September 20, 2017

SOLICITATION

Requesting Agencies: Network180

Solicitation Type: RFQ (Request for Qualifications)

Description: Construction Management Services

Date of Issuance: 9/20/2017

Due Date: 9/29/2017

Due Time (local): 2:00 pm

Procurement Website: http://www.network180.org/en/procurement/request-for-proposals

INTRODUCTION

Network180 is seeking construction management (CM) services for the Network 180 Crisis Center Facility Expansion and Renovation Project. The firm selected as construction manager for this project must provide the full range of construction phase services for the entire scope of work. Services include, but are not limited to: pre-construction services of cost estimating, scheduling, value analysis, constructability and multi-project/phase coordination. Successful design and construction of this project could require the use of specialists in building systems condition assessment, hazardous materials abatement, building restoration/renovation, life cycle cost analysis, value engineering, and environmentally sensitive and patient friendly construction practices. Administration of the project includes, but is not limited to: bidding process, construction progress meeting minutes, change order management, quality and safety control, field management, application for payment on AIA G702-3 format, and project closeout documentation.

Network180 will specify an absolute budget amount for the entire project that includes the cost of architecture and engineering, construction costs, furniture, fixtures and equipment, contingency, and a fixed construction management fee. It will be the responsibility of the architect and the construction manager to ensure that the entire project is completed within the specified budget. Major decisions about the project including any change orders or use of Owner’s contingency will be managed by Network180, the architect, and the construction manager. At the close of the project, any unused contingency will belong to Network180.

Network180 is requesting CM services for the addition and renovation at 790 Fuller NE, Grand Rapids, Michigan. The new construction will add approximately 20,000 square feet of new program space. Approximately 12,000 square feet of clinic and office space will be renovated. The work will need to be performed in phases to allow for the continued operation of Network180 services. The new construction program is a new Crisis Center to include a crisis screening and reception area, 23-hour locked crisis unit, 6-10 bed crisis residential unit, medical clinic, office space and associated site work. The renovated areas are targeted for the first and third floors.

The firm selected must provide the full range of CM services from preconstruction through occupancy. The estimated completion deadline for construction of the new addition is December 30, 2018. The total available budget for construction of this project is $7,500,000. This number is an “all in” budget to include all costs associated with the construction; including but not limited to the CM fixed fee, overhead and general conditions, bonds, insurance, site superintendent and required staff, and a construction contingency appropriate for the scope and conditions on this project.
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. 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 most 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: Conceptual site plan indicating the general scope of work, proposed design and construction schedule, and conceptual estimate.

**PROJECT DESCRIPTION**

This project includes renovating portions of the existing building at 790 Fuller Avenue NE on floors 1, 1.5 and 3. Existing plans are also available at the following website: [http://www.network180.org/en/procurement/request-for-proposals](http://www.network180.org/en/procurement/request-for-proposals)

New construction on the north side of the site will include: a crisis screening function, medical clinic, 10-bed/23-hour secured (locked) crisis stabilization unit and a 6-10 bed crisis residential unit (unlocked). Site utilities, parking and circulation will need to be re-worked to accommodate the addition.

The 23-hour and residential 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.*

1. **23-hour Crisis Stabilization Unit**
a. Beyond the Welcoming/Reception area, this unit is secured. The unit will be operated as a Community Mental Health (CMH) pre-screening unit per the mental health code and be licensed as a Substance Use Disorder (SUD) treatment facility.

b. 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.

c. 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.

d. This proposal will be integrating current features of the existing facility together with new design renovations.

e. The following rooms or spaces will be required:
   1) Reception area for walk-in consumers (this area is not locked). Existing space should be considered first.
      a) Desk for receptionist and other staff.
      b) Waiting area with chairs, vending machine(s), and water fountain/sink.
      c) Family room.
   2) Four-six triage rooms for assessing clients.
   3) Two unisex bathrooms.
   4) Corridor leading into the locked area.

