



START TREATMENT & RECOVERY CENTERS, INC.

REQUEST FOR PROPOSAL

East New York Architectural 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: August 31st, 2023, 3:00PM



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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 **full architectural design approved by the New York City Department of Buildings (NYCDOB)**. Currently, one site needs a repair to the entire building.

The location of the site that requires a repair is:

- 1) **494 Dumont Avenue, Brooklyn, NY**

C. SCOPE OF WORK

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

1. Design Services

- Review of existing building conditions.
- Design of adequate repairs to the entire building per the NYC Building Code.
- Analysis of existing concrete conditions.
- Design of concrete repairs.
- Coordination with other design team consultants, construction manager, and trades.
- Preparation of Construction Documents.
- Construction administration (shop drawing review, Request for Information (RFI) responses, or any requests by START to ensure constant communication).
- Review and repair design of existing building elements.
- NYC Department of Buildings required inspections.
- Inspection of completed work.
- Expediting services with local municipality.
- Design of waterproofing detail if needed.
- LEED accreditation.
- Site Survey.

2. MEP Design Services

- Design of all new HVAC systems throughout, likely VRF with ERVs, or possibly ATWHP/hydronics with ERVs.
- Design of a new domestic water service with RPZ (and DEP BFP app) and a new domestic water heating system (with heat pump, storage/recirculation and indirect preheat tank).
- Design of stormwater modification with new internal leaders and stormwater detention in the basement.
- Coordination of gas piping and meter removal and lock out service.
- Survey of existing wet sprinkler layout and design to either modify or fully renovate.
- Survey of existing electrical service, calculations.
- Design of upgraded electrical service.
- Con Edison application filing.
- Survey of existing fire alarm and design to either modify or fully renovate.
- Miscellaneous services included are:
 - Electrical circuiting drawings and provisions for a generator on the roof (gas or diesel).
 - Upgrading the sewer service.
 - Upgrading the gas service and piping, assisting with the National Grid application, and gas distribution where needed.
 - ComCheck for lighting.
 - Construction Phase Services (submittal/shop drawing review, attendance

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at two meetings/visits, assist with lead, modify drawings per as-builts for record and amended filings).

- Design of photovoltaic and greywater systems.
- Design of pumps/piping from stormwater detention system for rainwater harvesting.
- Design of rainwater heat recovery system.
- Mechanical equipment commissioning.

3. 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 or to receive the engineering assessment. If there is additional repair work discovered during the walk-through, which ownership wishes to address, those said repairs must be included in the proposal.

START estimates the above design services will take six (6) months from when a site survey is performed by your firm and the proposal is signed. Construction administration services are expected to last twelve (12) 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. **Vendor must also provide a letter from a surety company, signed by an authorized agent, showing evidence that a performance and payment bond can be obtained for the total amount of the proposed bid lump sum cost.**

E. PRICING

Vendors must provide detailed information regarding the total cost of deployment in 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) and fees for a payment and performance bond.**

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 (MWBEs) in certain contract opportunities. START is fully dedicated to the participation of minority group members and women-owned business enterprises (MWBEs). **Consideration will be given to vendors that demonstrate an extensively detailed MWBE utilization plan.**



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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 July 28th, 2023
- Questions to be submitted August 18th, 2023, 1PM
- Answers available August 22nd, 2023
- Building Walk-through (if needed) August 7th – 17th, 2023
- Final Proposals Due August 31st, 2023, 3PM
- Presentations (if needed) September 5th – 15th
- Contract Award September 29th, 2023
- Commencement of Work TBD

J. CONTACTS

Ivan W Duncan
Vice President – Real Estate
START Treatment & Recovery Centers, Inc.
937 Fulton Street
Brooklyn, NY 11238
Office: (718) 260 2912
Mobile: (718) 490 0027
E-mail: Iduncan@startny.org

K. PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors must submit any such questions by the above due date.

Written questions must be emailed to Iduncan@startny.org by the date and time specified above. Vendors should enter “RFP Professional Services Questions” as the subject for the email. Questions



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submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, START’s response, and any additional terms deemed necessary by START will be posted in the form of an addendum to <https://www.startny.org/business-opportunities>, and will become an addendum to this RFP. No information, instruction or advice provided orally or informally by any START personnel, whether made in response to a question or otherwise in connection with this RFP, will be considered authoritative or binding. Vendors will rely only on written information that is contained in an addendum to this RFP.

L. 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,
- Choose top three (3) vendors to perform an in-person presentation,
- 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). **It is the Vendor’s sole responsibility to ensure its proposal has been submitted to START by the specified time and date referenced above in Section I of this RFP.** 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



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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

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

M. 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