



MAY 2026

REQUEST FOR PROPOSAL

SOUTH OAKLAND

BUILDING LEASE

PROFESSIONAL OFFICE SPACE

OAKLAND COUNTY MICHIGAN WORKS

1.0 OVERVIEW

Gesher Human Services seeks proposals from landlords and developers to lease 8,000–12,000 square feet of professional office space in Southfield, Oak Park, or Huntington Woods, preferably east of Telegraph Road tentatively planned to commence between August-October 2026. The space will house Michigan Works! – South Oakland and is subject to final program and space planning.

1.1 INSTRUCTIONS TO VENDORS

All proposals are to be emailed to **jwillis@geshermi.org**, **jgeyman@geshermi.org**, and **bherman@advocateadvisors.com** with “GESHER OFFICE SPACE” in the subject line no later than **5/22/26 at 5:00 PM EST**. Proposals received after this time will not be considered or accepted.

Proposals will be made in full conformity with all of the conditions set forth in the specifications. Proposals will remain firm for a minimum period of 90 days following the date on which the proposals are due. Any vendor may withdraw their proposal at any time prior to the scheduled due date. After proposals are received, evaluated and approved, a letter of award confirming the acceptance will be sent to the selected vendor.

1.2 PRE-PROPOSAL QUESTIONS

All questions regarding the details specified in the RFP will be accepted via email only. Any questions must be emailed to **jwillis@geshermi.org**, **jgeyman@geshermi.org**, and **bherman@advocateadvisors.com** with “GESHER OFFICE SPACE QUESTION” in the subject line received no later than **5/15/26 5:00 PM EST**.

1.3 TIMELINE

Gesher Human Services anticipates the following timeline and is prepared to exercise flexibility for the purpose of finding the right fit with a qualified vendor or for other purposes deemed to result in added value to the professional office space lease.

RFP Released	5/5/2026
Pre-proposal questions due	5/15/2026 5:00PM EST
Proposals due	5/22/2026 5:00 PM EST
Award Notification	6/5/2026

1.4 FAMILIAL RELATIONSHIPS

All vendors submitting proposals must attest to any familial relationships. The familial disclosure attestation must disclose any familial relationships that exist between the owner and key employees of the vendor submitting the proposal and any employee or board member of Gesher Human Services.

1.5 PROPOSALS

All sections of this proposal must be completed in full, with each question answered, to be considered for review. Submissions must include the vendor's full legal name and the signature of a person authorized to bind the vendor to a contract. Proposals submitted by an agent must include documentation establishing the agent's authority to act on the vendor's behalf.

1.6 ORAL PRESENTATIONS

Certain selected vendors who submit proposals may be required to make an oral presentation of their proposal. These presentations provide an opportunity for the selected vendors to clarify their written proposals and for Gesher Human Services to obtain additional information.

1.7 COMPLIANCE OF AWARDED VENDOR

Vendor agrees to comply with all federal, state and local laws, rules, regulations, executive orders, and ordinances that may be applicable to the vendor's performance of its obligations under this contract. Prior to issuance of a purchase order authorizing commencement of this project, and in all cases before beginning work under the contract, the awarded vendor will provide Gesher Human Services adequate insurance (see section 1.14).

1.8 RIGHT TO REQUEST ADDITIONAL INFORMATION

Gesher Human Services reserves the right to request any additional information that might be deemed necessary after the completion of this document.

1.9 RIGHT OF REFUSAL

Gesher Human Services reserves the right to accept or reject any or all proposals, in whole or in part; to award to other than the low vendor, to waive any irregularities and/or informalities; and, in general to make awards in any manner deemed to be in the best interest of Gesher Human Services.

1.10 COSTS

The vendor is responsible for any and all costs incurred by the vendor or his/her subcontractors in responding to this request for proposal. Fees quoted must remain firm through this project except for changes in scope. All scope changes must be approved in writing in advance of vendor performing the work. Fees quoted must include all expenses for this project.

1.11 FEDERAL OR STATE SALES, EXCISE, OR USE TAXES

Gesher Human Services is a tax-exempt entity for purposes except if the project makes enhancements, and/or additions to real property.

1.12 NONDISCRIMINATION BY VENDORS OR AGENTS OF VENDORS

Neither the vendor nor anyone with whom the vendor shall contract, shall discriminate against any person employed or applying for employment concerning the performance of the vendor responsibilities under this agreement. This discrimination prohibition shall apply to all matters directly or indirectly relating to employment concerning race, color, sex, religion, age, national origin or ancestry. A breach of this covenant may be regarded as a default by the vendor for this agreement.

