



START TREATMENT & RECOVERY CENTERS, INC.

REQUEST FOR PROPOSAL

General Contractor On-Call Services

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

START Treatment & Recovery Centers, Inc.

Attention:

Ivan W. Duncan, Vice President, Real Property Management

Final Proposal Due: August 31st, 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 agencies that provide addiction treatment, behavioral health services, and biomedical research, founded by the renowned national authority on drug addiction, Dr. Beny J. Primm, in 1969. Serving patients throughout the New York Metropolitan area and 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 (inclusive of Headquarters), East New York, Bushwick, East Harlem, Central Harlem, and Washington Heights.

B. PROCUREMENT NEED

The purpose of this RFP is to solicit competitive proposals from potential vendors that can provide the most effective and cost-efficient construction on-call services. Currently, all six (6) sites have an immediate need for construction services. The current sites have multiple issues, including but not limited to sheetrock replacement, window replacement and exterior restoration to name a few.

The location of the six (6) sites that on-call services under this RFP, are as follows:

- 1) 494 Dumont Avenue, Brooklyn, NY
- 2) 1149 Myrtle Avenue, Brooklyn, NY
- 3) 937 Fulton Street, Brooklyn, NY
- 4) 2191 3rd Avenue, New York, NY
- 5) 119 West 124th Street, New York, NY
- 6) 2406 Amsterdam Avenue, New York, NY

Vendor: _____

C. SCOPE OF WORK

It is anticipated that the on-call services will require an array of repairs ranging from minor to major. The scope of work will vary from site to site, but must include (1) interior fit-out and repairs ; (2) carpentry and finish work; (3) electrical work (interior and exterior); (4) system controls; (5) exterior façade, waterproofing and roofing work; (6) exterior civil/site work, including excavation; (7) landscaping and irrigation; (8) masonry and pavement; (9) testing procedures and probes; and (10) historic preservation.

In addition to those services listed above, the on-call general contractor shall also perform:

1. **Contractor responsibility (START is aware that the below items are inclusive of the referenced above items):**

- a) Bathroom tile repair
- b) Carpet / Flooring replacement
- c) Window replacement that includes the window lintel
- d) Window caulking
- e) Glass replacement
- f) Door lock replacement
- g) Concrete sidewalk repair and or replacement
- h) Brick Replacement
- i) Painting
- j) Light fixture replacement
- k) Sheetrocking
- l) Ceiling repair
- m) Driveway repair (asphalt or concrete)
- n) Door replacement
- o) Debris removal
- p) Electrical (new or repair) via licensed electrician
- q) Exterior Restoration
- r) Waterproofing

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.** Vendor must sign a **non-disclosure agreement (NDA)** if a walk-through is scheduled. Vendor must propose any add-in items to the Scope of Work that the Vendor believes would be in the best interest of START to be included in the Scope of Work and identify each case in which the Vendor is proposing an additional service.

D. SKILLS REQUIRED

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

Vendor: _____

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

Vendor must provide information below regarding the total cost labor in the form of 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. START will pay for materials at cost from an invoice from the Vendor supplier.

LABOR

LABOUR RATES

Regular working hours is 8am – 5pm

REGULAR TIME:
 (2 hours – minimum)

Monday – Friday 8:00am – 5:00pm
 \$_____/hr.

OVERTIME:
 (2 hours – minimum)

Monday – Friday 5:01pm – 7:59am
 Saturday 12am – 11:59pm
 \$_____/hr.

DOUBLE TIME:
 (2 hours - minimum)

Sunday and Holidays
 \$_____/hr.

F. GENERAL

- Provide emergency service when needed (Response time is 24-48 hours).

G. 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.

H. 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

Vendor: _____

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.

I. 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.

J. RFP SCHEDULE

- RFP Available to Vendor(s) August 4th, 2023
- Questions to be submitted August 10th, 2023, 1PM
- Answers available August 11th, 2023
- Final Proposals Due August 31st, 2023, 3PM
- Walk-through(if requested) August 14th-August 18th, 2023
- Contract Award & Notice to Proceed September 15th, 2023
- Commencement of Work TBD

K. CONTACTS

Ivan W. Duncan
Vice President, Real Property
 START Treatment & Recovery Centers, Inc.
 937 Fulton Street
 Brooklyn, NY 11238
 Office: (718) 260 - 2912 ext. 2912
 Mobile: (917) 490 - 0027
 E-mail: iduncan@startny.org

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

Vendor: _____

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.

M. 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 vendor’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.

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

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.

Vendor: _____

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 hourly rates.

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, Certificate, and Resume(s)

Licenses, Certificates, and Resumes of proposed vendor and its personnel.

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 or professional services related to this RFP.

N. CONTRACT REVIEW

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

END