f. Spaces below are to be secured/locked:
   1) Centralized staff station, including nurse’s station.
      a) Space for recovery coaches, nurse, crisis interventionist.
      b) Medication room near nurse’s station with limited access via electronic locking system.
      c) Doctor’s office near nurse’s station.
      d) Offices/Work area for Two-three clinical staff.
   2) Centralized gathering/living room space.
   3) Emergency entrance for police/ambulance with doors and entry corridor to accommodate gurney.
   4) Bathroom near emergency entrance with pass through for lab samples (or consider if also needed near lobby) and shower.
   5) Laundry room, including lockers for clients clothing and other possessions (one or two washers and dryers in a place consistent with bedbug protocol).
   6) Storage area.
   7) Locker room with shower for staff.
   8) "Shift change room" for consultation of staff as shifts change.
   9) Kitchenette for basic food supplies, refrigerator, microwave oven, dishes, etc.
   10) Laboratory to allow specimen collection and processing, as well as basic on site testing.
   11) Centralized bathrooms with shower(s) to be used by service recipients.
   12) 10 bedrooms (approx. 100 sq. ft. each).
      a) Placement of two rooms closer to staff station, apart from other bedrooms.
   13) Flexible space designed for future expansion, i.e. additional beds.

2. Crisis Residential Unit
   a. This unit is unlocked.
b. 6-10 bedrooms with secure windows, and individual bathrooms, including showers.

c. Shift change room.

d. Centralized staff work station, e.g., behind shared counter.

e. Psychiatrist office.

f. Two-three flexible work rooms for staff use.

g. Business center/project room for copier, office supply storage.

h. Medication room with medication cart and space for clients to come for medications (Dutch doors).

i. Two-three meeting/group therapy rooms to each accommodate 10-12 people.
    1) Rooms to be flexible in design and furnishing to allow multiple uses.

j. Centralized gathering/living room area.

k. Locker room with shower for staff.

l. Laundry room for residents to use (two commercial washers/dryers).

m. Adjacent rooms for storage. & soiled laundry.

n. Family room for visitors (may be one of multi-use meeting room).

o. Kitchen and dining area (could be combined with living space, i.e., great room).
    1) Commercial appliances, e.g., oven, stove, refrigerator, freezer, ventilation.

p. Storage room(s) for staff supplies.

q. Segregated, secured storage area/lockers for consumers’ possessions.

r. Courtyard/outdoor space with privacy.

s. Exercise room.

A critical success factor to this process is a requirement that the CM confirm the estimated construction budget from the beginning of this engagement. 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

• Experience with 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. To obtain the highest quality facility within the required schedule and budget allocations, Network180 seeks a construction manager for the Network180 Crisis Center Facility Expansion and Renovation Project through a Qualifications-Based Selection process. This selection process articulates Network180’s goals and provides openness and consistency so all qualified firms receive fair consideration. The remainder of this Request for Qualifications (RFQ) identifies specifics regarding the Network180 Crisis Center Facility Expansion and Renovation Project.
MANDATORY PRE-SUBMISSION CONFERENCE

Conference Date: Tuesday 9/26/2017
Conference Time (local): 11:00 am
Conference Location: 790 Fuller NE – 2nd Floor Board Room - Grand Rapids, MI 49503

A mandatory pre-submission conference is scheduled for this request. Equal opportunity will be provided for all Respondents to ask questions.

NOTE: Attendance is mandatory. Attendees should arrive a minimum of five (5) minutes before the scheduled date and time. Attendees will not be allowed to sign in after the conference has commenced. If the Respondent does not sign in prior to the scheduled pre-submission conference, their firm will not be considered.

Any prospective Respondents not in attendance will be considered non-responsive, and therefore, will be disqualified from the process. Any submissions received from a non-responsive organization will be refused. The attendee must have authorization to bind the submitter, be considered an agent of the submitter, and remain involved in the project until conclusion. If attendee is not an employee of the submitter, attendee must present written authorization by submitter at the conference. Absent agreement of Network180, attendee shall be the only point of contact for all communication following this conference between Network180 and Respondent prior to the solicitation opening.

The pre-submission meeting purpose is to provide equal opportunity for Respondents to inspect the location, if applicable, and seek clarifications to the solicitation. Respondents shall have fully reviewed all solicitation documents and correspondence prior to the pre-submission meeting. Network180 will respond to post pre-submission meeting material inquiries at its sole discretion. Any material response to a post-submission meeting question will be posted on the inquiry page for this solicitation.

Attendees requiring special services are asked to provide their requirements to the Network180 at least forty-eight (48) hours in advance to allow for accommodations.

SCOPE

Network180 issues this Request for Qualifications (RFQ) in its process to obtain Construction Management services for the new Expansion and Renovation Project.

In addition to the expansion and renovation, other items that will need consideration are, but not limited to, the following: impact on the site/limitations, improvements of mechanical/electrical/plumbing systems, future flexibility to incorporate expansion.