1.13 QUALIFICATION

The vendor must certify that they are not disbarred from doing business with the federal government. Registration on www.sam.gov is required.

1.14 INSURANCE AND IDEMNIFICATION

The vendor agrees to indemnify, hold harmless and defend Gesher Human Services and its agents, officials and employees from any liability, claim or injury, related to or caused by fault or negligence of the vendor employees or agents. The promise to indemnify, defend and hold harmless shall not apply to liability which results from the sole negligence or willful misconduct of Gesher Human Services, its employees or agents. The vendor must provide Gesher Human Services adequate insurance throughout the project as follows: Satisfactory Workers' Compensation coverage, General Liability and Property Damage Insurance of at least \$1,000,000 per occurrence and \$1,000,000 in Aggregate must be carried and paid for by vendor who undertakes the work on this contract. Insurance coverage must also include automobile insurance of at least \$1,000,000.

2.0 SCOPE

Gesher Human Services is soliciting proposals from qualified vendors to lease professional office space to house Oakland County Michigan Works – South Oakland for a 5-year period commencing between August-October 2026 annually renewed and **contain conditions for termination of the lease without penalty costs or fees should federal or other applicable funding sources become unavailable.**

2.1 SELECTION PROCESS AND PROPOSAL RATING CRITERIA

Proposals will be evaluated by a review committee using the criteria and point values described below. A maximum of 100 points may be awarded. The organization reserves the right to request clarification or additional information from any respondent prior to final scoring.

Criterion 1: Location and Client Access (30 points)

This criterion evaluates the geographic location of the proposed space relative to the required service area and the accessibility of the site for clients and staff. To be considered for scoring under this criterion, the proposed space must be located within one of the following boundaries: Southfield, Oak Park, or Huntington Woods. Proposals for spaces outside these boundaries will not be evaluated. Within the eligible service area, reviewers will assess the availability of public transportation options serving the site and the adequacy of public parking for clients and staff. Sites with strong community visibility, public transit access, and proximate public parking will receive higher scores under this criterion.

Criterion 2: Space Suitability and Program Fit (20 points)

This criterion evaluates whether the proposed space is operationally suitable for the delivery of program services. Reviewers will consider square footage and layout relative to program staffing and service delivery needs, compliance with the Americans with Disabilities Act (ADA), availability of private or semi-private meeting space for client interactions, and the extent to which the space meets any facility standards required by applicable funders or regulatory bodies. Proposals should describe the current condition and configuration of the space and identify any modifications that would be required prior to occupancy. Spaces requiring significant structural or accessibility modifications may receive lower scores under this criterion.

Criterion 3: Cost Reasonableness (25 points)

This criterion evaluates the total cost of occupancy over the proposed lease term. Respondents must itemize all anticipated costs associated with the lease agreement, including but not limited to base rent, annual escalation rates, local government assessment pass-throughs, required insurance, and any costs associated with lease modifications, extensions, or renewals. Proposals that do not provide complete cost disclosure will be scored accordingly. Reviewers will assess whether the total cost structure is reasonable relative to comparable market offerings and whether escalation provisions allow for sufficient budget predictability over the life of the agreement.

Criterion 4: Lease Terms and Landlord Obligations (25 points)

This criterion evaluates the completeness and reasonableness of the proposed lease terms. Reviewers will assess the clarity of landlord obligations with respect to property improvements, tenant build-out, and routine maintenance for both interior and exterior areas. Proposals that clearly define landlord responsibilities and establish reasonable standards for general upkeep will receive higher scores. Reviewers will also evaluate provisions addressing indemnification, waiver of subrogation, and the allocation of business liability between the lessor and lessee. Preference will be given to lease terms that reasonably limit lessee exposure, preserve operational flexibility, and are presented as negotiable in good faith.

2.2 SPECIFICATIONS

The RFP requires that proposals must meet the following specifications:

- 8000-12,000 sq/ft of accessible office space
- At least 2 accessible bathrooms, Conference room, training space, and 4+ office spaces
- Free public parking and at least 2 handicapped spaces
- Sidewalks must be accessible for individuals in wheelchairs
- Kitchen facility with running water accessibility
- Access to high-speed internet

The contract shall contain conditions for termination of the lease without penalty costs or fees should federal funds or other applicable funding sources become unavailable.



**SOUTH OAKLAND MICHIGAN WORKS OFFICE SPACE PROPOSAL
PROPOSAL COVER SHEET**

We propose to furnish professional office space services for Geshher Human Services in accordance with the specifications:

Bidder's Firm Name	
Address	
City, State, Zip	
Phone & Email	

Total sf	sf	Comments
Year 1 Lease cost	\$	
Year 2 Lease cost	\$	
Year 3 Lease cost	\$	
Year 4 Lease cost	\$	
Year 5 Lease cost	\$	

The undersigned, the owner or authorized agent of the below named vendor pursuant to the familial disclosure requirement provided in the Geshher Human Services RFP, hereby represents and warrants that except as noted below, no familial relationship exists between the owner or key employees of the vendor and any employee or board member of Geshher Human Services.

