



Request for Proposal (RFP)
Table of Contents

<u>Section</u>	<u>Attachments</u>
RFP Instructions	1
Sample Contract	2
Code of Business Ethics – Certification	3
NYS Vendor Responsibility Questionnaire For-Profit Business Entity (Non-Construction)	4
W-9 Form	5
Classification & Rate Form	6
DASNY Multiplier Form	7
Procurement Lobbying Law – Certification	8
Sample Insurance Certificate & Requirements	9
Utilization Plan	10
Diversity Questionnaire	11
Use of Service-Disabled Veteran-Owned Business Enterprises	12

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 proposals from firms to provide environmental management services to assist DASNY in fulfilling its obligations pursuant to the State Environmental Quality Review Act (SEQRA), State Historic Preservation Act (SHPA) and State Smart Growth Public Infrastructure Policy Act (SSGPIPA). Services shall include the preparation of detailed SEQRA Environmental Assessment Forms (EAFs) with supporting technical documentation and/or various technical environmental analyses (e.g., traffic analyses, air quality analyses, natural resource inventories and assessments, land use/zoning assessments, etc.). Additional studies that may be required include site environmental assessments/audits, environmental impact statements, hazardous waste remediation plans, historic and archaeological studies and Smart Growth assessments. While projects can be located throughout the state, historically, a significant proportion of the requested work will be New York City based. The New York City based projects will require knowledge and expertise with the updated City Environmental Quality Review (CEQR) Technical Manual (2014) assessment methodologies and Uniform Land Use Review Procedure (ULURP) requirements. The level of environmental review will be determined on a project-by-project basis. It is DASNY's intent to enter into contracts with more than one firm to provide these services. Services will be requested and contracted on an as needed basis and the type and value of each project will vary. Selection as a consultant does not guarantee that future work will be awarded.

1.3 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	03/07/17
Deadline for RFP Questions	03/23/17 (5:00 PM)
Post Responses to RFP Questions	03/30/17
Proposal Due Date	04/07/17 (5:00 PM)
Interviews/Presentations (not earlier than)	04/17/17
Notice of Award (not earlier than)	05/15/17

Section 2 - Engagement Requirements:**2.1 Scope of Services**

The scope of services to be provided for this project is included within Appendix A of the attached Sample Contract.

2.2 Qualifications and Certification Requirements

- experience with New York State Environmental Quality Review (SEQR), New York City Environmental Quality Review (CEQR) and New York City Uniform Land Use Review Procedures (ULURP);
- employ experienced staff with thorough knowledge of their area(s) of expertise;
- ability to deliver environmental consulting services on a state-wide basis;
- experience with New York State and Federal Historic Preservation Review requirements of the New York State Office of Parks, Recreation and Historic Preservation (OPRHP) and the U.S. Department of the Interior, as well as New York City Landmarks Preservation Commission (LPC);
- experience in the preparation of environmental impact statements (EISs), ULURP documents and other technical assessments;
- experience with the National Environmental Policy Act (NEPA) and other federal/state regulations, e.g. wetlands;
- experience with Federal, State and other local environmental review agencies; and
- possess a Certificate of Authorization to provide engineering services in New York State from the State Education Department.

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 proposer. 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 technical proposal 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 RFP.
- b. The primary contacts name, title, telephone number, fax number and email address for each subconsultant who will perform work under this contract.
- c. The identities of the primary staff proposed to provide services relating to this RFP.
- d. A statement to the effect that your firm is willing to perform all services identified in Section 2.1 above and will abide by the terms of the RFP, including all attachments.
- e. A statement that your firm understands selection does not guarantee that any services will be requested from your firm.

- f. The cover letter must be signed by the individual(s) authorized to bind your firm contractually. Indicate the title or position that the signer holds within your firm. DASNY reserves the right to reject a technical proposal that contains an unsigned cover letter.

