



**START TREATMENT & RECOVERY CENTERS, INC.**

**REQUEST FOR PROPOSAL**

**Foundation Design**

**RESPONSES TO THIS REQUEST FOR PROPOSALS MUST BE DELIVERED ELECTRONICALLY TO**

**START Treatment & Recovery Centers, Inc.**

**Attention: Ivan W Duncan, Vice President Real Property**

**Final Proposal Due: June 30<sup>th</sup>, 2023, 3:00PM**



Vendor \_\_\_\_\_

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Vendor \_\_\_\_\_

## A. INTRODUCTION AND BACKGROUND

### About START Treatment and Recovery Centers, Inc.

START Treatment & Recovery Centers, Inc. (“START”) is a not-for-profit 501(c)(3) corporation that is a community-based organization, and one of the nation’s largest and oldest minority-led addiction treatment, behavioral health services, and biomedical research, agencies, founded by the renowned national authority on drug addiction, Dr. Beny J. Primm, in 1969. Serving patients throughout the New York Metropolitan area, operating from six (6) facilities in Manhattan and Brooklyn, New York, START employs a staff of nearly 300, and maintains treatment for over 3,000 patients each year.

START operates the following healthcare programs:

- Eight (8) substance use disorder treatment outpatient programs, including seven (7) opioid treatment programs (OTPs), which programs include behavioral health counseling and psychiatric services, certified by the New York State (NYS) Office of Addiction Services and Supports (OASAS), under Article 32 of the Mental Hygiene Law. START OTPs are also certified by the federal Substance Abuse and Mental Health Services Administration (SAMHSA) and accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).
- An outpatient program offering mental health services for adolescents, licensed under the NYS Office of Mental Health, under Article 31 of the Mental Hygiene Law.
- START facilities, which house all its programs, are each licensed to provide primary care services and limited laboratory services by the NYS Department of Health Office of Primary Care and Health Systems Management under Article 28 of the Public Health Law.

Our integrated, multidisciplinary care model, including programs that offer specialist treatment for HIV and Hepatitis C, and vocational education, is equipped to engage patients as partners with their providers in their recovery, treatment for chronic conditions, and health promotion.

START’s programs are operated from six (6) sites, in Fort Greene, East New York, Bushwick, East Harlem, Central Harlem, and Washington Heights. Note that the Washington Heights site is not included in this Request for Proposals (“RFP”).

## B. PROCUREMENT NEED

The purpose of this RFP is to solicit competitive proposals from potential vendors that can provide a foundation design. Currently, one site needs a repair to the foundation.

The location of the site that requires a foundation repair is:

- 1) **1149 Myrtle Avenue, Brooklyn, NY**

### C. SCOPE OF WORK

It is anticipated that the foundation needs a major repair. The scope of work must include, although not be limited to:

#### 1. Design Services

- Review of existing building foundation wall and 1<sup>st</sup> floor conditions
- Design of adequate repairs to the foundation walls, vaults, cellar columns, and 1<sup>st</sup> floor framing per the 2022 NYC Building Code
- Design of new beams and joists and their connections to support existing framing and vault.
- Design foundation elements to support new columns as required.
- Coordination with other design team consultants, construction manager, and trades.
- Preparation of Construction Documents.
- Construction administration (shop drawing review, RFI responses, etc.).
- Review of building above 1<sup>st</sup> floor framing.
- Review and repair design of existing foundation elements.
- NYC Department of Buildings required inspections.
- Inspection of completed work.
- Expediting services with local municipality
- Design of waterproofing detail

#### 2. Special Notes

Vendors are required to adhere to [New York State and New York City laws and regulations, including building and fire safety codes](#). Vendors must sign a [non-disclosure agreement \(NDA\)](#) if a walk-through is scheduled. If review of the building above 1st floor framing discovers any repair work which ownership wishes to address, additional design services can be charged at an hourly rate.

START estimates the above design services will take ten (10) weeks from when a site survey is performed by your firm and the proposal is signed. Construction administration services are expected to last two (2) months.

