



Request for Proposal (RFP)
Michigan Department of Technology, Management and Budget (DTMB)
for
DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) – Roscommon County, MI
SR #2016-0333

Questions & Answers
November 4, 2016

Q. Is it possible that there will be an extension issued with respect to the submission of RFP's?

A. No. This RFP has a 30-day performance period. The beginning date for this RFP was October 18, 2016. The deadline for submission s is set for 5pm on November 18, 2016. In accordance Submission after that time will not be considered

Q. Why is the time frame for responding so short? 30 days to secure a site, prepare the drawings requested, estimate the cost of the project and develop the comprehensive lease package is too short a timeframe for even the most astute developers. Municipal offices in these Northern Rural areas are only open limited hours which further hampers the timeline.

A. The 30-day performance period is acceptable for DTMB Real Estate leasing RFPs. The requirements in this RFP are preliminary with the final results negotiated in the negotiation process with the awarded bidder. The RFP is an earnest intent with the rest of the details worked out over the award period, Lease negotiation timeline, the BAFO timeline, and subsequently the construction timeline. The preliminary drawings can be of the existing space or for new construction, a promise to build a similar building to the sample floor plan provided. The cost estimate to build or remodel is expected to be based on the fair market rate per square foot for commercial construction. The Lease package is not expected to be a finished product nor complete since items such as as-built drawings and the approved Lease have yet to be determined.. Further, The State of Michigan is open to entertaining bids from Lessors who have a multitude of building availability such as established properties, build to suit properties, or even properties that potential Lessors have proof of options to purchase, etc.

Q. Likewise, an Occupancy/Commencement date of March 31, 2017 is unrealistic based on the RFP due date being November 18, 2016. Even if the successful Design/Build Contractor/Developer were to unrealistically be awarded the lease contract by December 1, 2016 which is unlikely, they would need to get all permits and approvals from both the State and the local municipality before breaking ground which would most likely be at least by Christmas which would force him to break ground no sooner than January 1, 2017. This would leave the contractor 90 days to build a 10,000 SF building in the middle of winter in northern Michigan. When is he supposed to install the asphalt? The plants close before the bids are due and do not open until 30 days after the proposed commencement date.

A. The occupancy/commencement date is a goal, not a rule. Depending on Lease negotiation, this date will be established when the Lease is finalized to include design, building, and inspection timelines. For instance, in a building in virtually turn-key, DHHS may be able to occupy prior to that date under that circumstance.

Q. Do you have a preference to stay where you are currently located and is there an opportunity to add to the existing building?

A. DHHS is interested in occupying a class A/B office building that meets their current functional needs and is located in Roscommon County. All bidders are encouraged to bring forward their proposals in good faith based on their ability to perform based on their own specific scenarios.

Q. Have you been working with another developer who has already completed the preliminary work for this RFP?

A. No. The State of Michigan procurement process restricts us from negotiating prior to an RFP and in turn further restrict communication prior to the closing of the posting (barring this public question and answer exercise with a deadline). A preliminary canvass was performed in Roscommon County and potential Lessors may have been made aware of the forthcoming RFP in the process.

Q. With regard to janitorial, what is the food and drink policy at the DHHS? You have carpet cleaning, spot cleaning, waxing, and other requirements that will be difficult to adhere on the schedules you define if there is an open ended policy throughout the building as far as food and drink go. We have other government and state leases and know from experience that this is always a problem area. It will be cost prohibitive to meet your cleaning requirements if there is an open food and drink policy at this location.

A. Food and drink policies are left up to the local DHHS directors and management. The State of Michigan is open to addressing this issue directly with the awarded bidder if necessary.

Q. What constitutes an emergency with respect for janitorial services? We currently have a 20+ year lease with the DHS and I can only think of one instance where we were called in an emergency situation (shooting) for cleanup (blood). So I am interested to know if there is a specific criteria that will be followed so that this does not get out of hand. We currently manage a VA building where this emergency cleanup expectation is a problem for us, with excessive "emergency" cleanup calls that do not fall under an emergency classification. We want to make sure we have a full understanding of the State's expectations with regard to emergency cleanup.

A. Emergency situations are subjective and need to be addressed on a case by case basis. There is not specific emergency janitorial criteria in place beyond that listed in the Janitorial Specifications. The DTMB Real Estate Division expects DHHS to work rationally with our State Lessors to address these matters directly.

Q. The RFP says the RFP is revised. What is revised? It is not obvious from what I have read. Thank you for your assistance. I working very hard to meet your needs.

A. At the request of DHHS, the revision that was made was to expand the boundaries for this RFP to include the entire county of Roscommon.

Q. Reception Area — This seems to be the area that clients wait in, correct?

A. No, as the comments state on this line of the space estimator, this is the area the reception staff will occupy with 2 service windows to the lobby (service counter/waiting area). See the DHHS Specific Building Standards for more details.

Q. Service Counter/Waiting Area - Is this the area behind the glass? Reception area and Waiting room would seem to be the same area, but I don't think that is what you meant? I think this is the area behind the glass?

A. No, as the comments state on this line of the space estimator, this is the waiting area that needs to hold up to 20 clients/visitors. This area also needs to house 2 kiosks. See the DHHS Specific Building Standards for more details.