- Tab 2. Provide a description of your firm's organization, team makeup including subconsultants 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 similar services including recent relevant project experience to the public and private sector. 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 requested scope of services.
- Tab 5. Provide a list of environmental assessment capabilities your firm is proposing to provide including the various disciplines (air, noise traffic, land use, archaeology, etc.).
- Tab 6. Provide ten (10) recent project profiles showing your firm's overall range of in-house or project team's environmental assessment capabilities. For each example include the following:
 - a. Project title, location and client;
 - b. Description of overall project;
 - c. Description of work completed by your firm;
 - d. Year your firm's consulting work on the project was completed;
 - e. Project photo; and
 - f. The owner's name, title, address and phone number.
- Tab 7. Identify your firm's experience with the different laws and policies to be considered for compliance in regard to environmental management projects.
- Tab 8. Provide a description of how your firm will monitor and implement the allotment and performance of work in order to achieve coverage in the proposed geographic areas.
- Tab 9. Provide license numbers or copies of registration certificates, as appropriate. Provide a copy of the Certificate of Authorization to provide Engineering Services in New York State from the State Education Department.
- Tab 10. Provide a completed Utilization Plan, included in this RFP as an attachment, listing all proposed subconsultants including ESD Certified M/WBE firms you "may" use if selected for this contract. **No dollar amounts should be entered at this time.** With each project assignment, a new plan with dollar amounts will be required. The goals for this contract are 18% MBE & 12% WBE. The goals refer to the percentage of utilization of your M/WBE sub-consultants.

- Tab 11. Provide a complete Diversity Questionnaire, included in this RFP 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 12. Provide a completed Use of Service-Disabled Veteran-Owned Businesses Plan, included in this RFP as an attachment listing all proposed sub-consultants including OGS Certified Service-Disabled Veteran-Owned Businesses (SDVOB) that are of equal quality to those that may be obtained from non-SDVOBs if selected for this contract. Certified SDVOBs can be identified at http://ogs.ny.gov/core/docs/CertifiedNYS_SDVOB.pdf. **No dollar amounts should be entered at this time.** With each project assignment, a new plan with dollar amounts will be required. The SDVOB goals for this contract are 3%.
- Tab 13. Additional Information - The proposer must also provide statements regarding the following:
- The proposer must agree to provide DASNY with pre- and post-audit access to documents, personnel and other information necessary to conduct audits on request during the term of the Contract and for six years thereafter.
 - The proposal submitted must contain a representation that the proposer is willing and ready to provide any services requested or required in a timely manner.
 - Disclose any potential conflicts of interest (refer to the “Code of Business Ethics - Certification” attached).

Section 4 - Content of Cost Proposal:

4.1 Information to be Provided by Proposers

The following is a list of required information that must be provided by the proposer. 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 cost proposal must contain sufficient information to assure DASNY of its accuracy.

- Tab 1. Include a **cover letter** with the following items:
- 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 RFP.
 - A statement to the effect that the price quoted is an irrevocable offer good for 120 days.
 - The cover letter must be signed by the individual(s) authorized to bind your firm contractually. Indicate the title or position that the signer holds within your firm. DASNY reserves the right to reject a cost proposal that contains an unsigned cover letter.
- Tab 2. Provide documentation indicating your firm’s Overhead and Profit Multiplier and that of your sub-consultants (if any) by using **one** of the following methods:

- a. Submit an approved Standard Cost Proposal Form or a previously approved multiplier from another State Agency.
- b. Submit a request for a multiplier 2.5 or less on your firm's letterhead.
- c. Submit the attached DASNY Multiplier Form with a current financial statement for a multiplier greater than 2.5.
- d. Submit an approved FARs audited financial statement from your firm's most recent year-end.

- Tab 3. Complete the attached Classification & Rate Form to support the unloaded salaries and rates of your employees under this contract. If submitting an approved Standard Cost Proposal Form a Classification & Rate Form is not required.
- Tab 4. Provide a statement indicating your firm is able to obtain the required insurances as listed in the attached Sample Insurance Certificate & Requirements.
- Tab 5. Provide a completed W-9 Form, included in this RFP as an attachment.

Provide the following forms loosely. Do not include these forms in your technical or cost proposal.