The undersigned agrees to execute a contract for work covered by this proposal provided that he/she is notified of its acceptance within 60 days after proposal due date. It is agreed that this bid will not be withdrawn until after 60 days after receipt of bids.

The undersigned affirms that the bid was developed without collusion, undertaking or agreement either directly or indirectly with any other bidder(s) to maintain prices of indicated work or prevent any other bidder(s) from bidding the work.

Authorized Agent Name	
Authorized Agent Signature & Date	

PROPOSAL CONTENTS

Please include a detailed description of each of the following in the proposal response:

1. **Building Ownership** - Provide the ownership structure, entity name, building owner, and relevant contact addresses.
2. **Building Specifications** including the rentable and usable square footages of the Building, and consequently of the Premises shall be calculated pursuant to the Standard Methods of Measuring Floor Area in Office Buildings, ANSI Z65.1-2017 ("BOMA"). Please state specifically the single-tenant and multi-tenant common area factors.
3. **Term**- Propose a 5-year term subject to terminate without fees should applicable federal funding become unavailable.
4. **Commencement/Occupancy Date**- Propose a commencement date of October 1, 2026. Tenant will require access thirty (30) days prior to occupancy for telephone and communication systems "hook up", "debugging" and furniture installation, at no charge to Tenant.
5. **Current State/Readiness**- Provide a detailed description of the current status of the proposed space and details regarding buildout scheduling and deadlines.
6. **Rent**- Please quote your rental rate as aggressively as possible and on a full-service gross basis. Describe how and when increases (if any) to the rental rate will occur.
7. **Rent Concessions**- Please be as aggressive as possible in quoting the amount of free rent you are willing to offer and if the annual increases in base rent (if any) will include the free rent period or will begin 12 months after the free rent period. Tenant prefers the free rent period to be "within the term".
8. **Pass Through**- Include a listing of pass through, if any, including a 2-year cost history of those items)
9. **Tenant Improvement Allowance**- Landlord shall provide turnkey improvements based on mutually agreed upon plans and finishes. Tenant's specific needs are as follows:
 - a. **Space Planning Allowance**: To evaluate the Building versus other options, Tenant would like Landlord to engage Tenant's preferred space planner to develop a space plan. Separate and apart from the Tenant Improvement Allowance, Landlord shall pay Tenant's architect \$0.20/rsf as a "space planning allowance". Said amount shall be paid by Landlord whether or not the parties consummate a transaction. Landlord shall enter into a separate contract with Tenant's architect to guaranty payment of the space planning allowance.
 - b. **Landlord's Base Building Contribution**- Landlord, at Landlord's sole expense, and in addition to any Tenant Improvement Allowance provided, shall:
 - Deliver the Premises in broom clean condition and ready for new tenant construction.
 - Comply with ADA and local building safety codes throughout the lease term.
 - Provide main sprinkler loop to the Premises.
 - Provide tie-ins to building live safety system(s).
 - Renovate the common area bathrooms based upon approved design plans.
 - Deliver finished elevator lobby and common area corridor.
 - Demolish any existing improvements (including existing cabling) within the Premises.
10. **Signage**- Tenant will have many visitors per day and signage is extremely important. Please specify the type, location, and quantity of signage available to Tenant in the Building, on the Building and/or on a monument.
11. **Parking**- Tenant requests a minimum parking ratio of 5/1000 rsf but please quote the maximum ratio you can provide as this is very important to tenant. Identify the availability of parking in the surrounding area and whether this parking is controlled by the landlord. .