The construction manager will need to consider and work with the A/E to develop the necessary phasing strategy of the construction to allow the existing facility and client parking to stay fully operational until the new Crisis Center is constructed. Continuity in maintaining the function of the facility will be critical.

The scope of this project includes investigation as to the most effective and efficient with potential options for renovation of existing areas and system upgrades on the site with the selected construction manager. Best Practices in occupied outpatient Facility Design and Construction will be expected to be proposed by the
selected professionals, along with working with the Network180 staff, to develop the most cost-effective and efficient replacement/renovation design possible, within the identified project budget. The ability of the construction manager to develop alternatives and options for network180 and the work teams to consider will be an important part of this process.

The tentative schedule for this work is included in Attachment A. It is preferred by Network180 that the selected construction management firm have previous experience related to the following:

Similar occupied healthcare facility Construction expertise, including possible renovation and phased construction.

Similar experience working with local government work teams on design and construction of a residential clinic and behavioral health facilities.

Construction experience utilizing “Best Practices” in Sustainability and Green Building Design, including those specific to residential clinic and behavioral health facilities.

Network180 has secured the services of an Architect/Engineer for the design of the Crisis Center Project. The CM will be selected as the team completes the schematic design phase.

INQUIRIES

Questions regarding this solicitation are to be submitted via email to procurement@network180.org.

From date of issuance to the award announcement, all communication (including requests for information, comments, speculation, etc.) regarding this solicitation between Network180 and the Respondent or any of their individual members, shall be formal and only through the pre-submission conference and the network180 email address identified above. Formal communication shall include, but not be limited to: (1) general inquiries, (2) pre-submission written questions and answers, (3) site visits, and (4) addendums addressed to contact information provided.

Network180 reserves the right to publish and respond to an inquiry, respond directly to the inquirer without publishing, or not respond to the inquiry at its sole discretion. Network180’s decision to respond or not respond to an inquiry shall not be the basis for a protest of award.

Opportunity to submit questions is provided up until Sept 27, 2017 at 2 PM. It is the Respondent’s sole responsibility to monitor all inquiries (including those submitted by other respondents and published by Network180 on their website) to properly prepare for this solicitation.

It is the Respondent’s responsibility to become familiar with and fully informed regarding the terms, conditions, and specifications of this solicitation. Lack of understanding or misinterpretation of any portions of this solicitation shall not be cause for withdrawal after opening or for subsequent protest of award.

ADDENDUMS AND RESPONSES TO INQUIRIES

Addendums will only be published on the Requests for Proposals page of network180’s website: http://www.network180.org/en/procurement/request-for-proposals.

Published responses to inquiries or Network180 published comments on the Requests for Proposals page of the Network180 website are hereby incorporated into the solicitation specifications in lieu of an addendum.
It is the Respondent’s sole responsibility to monitor the website for addendums or posted responses to inquiries to properly prepare for a Request for Qualifications.

**INTENT**

The intent of these specifications is to promote a properly designed and all-inclusive response. Any requirements not in the specifications, but which are needed for such a response, are to be included in the submission.

**STANDARD TERMS AND CONDITIONS**

Each payment obligation of Network180 is conditioned upon the availability of funds appropriated or allocated for the payment of this obligation. If funds are not allocated and available for continuance of the services or product performed herein, either party may terminate the agreement at the end of the period for which funds are available. Network180 shall notify the other party at the earliest possible time of the services that will or may be affected by the shortage of funds. No penalty shall accrue to either party in the event this provision is exercised, and neither party shall be obligated or liable for any further payments due or for any damages because of termination.

No payment shall be made to the Respondent for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless changes in or additions to the contract requiring additional outlay by the Respondent shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by Network180. The Respondent 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, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position, or any other legally protected characteristic.

Network180 encourages and solicits participation of qualified minority and women businesses consistent with the principle of utilizing the most highly qualified and competitive firms.

The Respondent 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, the Persons with Disabilities Civil Rights Act, and OSHA compliance.

The terms of this request shall be interpreted, construed and enforced pursuant to the laws of the State of Michigan, and the Parties irrevocably consent to the jurisdiction of the federal and state courts presiding in Michigan.

Network180 is tax exempt. A copy of the Tax Certificate of Exemption is attached to this RFQ as Attachment B.