A NYS Vendor Responsibility Questionnaire included in this RFP as an attachment. **DASNY recommends that all firms file the required Questionnaire online via the New York State VendRep System and only provide a copy of the certification page to DASNY.** To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>.

A completed Procurement Lobbying Law – Certification included in this RFP as an attachment.

Section 5 - Evaluation of Proposals:

The selection process will begin with the review and evaluation of each of the written proposals. The purpose of this evaluation process is twofold: (1) to examine the responses for compliance with this RFP; (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 RFP 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

Proposals will undergo an evaluation process conducted by a Committee selected by DASNY. The Committee will evaluate the proposals 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. The purpose of the interview is to further document 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 RFP and any other information requested by the Committee prior to the interview.

Section 6 - Submission of Proposals:

6.1 Submission of Technical and Cost Proposal

Firms are encouraged to submit environmentally-friendly proposals. The following is a list of suggestions:

- use reusable binders;
- reduce the use of plastic dividers,
- reduce margins in page layouts,
- print in black and white only,
- use recycled paper; and
- use your firms own creative ideas.

Eight (8) double-sided copies of your technical proposal and three (3) double-sided copies of your cost proposal should be submitted on or before 5:00 p.m. on April 7, 2017 to:

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

Section 7 - Important Information Affecting Proposers:

7.1 Proposal Requirements

1. All inquiries regarding this RFP should be addressed to the following individual:

Nicole White

Email: RFPCoordinator@dasny.org

All questions must be submitted in writing to the RFP 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 anytime 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 RFP, 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 RFP. Such clarifications will be given by written notice to all parties who have received this RFP.
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 RFP by submitting a proposal.

7.2 DASNY Requirements

1. By submitting a proposal, 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 RFP 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 during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

7.3 DASNY Rights and Prerogatives

DASNY reserves the right to exercise the following prerogatives:

1. To accept or reject any or all proposals and amend, modify or withdraw this RFP.
2. To correct any arithmetic errors in the proposals.
3. To change the final due date and time for proposals.
4. To accept or reject any of the firm's employees or proposed sub-consultants assigned to provide services on this project and to require their replacement at any time. The proposer shall obtain the written approval of DASNY of changes to the technical proposal after it is submitted, including any changes with respect to sub-consultants. DASNY shall have the right to reject any proposed change to the proposer's technical proposal.
5. To waive or modify any irregularities in proposals received after prior notification to the proposer. This will in no way modify the RFP documents or excuse the proposer from full compliance with its requirements.
6. To consider modifications to proposals at any time before the award is made, if such action is in the best interest of DASNY.
7. To request a revised cost proposal from firms selected as finalists.
8. To accept a proposal for the engagement containing other than the lowest cost proposal.
9. To interview proposers prior to selection.
10. 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.
11. To begin negotiations with the next most responsive proposer to this RFP should DASNY be unsuccessful in negotiating a contract with the selected proposer within a reasonable time frame.
12. To contract with more than one firm.

7.4 Contractual Requirements

1. Contract
 - a. By submitting a proposal, the successful proposer agrees to reference the RFP as part of the resulting contract.
 - b. DASNY may award a contract for any or all parts of a proposal and may negotiate contract terms and conditions to meet client program requirements consistent with the RFP.
 - c. Award of a contract is subject to contract negotiation and approval of such contract by the appropriate DASNY authorities.

2. Modification of Contract

- a. Any modification to the original contract signed between the successful proposer and DASNY will require the mutual consent of the successful proposer and DASNY.
- b. Any contract or amendments thereto will be considered effective only after approval by the appropriate DASNY authorities.

3. Interpretation

The contract shall be construed and interpreted in accordance with the laws of New York State. New York State shall be the forum for disputes.

4. Public Announcements

Upon selection of the successful proposer and contract execution, public announcements or news releases pertaining to the contract shall not be made without prior written consent of DASNY.

Section 8 - Negotiation

After completion of the selection process, DASNY will commence finalization of the project scope and fee negotiations with the selected firm(s).

Section 9 - 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.