Q. Unassigned filing? Do you want a room or just some space allocated for this or are you flexible?

A. Unassigned filing speaks to the amount of space (9sf each) this equals 99 square feet total available for modular lateral files in the open/common office area.

Q. Parenting Time Room and Observation Rooms. Observation Room refers to Visitation rooms on the Space Estimator, page3 and I think you mean Parenting Time Rooms. It seems to say 2 parenting rooms/visitation rooms with an observation room in the middle so you could look into either Parenting Time/Visitation room? There is currently two rooms called visitation with a mirrored window in between the two offices. I assume you don't want one set and another set of two offices, but more space in two visitation rooms with the observation room in between. Clarification of this would be helpful.

A. The requirement for the Parenting Time Rooms is two separate Parenting Time rooms that measure 192 square feet each, with an 80 square foot Observation Room between them. This Observation Room is to have a one way mirror and audio into to each Parenting Room.

Q. Space Estimator and Supplemental Additional Building Standards are different? It seems like the Space Estimator is meant to be a more precise view of what is wanted on this project? Correct?

A. That is fundamentally correct. The space estimator is a baseline guide. Please note that changes may be needed along way given the chance for unforeseen obstacles in the development process.

Q. Do you want employee parking fenced?

A. No

Q. Separate employees from Clients? Or decided later?

A. Yes, separate is preferable.

Q. No guard station?

A. Correct

Q. Tot room? Tot Shower?

A. No.

Q. One or two client toilets?

A. None other than the two public restrooms in the Waiting Area.

Q. 1 or 2 premanufactured Bullet proof windows?

A. Two. As the Space Estimator comments state for the Reception Area, this area requires 2 service windows to the lobby (service counter/waiting area). See the DHHS Specific Building Standards for more details.

Q. First Aid room?

A. Yes. As the Space Estimator comments state, a First Aid room measuring 120 square feet is required. See the DHHS Specific Building Standards for more details.

Q. 2 refrigerators in 160 sq. ft? Or to be determined later?

A. To be determined

Q. You have specified a break/lunch room of 160 feet, I don't know how there is room for all this equipment. There is room in the current sized break room, I believe.

A. 160 square feet is a baseline for occupancy use. The finished room may be more square feet once the design process is underway and the equipment is determined.

Q. How many microwaves and coffee machines?

A. To be determined

Q. 3 vending machines in 160 sq. ft. To be determined later?

A. To be determined

Q. PA system?

A. Yes

Q. Signage? Is a sign on the building adequate?

A. A sign on the building will be required; depending on building location, a street pylon sign may also be required.

Q. Does carpet have to come from State Specified Carpet place? Does the carpet have to be installed by the state specified installer?

A. Lessors servicing the State of Michigan are welcome to (but not required to) use the State carpeting contract through our approved vendor(s) which includes installation services. As long as the carpeting selected meets the State standards, Lessors are free to source the products and services outside of the State contract. See the SOM Retrofit Design Standards and SOM New Building Design Standards for more details.

Q. Am I only supposed to provide the utility capacity and the appropriate cooling? Does the State of Michigan provide the rest?

A. The State of Michigan will not directly assume the cost of any capital improvements. The State is requesting a Gross lease with a rate that is within or below the current fair market rate for office space. Without speculating what “the rest” consists of, clarification for this inquiry can be found in the following places: SOM Retrofit Design Standards and SOM New Building Design Standards.

Q. Location: Will properties located outside the boundaries defined in the RFP be considered if located in Roscommon County and easily assessable on a main corridor of M-55 and all other requirements are met? Should such a proposal be submitted as an Alternative?

A. The RFP boundaries for Roscommon (DHHS) consist of the entire county. As long as the proposed location is within the county boarders, it will be considered. Proposed locations outside the Roscommon County lines will not be considered or given a response.

Q. Space Estimator: User Override identifies open office space for Supervisors, Professionals, Technicians, Part-Time Students, Interns, Field Staff, Etc. The Office Tenant Fitout Design and Construction Standards reference Interior Component Construction, but no mention of demountable partitions for open work areas. Please identify the requirements for work stations in open space. Will such work stations be purchased and installed by the State of Michigan?

A. The State of Michigan manages and installs all of its own modular furniture systems. The cost of (or partial cost of) the modular systems (or demountable partitions) may be supplemented by potential Lessors in the bidding process if the Lessor elects to assist the State of Michigan with the costs by way of proposing allowances.

Q. Enclosure “C”– Supplemental Additional Building Services. Parking and Security Fence and Gate: If the site identified in this application will be solely used by DHHS, is a guard station, perimeter fencing and card activated motorized horizontal sliding gate required?

A. A guard station, perimeter fencing and card activated motorized horizontal sliding gate is not required for DHHS purposes in Roscommon County.

Q. Conference and Meeting Space: The Space Estimator identifies a Conference Space for 40+ persons. Does this space require division into 4 smaller spaces through the installation of operable partitions?

A. Division into 4 smaller spaces by partition is not required; however, the concept may be left open for negotiation should DHHS have a functional need at this location.

Q. Tot Room or Truck/Service/Storage Area: The Space Estimator does not reference these spaces. Are such spaces required?

A. A tot room is not required in the Roscommon DHHS office. A storage space with VCT tile is required per the space estimator. A Truck/Service area is not required at this location.