Vendor Representation and Warranty Regarding Federal Excluded Parties List: The Respondent acknowledges Network180 may be receiving funds from or through the Federal Government and such funds may not be used to pay any Respondent on the Federal Excluded Parties List (EPLS). The Respondent represents and warrants to that it is not on the Federal EPLS. If the Respondent is in non-compliance at any time during execution or term of this agreement (including any extensions thereof), the Respondent shall be in breach and network180 shall be entitled to all remedies available to it at law or equity, specifically including but not limited to recovery of all moneys paid to the Respondent, all consequential damages (including the loss of grant funding or the
requirement that grant funding be returned), and attorney fees sustained as a result of the Respondent's non-compliance with this warranty and representation.

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, it is fully eligible to do so under law and it is not an “Iran linked business,” as that term is defined in the Act.

Insurance requirements are included in this RFQ document as Attachment C.

Termination for Cause: Should contracted Respondent fail to perform the work as required by and in accordance with the schedule or time requirements, or otherwise violate any of the terms set forth in the Solicitation Request, it shall constitute breach of the Contract. Other than in emergency situations, Respondent shall have 5 calendar days to cure a breach of the Contract (the “Cure Period”) following issuance of Network180 written notice. Failure to cure a breach of the Contract within said Cure Period shall allow Network180 to, without further notice to the Respondent, declare the Contract terminated and proceed with the replacement of the Respondent and Network180 shall be entitled to all remedies available to it at law or in equity including a claim against any required payment/performance bonds.

Although it is the intent to contract with one provider, Network180 reserves the right to contract with alternate sources if the Respondent is unable or unwilling to service its obligation, or it is deemed by Network180 to be in its best interest to use alternate sources.

Termination without Cause: Notwithstanding any other provision, at any time and without cause, Network180 shall have the right, in its sole discretion, to terminate the contract by giving sixty (60 days) written notice.

Assignment: Neither party shall assign or delegate any of its rights or obligations under this Agreement without the prior written consent of the other party.

Respondent warrants they are an authorized provider of products or services of his/her submission.
MICHIGAN FREEDOM OF INFORMATION ACT

The Michigan Freedom of Information Act (FOIA) provides the public body with five (5) business days to respond to the request with a provision for an additional ten (10) day extension. Network180 may request an extension for any FOIA request received during a solicitation process.

Information submitted in this solicitation is subject to the Michigan Freedom of Information Act and may not be held in confidence after the Respondent’s submission is opened. A submission will be available for review after staff has evaluated it, or fifteen (15) business days after the opening date, whichever comes first.

Network180 cannot assure any of the information submitted as part of or peripheral to the Respondent’s submission will be kept confidential. Any Respondent submission language designated as confidential is considered automatically invalid and void. Network180 is subject to the Michigan Freedom of Information Act, which prohibits it from concealing information on or associated with responses, successful or unsuccessful, once they are opened.

PERFORMANCE AND PAYMENT BOND

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

REQUEST FOR QUALIFICATIONS SUBMISSION

GENERAL INFORMATION

To be considered, complete submissions must be received via email by Network180 no later than the due date and time specified (local time).

Submissions must be submitted via email to procurement@network180.org. The Respondent must include its complete proposal as an email attachment in PDF format unless otherwise designated.

Network180 confirms electronic responses by email following successful submission (contact Network180 prior to solicitation opening if confirmation is not received by the Respondent). The Respondent is responsible to view the confirmation to confirm their submission is received and accessible.

The time required to upload a complete submission may vary. The Respondent assumes all risks associated with electronic submission (including all possible technical issues) and deems Network180 and its service provider harmless and without fault regardless the reason.

Network180 is not responsible for delays caused by any occurrence. Under no circumstances shall submissions delivered after the time specified be considered. The decision to refuse or consider a submission received beyond the date/time established shall not be the basis for a protest.

Late or faxed responses will NOT be considered. To be considered timely, a complete response must be submitted via email before the stated due date and time.

The Respondent’s submission must include any contract which Network180 may be asked to sign. Network180 reserves the right to present its own contract document or contract amendments in lieu of accepting the standard contract offered by the Respondent.
The Respondent certifies the response submitted has not been made or prepared in collusion with any other Respondent and the prices, terms or conditions thereof have not been communicated by or on behalf of the Respondent to any other Respondent prior to the official opening of this request. 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.

