



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

**REQUEST FOR PROPOSAL**

**Foundation Repair**

**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: November 27<sup>th</sup>, 2023, 3:00PM**



Vendor \_\_\_\_\_

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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 to repair the foundation. 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. Foundation Repair

- Complete the repair in accordance with the construction plans, project manual and specification, and Bid form and construction documents **(See attached)**.
- Obtain necessary permits and/or certificates to ensure code compliance with local municipal, New York State, and Federal rules and regulations governing work associated with the repair and Project closeout.
- Vendor will be required to provide for the marking and identification of all utilities passing through the area (if applicable).
- Identify, remove and properly dispose of all universal hazardous wastes if identified.
- Perform baiting; provide for the protection of adjacent properties and pedestrians where applicable; and prepare the property prior to commencement of the repair.
- Vendor will be required to provide photo documentation of the entire repair process to include pictures of the structure prior to any demolition; photos of pre-demolition preparations to include locating and disconnect of utilities; pre-demolition securing of the property; bracing and shoring (if applicable); erosion control measures; protection of adjacent properties; removal of universal hazardous waste; baiting and final restoration of the property.

#### 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. **Vendors are required to sign each page of the RFP labeled "Vendor" at the top right of each page and any subsequent documents provided with this RFP.** Vendors are **required to provide a letter from a reputable and well-established surety company** acknowledging the surety's willingness and ability to provide a payment and performance bond to the bidder for the project.

### 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 is only allowed a 1-tier subcontractor.**

### E. PRICING

Vendors must provide detailed information regarding the total cost of deployment i.e. a **lump sum cost** to complete all tasks including but not limited to **all fees required by New York City Department of Buildings (NYCDOB), all fees required for a payment and performance bond in the total amount for the total amount of the proposed project cost, and an estimated timeframe to complete the project in its entirety.** Vendors and their subcontractors will have to sign partial and final lien waivers for any payments made by START. The lien waiver forms will be provided to the winning bidder by START.



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 1-tier 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 October 24<sup>th</sup>, 2023
- Questions to be submitted November 1<sup>st</sup>, 2023, 1PM
- Answers available November 3<sup>rd</sup>, 2023
- Building Walk-through (if needed) November 6<sup>th</sup> – 10<sup>th</sup>, 2023
- Final Proposals Due November 27<sup>th</sup>, 2023, 3PM
- Contract Award TBD
- Commencement of Work TBD

**J. CONTACTS**

**Ivan W Duncan**  
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E-mail: [lduncan@startny.org](mailto:lduncan@startny.org)



Vendor \_\_\_\_\_

**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 [jduncan@startny.org](mailto:jduncan@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:

| 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 two (2) 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 (1) 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:



Vendor \_\_\_\_\_

**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**

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**