSAL ACCEPTANCE PERIOD**

A proposal constitutes an irrevocable offer for a period of sixty (60) days from the opening date or until the date of award, whichever is earlier. In the event an award is not made within 60 days from the opening date, the vendor may withdraw its proposal or provide a written extension.

**TAXES**

As a Community Mental Health Authority, Network180 is classified as a local government and is exempt from all taxes.

**INSURANCE REQUIREMENTS**

A. Commercial General Liability:

   Minimum Limits: $1,000,000/occurrence, $3,000,000/aggregate – Bodily Injury, Personal Injury, and Property Damage: (Broad Form). The Contractor agrees to provide Network180 with a certificate evidencing the insurance coverage. The Contractor further agrees to notify Network180 immediately if there are changes to the policy, including change of policy limits, cancellation or non-renewal of policy.

B. Workers’ Compensation Insurance:

   As an independent contractor, the contractor represents that one of the following is true:
1. Contractor is covered by a workers’ compensation insurance policy procured and paid for by the contractor;
2. Contractor has a valid WC-337 Notice of Exclusion on file with the Michigan Workers’ Compensation Agency; or
3. Contractor is a sole proprietor within the meaning of the Workers’ Disability Compensation Act of Michigan and has no employees.

Contractor will furnish a copy of insurance coverage, notice of exclusion, or signed statement of sole proprietorship with no employees.

In addition to Network180’s standard insurance requirements, the architect/engineer shall maintain a policy of architect’s risk insurance fully insuring the addition and the original premises from the date construction is commenced until the date of substantial completion. All policies shall name Network180 and the County of Kent as named insureds. Certificates of Insurance shall be furnished to Network180.

**BID BOND/PERFORMANCE BOND**

Each proposal over $40,000 must be accompanied by a Bid Bond executed by the vendor or cashier's check, payable to Network180 for five percent (5%) of the total amount of the bid. After the contract is executed with the successful Architect/Engineer, the bonds of the unsuccessful vendors will be returned. The Bid Bond of the successful vendor will be retained until the Performance and Payment Bonds and Certificates of Insurance have been executed and approved, after which it will be returned. In lieu of a Bid Bond, a certified check, bank draft, cashier's check, or money order may be submitted. Personal checks are NOT acceptable.

For a contract over $40,000, a Performance Bond and a Payment Bond, each payable to Network180 and each in the amount of 100% of the contract price with a corporate surety approved by the funding agency, will be required for the faithful performance of the contract.

Attorneys-in-fact who sign a Bid Bond, Performance Bond and Payment Bond must file with each Bond a certified effective dated copy of their power of attorney.

**ADDENDUMS**

Addendums will be emailed to the contact person named at the mandatory pre-proposal conference. It is the respondent's sole responsibility to monitor their email for addendums during preparation of this request.
Continuum of Kent County Behavioral Health Crisis Services

Increasing Intensity of Behavioral Health Need

Scope of Crisis Center Project

Provided Currently By Network180
Provided Currently By Another Provider
Under Development By Network180
Under Development by Another Provider