Sales and Marketing material beyond the scope of this request will not be used to determine the award and is not desired. Each submission should be simply and economically prepared, providing a concise description of the Respondent’s ability to perform the product or services requested. Emphasis should be on completeness and clarity of content.

Submissions may be withdrawn by written request only if the request is received on or before the opening date and time.

Submissions not meeting these criteria may be deemed non-responsive.

Network180 is not liable for any costs incurred by any prospective Respondent prior to the awarding of a contract, including any costs incurred in addressing this solicitation.

A submission shall constitute 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 by Network180 within sixty (60) days from the opening date, the Respondent may withdraw his/her submission or provide a written extension of his/her response.

Each submission must be signed by a person authorized to sign contracts on the behalf of the Respondent. The name of the person signing must be followed by title.

**SUBMISSION FORMAT**

Submissions must be submitted in the format outlined below

1.1 Executive Summary – One (1) page maximum

Summarize your strong points and describe how your experience, particularly with similar facility projects, will benefit Network180 in its construction of the Crisis Center Facility Expansion and Renovation/Demolition Project.

1.2 Problem Statement & Management Summary – Two (2) pages maximum

State in succinct terms your understanding of the major objectives of this project along with any potential concerns in the process of meeting those objectives (i.e. challenges to overcome, bidding climate, site constraints, etc.). Describe specifically your firm’s intended process to address the main issues of the project. Identify important steps your firm will take to meet the project goals and Network180 expectations.

1.3 Construction Methods – Three (3) pages maximum

Describe pertinent methods for project coordination, cost & quality control, scheduling, and verification of constructability. Describe your preferred method of interface with contractor(s) and construction administration.

1.4 Cost Estimating Capabilities – Two (2) pages maximum
Describe your strategy, plan and time frame for cost estimating during and upon completion of Project Schematic Design, Design Development and Construction Documents, including limiting Change Orders and cost overruns.

1.5 Project Staffing – No page limit

Provide a chart with the staff you are committing to the project. Show lines of authority and communication, and provide a brief role description and responsibilities for each person as they relate to the project. Attach resumes of all personnel.

1.6 Project Data Sheet – Six (6) pages maximum

Provide specific information on three (3) recently completed projects of similar scope (i.e. healthcare clinic and/or behavioral health facilities, including renovations) and at least the scale of this project including scope, schedule, key contact person from your firm and the project owner. For each project, indicate the pre-construction estimate, contractor’s initial pricing, total final cost, number of change orders, and type of owner/contractor agreement and contractor references.

1.7 Green Building & Sustainable Design Experience and Qualifications – Two (2) pages maximum

Network 180 has a desire to employ “Green Building Principles” and Sustainable Design practice for this project. Describe your experience with this type of design, including those specific to these types of facilities. What opportunities do you see being applied for this type of project? Share examples, if applicable.

1.8 Business Organization & References – One (1) page maximum

State the full name and address of the organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. Include phone number(s), fax number(s) and firm’s website address.

Indicate whether you operate as an individual, partnership, or corporation; if as a corporation, include the state in which you are incorporated. State the names of the principles of your firm who are licensed to practice in the State of Michigan. Firms/teams/joint ventures providing a responsive proposal shall clearly define individually their roles within the proposal.

**Construction Management Services Quote (Fees & Expenses)**

Project fees and expenses will NOT be part of the initial RFQ submission. Network180 will develop a short-list of firms who will be asked to present at future interviews. Network180 expects no less than two (2) and no more than four (4) firms to be recommended for the interviews. Firms will be notified no less than one (1) week prior to the start of interviews. Firms selected for interviews will receive additional information and will be requested to submit a Request for Proposal (RFP) response to Part 2 – Fee Proposal. This Fee Proposal response will be hand-delivered in a separate sealed envelope during the scheduled interview. Firms selected to present will be asked to clarify their proposals and ensure a mutual understanding of the project. All key members of the project team are required to attend.

While cost is a consideration, Network180 will not use it as the sole determining factor in awarding this contract. Prior existing contract pricing may not be indicative of the current bid specification.

Do NOT provide fees and expenses with this initial proposal.
EVALUATION, STATUS UPDATES/AWARD NOTIFICATION

Network180 reserves the right to request additional information it may deem necessary after the submissions are received.

As part of the evaluation process, Respondents may be requested to make an oral presentation, at the Respondent’s expense, to an evaluation committee. Staff to be assigned to this project must participate in this presentation unless otherwise waived by Network180. The presentation may be followed by a question and answer session.