### D. SKILLS REQUIRED

Vendor must provide all current copies of business licenses and certificates, for the personnel and for the legal entity, who will perform under the awarded contract.

### E. PRICING

Vendors must provide detailed information regarding the total cost of deployment i.e. a lump sum cost and an hourly rate for the estimated hours of work to complete all tasks including but not limited to [all fees required by New York City Department of Buildings \(NYCDOB\)](#).



Vendor \_\_\_\_\_

**F. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES**

To the extent that Vendor employs any subcontractor or otherwise authorizes another person or entity to fulfill any of its duties under the contract awarded from this RFP or retains any supplier in connection with the contract, Vendor agrees that it will adhere to the provisions of New York State Executive Law Article 15-A and 5 NYCRR Part 142, which provisions are intended to promote and advance the participation of minority group members and women-owned business enterprises (MWBs) in certain contract opportunities.

**G. EQUAL EMPLOYMENT OPPORTUNITY**

In performing the contract awarded from this RFP, Vendor will ensure that each subcontractor and supplier performing work on the contract will undertake or continue existing Equal Employment Opportunity (EEO) programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, religion, national origin, sex, age, sexual orientation, gender identity, disability, or marital status. For these purposes, EEO will apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

Vendor will submit its EEO policy statement to START upon execution of the contract and any amendments thereto will be provided within a reasonable period thereafter.

**H. COMPLIANCE WITH POLICIES**

Vendor will comply, and cause Vendor employees and subcontracted agents to comply, with all of START’s policies and procedures, including, without limitation, those governing START’s information technology systems and health screening requirements.

**I. RFP SCHEDULE**

- RFP Available to Vendor/Contractor June 14<sup>th</sup>, 2023
- Questions to be submitted June 16<sup>th</sup>, 2023, 1PM
- Answers available June 19<sup>th</sup>, 2023
- Building Walk-through (if needed) June 19<sup>th</sup> – 23<sup>rd</sup>, 2023
- Final Proposals Due June 30<sup>th</sup>, 2023, 3PM
- Contract Award July 7<sup>th</sup>, 2023
- Commencement of Work TBD

**J. CONTACTS**

**Ivan W Duncan**  
Vice President – Real Estate  
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Vendor \_\_\_\_\_

**K. GUIDELINE FOR PROPOSAL PREPARATION**

Award of the contract resulting from this RFP will be based upon the responsive Vendor whose proposal is most advantageous to START in terms of cost, engagement duration and candidate’s ability to meet START’s needs as specified elsewhere in this RFP.

START reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor,
- Accept other than the lowest priced offer,
- Award a contract based on initial offers received, without discussions or request for best and final offers, or
- Award more than one contract.

Vendor’s proposal must be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficiently to define its proposal.

Vendor’s proposal in response to this RFP will be incorporated into the final agreement between START and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

- 1. Executive Summary**  
This section will present a high-level synopsis of the Vendor’s responses to the RFP. The Executive Summary should be a brief overview of the engagement and should identify the main features and benefits of the proposal work.
- 2. Scope, Approach and Methodology**  
Include descriptions for the various activities that the vendor will conduct.
- 3. Engagement Approach**  
Include the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end.
- 4. Deliverables**  
Include descriptions of what your services will deliver within the statement of work.
- 5. Detailed Cost Breakdown**  
Include a detailed breakdown of all cost including material, labor and incidental.
- 6. Potential Conflict of Interest**  
Detail here any personal or professional relationship that the Vendor has with any START employee, Board member or Advisory Council member. If there is none, state None.
- 7. Appendix: License and Certificate**  
Licenses and Certificates of proposed candidate.
- 8. Appendix: Company Overview**



Vendor \_\_\_\_\_

A short (no more than one page) overview of your organization and your work in healthcare and New York State Medicaid programs specifically.

**L. CONTRACT REVIEW**

START's standard master services contract (MSA), and statement of work form (SOW) is attached to this RFP. Please review and, if there are aspects of the standard contract that your organization cannot agree to, detail the requested changes in your response.

**END**