12. **Amenities-** State all amenities in or about the Premises that will benefit and be available to Tenant (i.e. health facilities, conferencing facilities, ATM machine, cafeteria, car detailing, dry cleaning service, and availability of fiber optics, etc.).
13. **Electricity-** Landlord, at Landlord's expense, shall provide electricity for normal office purposes, including but not limited to duplicating (reproduction) machines, computers, terminals, communication and audiovisual equipment, vending machines and kitchen equipment, some uses of which may require separate electrical circuits. Please state the building's electrical capacity expressed as "watts per rentable square foot.
14. **Heating, Ventilation, and Air Conditioning-** Landlord shall furnish heating, ventilating, and air conditioning during "Normal Business Hours" as defined below. Tenant shall be charged for any air conditioning costs outside of Normal Business Hours at Landlord's Actual cost and reduced to the extent that any other tenant has requested utilization of the system, with such overall cost to be prorated. "Actual Costs" shall mean an amount equal to the actual out-of-pocket incremental extra costs to Landlord to provide such after-hour air conditioning (or other additional services or utilities), without markup for profit, overhead, depreciation or administrative costs. There shall be no minimum usage requirement, no start-up charge and only one hour's notice to turn on system. Please state Landlord's current charge for after-hours HVAC.
15. **Supplemental Cooling-** Please provide a description of Building systems which Tenant may utilize to provide Supplemental Cooling to the Premises (e.g., Chilled Water Loops; Roof Top Units) and confirm that there will be no additional charges to Tenant for use of such systems to include no additional rent for use of rooftop space/pads for installation of Tenant equipment as required for Supplemental Cooling.
16. **Emergency Power-** Please provide a description of the building's emergency power systems and if the building will supply emergency power capacity to Tenant exclusive of base building systems.
17. **Janitorial Service-** Landlord, at its sole cost and expense, may clean Tenant's Premises five (5) days per week, pursuant to a cleaning specification exhibit to be attached to and made a part of the Lease if applicable.
18. **Life Safety-** Please fully describe the life safety systems installed in the building and confirm whether or not the building is fully sprinklered. Landlord shall warrant in the Lease that existing life safety systems will be maintained at current level(s) or better throughout the Term.
19. **Security-** Please provide details regarding included building security, equipment, personnel, procedures and systems 24 hours per day, every day of the year. Access to the building during non-business hours shall be via a card access or similar system paid for by Landlord. Landlord confirms that Tenant, at Tenant's expense, may install additional security features, subject to Landlord's reasonable consent. The Lease shall contain an exhibit setting forth building standard security specifications, procedures and systems. Please outline current building security and any plans to modify such existing security systems, paying particular attention to Building lobby access, after-hours accessibility to and from the parking area and to and from the Premises and the ability to limit elevator access to specific floors. Landlord shall specify in the Lease that building security will be maintained at current level(s) or better throughout Tenant's lease term.
20. **Building information-** Please describe any technological or facility advantages including access to fiber optic cable, computer rooms, supplemental HVAC units, internal stairs, etc. State any on-going or future plans to improve the complex.
21. **Leed Certification-** Please indicate the Building's current LEED Certification, if any. If none, please indicate any current plans to pursue certification in the future.
22. **Loans & Encumbrances-** Please state the name of lender and provide information on the type of loan or other encumbrance (ground lease, etc.) currently related to the property. State whether or not the lender must approve the lease and/or any procedural issues of this type including time frames for such approvals, which may affect execution of the lease.
23. **Financing Capabilities -** Please provide information regarding mortgages on the Building and the Landlord's ability to perform its financial obligation or to obtain any appropriate non-disturbance agreements. Please

identify the existing financing terms currently in place, the financing expiration terms and any renewal terms which are applicable.

24. **Real-Estate Commissions-** Advocate Commercial Real Estate Advisors (“Broker”) is representing the Tenant in this transaction. Landlord shall pay all brokerage commissions owing to Broker as representatives of Tenant in connection with the lease pursuant to a separate agreement which shall be provided at a later date. The commission shall be paid in full within fifteen (15) days of full lease execution by all parties. Rights of offset shall apply in the event Landlord fails to fulfill this obligation.
25. **Proposal Assumptions-** Please include in your proposal that you acknowledge the proposal assumptions below and provide details of any exclusions relating to your proposal.