Network180 reserves the right at its discretion to waive irregularities of this solicitation process.

In the event of extension errors, the unit price shall prevail and the Respondent's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail and the Respondent's total will be corrected accordingly. Respondent must check their submission where applicable. Failure to do so will be at the Respondent's risk. Submissions having erasures or corrections must be initialed in ink by the Respondent. Respondents are cautioned to recheck their submissions for possible errors.

Any errors, omissions or discrepancies in the specifications discovered by a prospective Respondent shall be brought to the attention of the Network180 as soon as possible after discovery. Further, the Respondent shall not be allowed to take advantage of error, omissions or discrepancies in the specifications.

Network180, at its sole discretion, reserves the right to award to the Respondent whose response is deemed most advantageous to Network180. Network180, at its sole discretion, shall select the most responsive and responsible Respondent and evaluate all responses based on the requirements and criteria set forth in this solicitation while reserving the right to weigh specifications and other factors in the award. Network180 reserves the right to reject any and all submissions as a result of this solicitation.

Accelerated discounts should be so stated at the time of submission. If quick-pay discounts are offered, Network180 reserves the right to include that discount as part of the award criteria. Prices must, however, be based upon payment in thirty (30) days after receipt, inspection, and acceptance. In all cases, quick-pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.

Network180 appreciates the interest, effort, and time spent in responding to this solicitation.
Attachment A:

Conceptual site plan indicating the general scope of work, proposed design and construction schedule, and conceptual estimate.
<table>
<thead>
<tr>
<th>Project Item</th>
<th>Functional Area</th>
<th>Unit</th>
<th>Quantity</th>
<th>Construction Type</th>
<th>Functional Description</th>
<th>Unit$</th>
<th>Cost</th>
<th>Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.10 Crisis Residential (6 beds)</td>
<td>sq. ft.</td>
<td>5,000</td>
<td>01</td>
<td>New Construction</td>
<td>01.11 Skill Nursing Unit</td>
<td>$267</td>
<td>$1,335,000</td>
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<tr>
<td>1.20 23 Hour Crisis</td>
<td>sq. ft.</td>
<td>5,900</td>
<td>01</td>
<td>New Construction</td>
<td>02.02 Ambulatory Care - Clinics</td>
<td>$237</td>
<td>$1,398,300</td>
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</tr>
<tr>
<td>1.30 Shared Services + Med Clinic</td>
<td>sq. ft.</td>
<td>6,000</td>
<td>01</td>
<td>New Construction</td>
<td>02.02 Ambulatory Care - Clinics</td>
<td>$237</td>
<td>$1,422,000</td>
<td></td>
</tr>
<tr>
<td>1.30 Screening/Reception</td>
<td>sq. ft.</td>
<td>1,978</td>
<td>01</td>
<td>New Construction</td>
<td>02.02 Ambulatory Care - Clinics</td>
<td>$237</td>
<td>$468,800</td>
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<tr>
<td>1.40 Connection link</td>
<td>sq. ft.</td>
<td>1,340</td>
<td>01</td>
<td>New Construction</td>
<td>07.01 Building &amp; MEP spaces</td>
<td>$178</td>
<td>$2,385,000</td>
<td></td>
</tr>
<tr>
<td>1.50 Emergency Generator System</td>
<td>Allowance</td>
<td>1</td>
<td>01</td>
<td>New Construction</td>
<td>08.02</td>
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**Total Opinion of Probable Cost**

**Owner’s Contingency**

$750,000
SITE LAYOUT

Addition on north side

- Crisis Residential
- 23 Hour Crisis
- Clinical Space
- Shared Services
Attachment B: Tax Certificate of Exemption

Michigan Sales and Use Tax Certificate of Exemption

INSTRUCTIONS: DO NOT send to the Department of Treasury. Certificate must be retained in the seller's records. This certificate is invalid unless all four sections are completed by the purchaser.

