



Request for Qualifications (RFQ)

<u>Section</u>	<u>Attachments</u>
RFQ Instructions	1
Code of Business Ethics – Certification	2
W-9	3
Procurement Lobbying Law – Certification	4
Diversity Questionnaire	5

Section 1 - General Information:

1.1 Introduction to DASNY

The Dormitory Authority State of New York (“DASNY”) is a public benefit corporation of the State of New York empowered by Titles 4 and 4-B of the Public Authorities Law (the “Act”), to provide design and project management services to, and to issue its bonds, notes and other obligations, for a wide variety of public purposes. Under the Act, DASNY provides a multitude of services in various forms in connection with the design, construction and financing of capital facilities for State University of New York, including dormitories and educational facilities; City University of New York Senior Colleges; Community Colleges; Boards of Cooperative Educational Services; Cities and Counties with respect to Court Facilities and combined occupancy structures, as defined by law; the Department of Education of the State of New York with respect to certain facilities under its jurisdiction; other State and local governmental entities; independent colleges and universities; facilities for the aged; certain not-for-profit hospitals and nursing homes, as well as a wide variety of other not-for-profit organizations specifically described in the Act.

1.2 Purpose

DASNY seeks to assist New York State certified Minority and Women-Owned Business Enterprise (“MWBE”) and Service-Disabled Veteran Owned Business (“SDVOB”) contractors/firms requiring supportive services in several areas, including placement of surety bonds, facilitating access to capital, and back office and financial management supportive services. As such, DASNY issues this Request for Qualifications (“RFQ”) seeking responsive Statement of Qualifications (“SOQ”) from responsible Consultants capable of developing and managing a comprehensive Operational Assistance Program (“The Program”) to help MWBE and SDVOB firms to improve their qualification for bidding on DASNY projects. For these purposes, DASNY intends to empanel a list of qualified Consultants to perform one or more of the following services to MWBE and SDVOB contractors:

- Placement of Surety Bonds - Consultant must demonstrate the ability to provide technical and financial assistance to help MWBE and SDVOB contractors secure surety bonding;
- Back office and financial management supportive services; and/or
- Facilitating access to capital and funds control services.

Any Consultant that has relevant experience and expertise in providing one or more of the above services may seek to qualify for empanelment. All Consultant responses will be evaluated to determine the Consultant’s ability to provide the requested services to interested MWBE and SDVOB firms. DASNY will select and empanel one or more Consultants for a period of one (1) year to provide the services listed above to MWBE and SDVOB firms. Once empaneled, each Consultant will be listed on DASNY’s website and will be solely responsible for soliciting and obtaining MWBE and SDVOB firms as clients. **DASNY will not endorse or assist the Consultant in obtaining clients**, nor will DASNY be financially

or legally responsible for any ensuing contractual or other relationship that may result from this RFQ between Consultant and the MWBE and/or SDVOB firms.

DASNY reserves the right to terminate the empaneled list early and may place additional Consultants on the list at a later date.

1.3 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFQ	03/11/2020
Deadline for RFQ Questions	03/18/2020 (5:00 PM)
Post Responses to RFQ Questions	03/23/2020 (5:00 PM)
RFQ Due Date	04/10/2020
Interviews if required (not earlier than)	04/24/2020
Notice of Empanelment (not earlier than)	05/01/2020

Section 2 - Engagement Requirements:

2.1 Goals of Empanelment

The Program specifically aims to support MWBEs and SDVOBs with managing operations and capital access on DASNY construction contracts and providing support to assist with access to surety bonding and capital financing in the private market. Ultimately, the participants will learn best practices for operational and capital management and be able to use the positive experience on supported DASNY projects to qualify for capital access and surety bonding on progressively larger and ultimately independent projects as bidders on prime contracts.

2.2 Qualifications and Requirements

The successful firm(s) must be able to demonstrate a minimum of three (3) years of experience providing one or more of the following services to construction contractors;

- a. Funds control of project funds via managed accounts, with the provision of certified payroll, back off and operational management;
- b. Surety bond application assistance as a licensed broker of surety bonds; and/or
- c. Partnership with private sources for capital access, including commercial banks and Community Development Financial Institutions (“CDFIs”).