PROPOSAL ASSUMPTIONS

- A) **Operating Expenses-** Tenant shall share in any increases in the actual operating costs of the Building on a pro rata basis, predicated upon a 2026 base year method-of-expense calculation. All operating expenses shall be based upon the Building being 95% occupied and fully assessed for real estate taxes. Tenant requests to receive a 5% annual cap on the pass through of operating expenses above the Tenant’s share of operating expenses paid in each year.
- B) **Compliance with Code-** Landlord agrees that it shall be responsible for compliance with all current regulations, including the Americans with Disabilities Act, regarding the exterior of the Building, the restrooms, drinking fountains, lobbies, building entrances, elevators, fire exits and stairs, other common areas and fire/life safety devices. Landlord represents and warrants that the Building and the Premises at the time it is turned over to Tenant comply with all current code requirements applicable new construction, disregarding variances and grandfathered provisions, including (but not limited to) electrical, plumbing and fire/life safety, and any obligation to remove previously installed cabling (except as compliance may be affected by Tenant’s work).
- C) **No Restoration-** Tenant shall have no obligation to restore the Premises upon expiration of the Lease.
- D) **Sublease/Assignment-** Tenant shall have the right to sublease or assign all or part of the Premises without the Landlord’s consent to any and all affiliates, subsidiaries, or any entity in which Tenant or Tenant’s Parent Company has a controlling interest.
- E) **Use Provision-** Tenant shall use the Premises for general office and administrative purposes and any legally permitted use.
- F) **Security Deposit-** None required, subject to review of Tenant’s financial statements.
- G) **Option to extend-** Tenant shall have two (2) five (5) year options to extend said lease. Tenant shall provide no less than nine (9) months' prior written notice of its intention to extend the lease for each option period. The rent for each option period shall be 90% of fair market value for similar space in comparable buildings in the vicinity of the building taking into consideration one hundred percent (100%) of all tenant inducements then being given to prospective tenants including, but not limited to, rent abatement, tenant improvement allowances and/or remodeling allowances, parking concessions, any period of rent abatement for the design, permitting and construction of tenant improvements and all other monetary and non-monetary concessions. There shall be a current base year for operating costs and real estate taxes. The lease shall contain language to determine such rental rate in the event Tenant and Landlord cannot determine a mutually agreed upon Fair Market Rate.
- H) **Contraction Option-** Tenant shall have a one-time right to contract by up to 30% of its then-leased Premises at the end of the 3rd year and the 6th year of the Lease Term (“Contraction Effective Date”). This right shall also apply to any lease options exercised by Tenant. To exercise this right, Tenant shall provide Landlord with at least six (6) month prior written notice.
- I) **Environmentally Hazardous Materials-** Landlord confirms that the Building shall be asbestos free and that Landlord has no knowledge of any hazardous materials on the site of the Building. Tenant will have

the right to conduct additional environmental due diligence. Landlord on request will provide Tenant with copies of all environmental reports prepared for Landlord or in Landlord's possession.

- J) **Toxic Materials** - Landlord shall have the express responsibility to advise tenant of any toxic materials which are located in, or about the Premises, parking areas, storage area or other parts of the Project. It shall be the responsibility of Landlord at its sole cost and expense to remove any toxic materials prior to the commencement of tenant improvement construction, and to indemnify and hold tenant harmless from any future action which might occur as a result of the presence of toxic material(s). Further, Landlord's costs for the removal of toxic material(s) in Tenant's Premises or in any other location in the Project shall be excluded from operating costs which would otherwise be passed through to Tenant.
- K) **Non-Disturbance Clause**- Landlord shall agree that concurrently with the execution of the Lease, Landlord shall provide Tenant with a recordable Non-Disturbance Agreement acceptable to Tenant from any current or future ground lessors, mortgage holders or lien holders. Such Non-Disturbance Agreement shall acknowledge that, to the extent any of the concessions to be provided to Tenant have not been fully funded or performed by Landlord at the time of a foreclosure, deed in lieu of foreclosure or any other transfer of the Building as a result of a default of Landlord under the terms of the applicable ground lease, loan documents, or the like, subject to Landlord and lender protections set forth in the Lease, Tenant, to the extent Tenant pays or has paid such unfunded amount, may deduct the unfunded amount or equivalent value thereof, together with interest, from any rental amounts owed by Tenant to Landlord next becoming due and payable. Landlord shall confirm that the Project is not encumbered by a ground lease.
- L) **Comfort level**- The temperature and ventilation in the Premises shall be maintained at a level to provide a comfortable working environment during Normal Business Hours and any time Tenant requires use outside of Normal Business Hours.
- M) **Holding Over**- at Tenant's sole discretion, shall have the right to holdover for a period of up to 3 months under the same terms and conditions of the Lease. Thereafter, the rental rate shall be 120% of the rental rate in effect during the last month of the Lease Term. Tenant shall provide Landlord with notice of its intent to holdover 30 days prior to the expiration of the Lease Term.
- N) **Maintenance/Latent Defects**- Landlord's obligation shall include the following: (a) correcting latent defects in the design and construction of the shell building, removing or otherwise remediating any hazardous materials not caused by Tenant, and (b) repair and maintenance of structural components (e.g., roof, foundation, external walls, internal structural walls, utility lines and all Building systems, equipment and facilities).
- O) **Lien Rights**- Landlord shall have no lien rights to any of Tenant's furniture, fixtures, equipment or receivables.
- P) **Relocation of Tenant**- Tenant will require that there be no relocation provision in the Lease which applies to Tenant.
- Q) **Market Standard of Quality**- All building services provided by Landlord shall be equal or exceed the level of service provided at comparable buildings in the surrounding area.