SECTION 1: TYPE OF PURCHASE

A. One-Time Purchase

B. Certificate for Recurring Business Relationship

C. Certificate for Recurring Business Relationship

Order or Invoice Number: ____________________________

Expiration Date (maximum of four years): 06/08/20

The purchaser hereby claims exemption on the purchase of tangible personal property and related services made from the vendor listed below. This certificate is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Purchaser's Name and Address:

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1. ☒ All items purchased.
2. ☐ Limited to the following items:

SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1. For Leases, Enter Use Tax Registration Number: ____________________________
2. For Rents at Retail, Enter Sales Tax License Number: ____________________________

The following exemptions DO NOT require the purchaser to provide a number:

3. Agricultural Production, Enter percentage: _____%
4. Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization): 34-3672594
5. Contractor (must provide Michigan Sales and Use Tax Contractor Eligibility Statement (Form ST-310)).
6. For Rents at Wholesale.
7. Industrial Processing, Enter percentage: _____%
8. Nonprofit Organization under Section 501(c)(3) of the Internal Revenue Code (must provide IRS authorized letter with this form).
9. Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form).
10. Rolling Stock purchased by an Interstate Motor Carrier.
11. Qualified Data Center
12. Other (explain): ____________________________

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in ascertaining that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, interest and any accrued interest, including, if necessary, reimbursement to the vendor for tax and interest incurred.

Kent County CMH Authority dba Network 180

Type of Business (see codes on page 2): 05 - Government

Business Address:
790 Fuller Avenue NE
City, State, ZIP Code: Grand Rapids, MI 49503
Business Telephone Number (include area code): (616) 336-3909
Name (Print or type): Michelle Needham

Authorized Signature: Michelle Needham

Date Signed: 06/08/16
Attachment C: Network180 Insurance Requirements

The Contractor shall notify all insurance agents and companies retained by the Contractor that these insurance requirements shall be included in any Agreement between the Contractor and Network180.

The Contractor shall purchase and maintain, at its sole expense and as long as it is providing services to Network180, the following insurance coverage:

a. Commercial General Liability - Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and products/completed operations. Coverage shall be endorsed to include Network180 as an additional insured for work performed by the Contractor in accordance with the Agreement.

   Minimum Limits:
   > $1,000,000 per occurrence/$2,000,000 general aggregate
   > $2,000,000 aggregate for products and completed operations
   > $1,000,000 personal and advertising injury

b. Automobile - Michigan "no-fault" coverage, and residual automobile liability, comprehensive form, covering owned, hired, and non-owned automobiles. Coverage shall be endorsed to include Network180 as an additional insured for work performed by the Contractor in accordance with the Agreement.

   Minimum Limits:
   > No-fault coverages - statutory
   > $500,000 per person/$1,000,000 per accident- bodily injury
   > $500,000 per occurrence- property damage

   Or

   > A combined single limit of $1,000,000 per occurrence

c. Workers' Compensation and Employer's Liability - Statutory coverage or proof acceptable to Network180 of approval as a self-insurer by the State of Michigan.

   Minimum Limits:
   > Workers' Compensation - statutory
   > Employer's Liability- $100,000 each accident/$100,000 disease- each employee
   > $500,000 disease- policy limit
Professional Liability - Covering acts, errors or omissions of a professional nature committed or alleged to have been committed by the Contractor or any of its subcontractors. Coverage shall be effective upon the date of the Agreement and shall remain effective for a period of three (3) years after the date of final payment thereunder. Such coverage shall be endorsed to include any subcontractors hired by the Contractor.

Minimum Limits:
> $1,000,000 per occurrence, $1,000,000 annual aggregate

Insurance coverage shall cover all claims against Network180, the County of Kent, its officials and employees, arising out of the work performed by the Contractor or any subcontractors under the Agreement. Should any work be subcontracted, it shall be the responsibility of the Contractor to maintain Independent Contractor's Protective Liability Insurance with limits equal to those specified above for Commercial General Liability Insurance. In addition, the Contractor shall provide proof of Workers' Compensation Insurance for all subcontractors in compliance with the required statutory limits of the State of Michigan.

Said policies of insurance shall be with companies licensed to do business in the State of Michigan and in a form satisfactory to Network180. All insurance companies must maintain a rating of 8+, or better from A.M. Best Company. Certificates of insurance with a thirty-(30) day cancellation clause shall be filed with and approved by Network180 at least five (5) days in advance of commencing work under the Agreement. Cancellation, material restriction, nonrenewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by Network180.

Network180 reserves the right to request a complete certified copy of the policies for the above coverages. Any reduction or exhaustion in the limits of required insurance coverage shall not be deemed to limit the indemnification afforded in accordance with the Agreement or any amendments thereto.

Depending on the subject matter of the transaction, Network180 may require other insurance coverage in addition to the coverages contained herein.