Section 3 - Content of Technical Proposal:

3.1 Information to be Provided by Proposers

The following is a list of required information that must be provided by the firm responding to this RFQ. Provide your response in the same order in which it is requested using numbered side tabs that correspond

with each of the numbered tabs below. Your statement of qualifications must contain sufficient information to assure DASNY of its accuracy.

- Tab 1. Include a **cover letter** with the following items:
- a. The name, title, telephone number, fax number and email address of the individual within your firm who will be DASNY's primary contact concerning this RFQ.
 - b. The primary contacts name, title, telephone number, fax number and email address of each organization your firm will partner with to perform work under The Program, if applicable.
 - c. The identities of the primary staff proposed to provide services relating to this RFQ.
 - d. A statement that your firm is willing to perform one or more services identified in Section 2.1 above and will abide by the terms of the RFQ, including all attachments.
 - e. A statement that your firm understands selection as a Consultant does not create any contractual relationship between your firm and DASNY.
- Tab 2. Provide a description of your firm's organization, team makeup including partner organizations and the resumes of partners, principals, associates and other key staff proposed to provide services to DASNY.
- Tab 3. Provide a description of your firm's experience providing services similar to those described in Section 2 above. Include the names, titles and phone numbers of at least three (3) references excluding DASNY employees and a summary of the services provided.
- Tab 4. Provide a detailed description of your firm's approach to providing the stated scope of services. Indicate any areas in which you believe your firm has special expertise.
- Tab 5. Provide a completed Diversity Questionnaire, (copy of form of which is included in this RFQ as an attachment). It is the goal of DASNY to utilize qualified firms that have a demonstrated history of hiring, training, developing, promoting and retaining minority and women staff and to encourage participation by certified MWBE firms. This questionnaire elicits information about each responding firm in order to verify that its work environment demonstrates a strong commitment to diversity.
- Tab 6. Provide a completed W-9 Form, included in this RFQ as an attachment. If the proposer is a joint venture, provide a W-9 in the name of the joint venture and provide a copy of the executed joint venture agreement.
- Tab 7. Submit one completed Procurement Lobbying Law Certification (included in this RFQ as an attachment).
- Tab 8. Disclose any potential conflicts of interest (refer to the "Code of Business Ethics - Certification" attached).

Section 4 - Vendor Integrity

DASNY will only accept responses from entities that are determined to be responsive and responsible and said entities are required to maintain responsibility throughout the term of the services being provided. Consultants responding to this RFQ shall submit a Vendor Responsibility Questionnaire (“VRQ”) which is designed to provide information to assess a proposed vendor’s responsibility to conduct business in New York State. All VRQs shall be reviewed in accordance with applicable law, policy, rules, regulations and guidelines, including without limitation Executive Order Nos. 125, 170.1 and 192.

DASNY requires vendors to file the VRQ online via the New York State VendRep System (the “System”). To enroll in and use the System, see the System Instructions at https://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. **Proposers must provide their New York State Vendor Identification Number when enrolling.** To request assignment of a Vendor ID or for System assistance, contact the Office of the State Comptroller’s (“OSC”) Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

Section 5 - Evaluation of SoQs:

The selection process will begin with the review and evaluation of each SoQ. The purpose of this evaluation process is twofold: (1) to examine the responses for compliance with this RFQ; (2) to identify the complying firms that have the highest probability of satisfactorily performing the scope of services. The evaluation process will be conducted in a comprehensive and impartial manner. The evaluation will be conducted as set forth herein.

5.1 Preliminary Review

DASNY reserves the right to reject and return to the proposer all proposals received after the RFQ due date and time. All proposals will be reviewed to determine if they contain all required submittals specified in Sections 3 and 4. Incomplete proposals may be rejected.

5.2 Evaluation

Submissions will undergo an evaluation process conducted by a Committee selected by DASNY. The Committee will evaluate the submissions based upon the criteria for selection set forth below.

5.3 Criteria for Selection

The criteria for selection shall be the qualifications required by Section 2 and Section 3.

5.4 Interviews

DASNY reserves the right to determine whether interviews will be necessary and for which, if any, firms. The purpose of the interview is to further evaluate the proposer’s ability to provide the required services and to impart to the Committee an understanding of how specific services will be furnished. The proposed lead principal, as well all other key personnel proposed to provide the services must be present and

participate in the interview. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the proposer in its written response to this RFQ and any other information requested by the Committee prior to the interview.

Section 6 - Submission of Proposals:

6.1 Submission of Statement of Qualifications

One (1) double-sided hard copy of your technical proposal and one electronic copy saved on a Thumb Drive should be submitted on or before 5:00 p.m. on April 10, 2020 to:

Nicole White
RFP Coordinator
DASNY
515 Broadway
Albany, New York 12207-2964

*Firms are encouraged to submit environmentally-friendly proposals.

Section 7 - Important Information Affecting Proposers:

7.1 Submission Requirements

1. All inquiries regarding this RFQ must be e-mailed to the following individual:

RFP Coordinator
E-mail: RFPCoordinator@dasny.org

All questions must be submitted in writing to the RFQ Coordinator by email, citing the particular proposal section and paragraph number. Proposers should note that all clarifications and exceptions, including those related to the terms and conditions of the contract are to be resolved prior to the submission of a proposal. A list of all substantive inquiries received with relevant responses will be posted on DASNY's website, www.dasny.org.

2. A proposer may withdraw a proposal any time prior to the final due date and time by written notification, signed by an authorized agent, to the contact person identified in Section 7.1.1 above. The proposal may thereafter be resubmitted, but not after the final due date and time. Modifications offered in any other manner, oral or written, will not be considered.
3. If a proposer discovers an ambiguity, conflict, discrepancy, omission or other error in this RFQ, the proposer should immediately notify the contact person identified in Section 7.1.1 above. Notice of such error or omission should be submitted prior to the final due date and time for submission of proposals. Modifications shall be made by addenda to this RFQ. Such clarifications will be given by written notice to all parties who have received this RFQ.

4. If a proposer fails, prior to the final due date and time for submission of proposals, to notify DASNY of a known error or an error that reasonably should have been known, the proposer shall assume the risk of proposing. If awarded the contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its late correction.
5. A proposer indicates its acceptance of the provisions and conditions enumerated in this RFQ by submitting a proposal.

7.2 General Provisions

1. By submitting a Statement of Qualifications, the proposer covenants that the proposer will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of lack of information.
2. DASNY shall not be liable for any cost incurred by the proposer in proposal preparation or in activities related to the review of this RFQ or any interview costs.
3. Other than the contact person identified in Section 7.1.1 above, or their designee(s), prospective proposers shall not approach DASNY employees or agents of DASNY during the period of this RFQ process about any matters related to this RFQ or any proposals submitted pursuant thereto.
4. This RFQ shall not be construed in any manner to implement any of the actions contemplated herein, nor to serve as the basis for any claim whatsoever for reimbursement of costs for efforts expended in preparing a Response or otherwise. DASNY will not be responsible for any costs incurred by any respondent related to preparing and submitting a response, attending oral presentations, or for any other associated costs. All costs associated with responding to this RFQ will be at the sole cost and expense of the respondent.
5. Responses and any other materials submitted in connection with this RFQ are subject to disclosure under the New York Freedom of Information Law, Article 6 of the Public Officers Law.
6. The submission of a response is not required to participate in any potential future development process.

7.3 DASNY Rights and Prerogatives

1. DASNY reserves the right to exercise the following prerogatives:
 - a. Amend, modify or withdraw this RFQ;
 - b. Review any requirement of this RFQ;
 - c. Require supplemental statements or information from any responding party;
 - d. Accept or reject any or all Responses;
 - e. Extend the deadline for submission of Responses;
 - f. Hold discussions with any Respondent;
 - g. Communicate with any Respondent to correct and/or clarify responses which do not conform to the instructions contained herein;
 - h. Cancel or reissue in whole or in part this RFQ;

- i. To reject any proposal containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the proposer;
- j. DASNY reserves the right, in their sole discretion, without liability, to retain and use the responses and any other materials and information submitted or shared with DASNY, and the ideas and suggestions contained therein, for any purpose. By submitting a response, each respondent waives any and all claims against DASNY relating to the foregoing;
- k. DASNY reserves the right to terminate the empaneled list early; and
- l. DASNY reserves the right to place additional Consultants on the list at a later date.

2. Public Announcements

Upon selection of a firm to be empaneled, public announcements or news releases pertaining to the empanelment shall not be made without prior written consent of DASNY.

Section 8 - Notification

Upon completion of the selection process, DASNY will notify all firms of its decision. Notification will be sent to the primary contact only. Shortly after notification the selected firm(s) will be posted on DASNY's website.