



Request for Proposal (RFP)
Table of Contents

<u>Section</u>	<u>Attachments</u>
RFP Instructions	1
Sample Contract Chapter One, Chapter Two & Chapter Three	2, 3, 4
Code of Business Ethics – Certification	5
Utilization Plan	6
Diversity Questionnaire	7
Use of Service-Disabled Veteran-Owned Business Enterprises	8
Classification & Rate Form	9
Base & Total Cost Spreadsheet	10
DASNY Multiplier Form	11
Sample Insurance Certificate & Requirements	12
W-9 Form	13
Procurement Lobbying Law – Certification	14
NYS Vendor Responsibility Questionnaire	15
Additional Attachments – SUNY Cortland Smith-Casey Feasibility Study	16

Section 1 – General RFP 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 not-for-profit institutions for public purposes. Under the Act, DASNY provides services 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 and Community Colleges; Boards of Cooperative Educational Services; Cities and Counties with respect to Court Facilities and combined occupancy structures, as defined by law; the New York State Departments of Health, Education and Mental Hygiene with respect to certain facilities under their 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 other not-for-profit organizations specifically described in the Act.

1.2 DASNY Policy on Sustainability

DASNY promotes and supports sustainable design approaches and construction practices. Our internal processes shall facilitate integrated design and recognition of sustainable opportunities in every project, regardless of size or complexity, using all the tools available to us. Initial programming meetings for every project shall define specific sustainable goals which will be included in all discussions, including those determining budget and scheduling.

In addition, as of January 1, 2008, all projects that are new construction, additions, or significant renovations shall include submission to the US Green Building Council (USGBC) for a LEED Silver rating. Each project will therefore, at minimum, include these requirements:

- 1) Register for LEED at start of project.
- 2) Require Energy Modeling in schematic phase. This modeling shall inform design.
- 3) Require that a Commissioning Authority be part of the design process at design development phase or earlier.
- 4) Track, measure and prepare all LEED documentation. This shall be included in the design and construction process, regardless of nature of the project.

Section 2 – Project Information:

2.1 Project Background

DASNY seeks proposals from Design Professionals to provide architectural/engineering design and construction administration services to renovate the Smith and Casey Towers at SUNY Cortland.

The full terms and conditions of this RFP covers both phase one and phase two.

Phase one of the project is to renovate Casey Tower while Smith Tower remains fully occupied. Phase one also includes the new connector building. Phase two of the project is to renovate Smith Tower while Casey Tower is fully occupied. Smith and Casey Towers were built in 1972, and features four-person and six-person suites. Residents are housed on floors 2-10. The 1st floor contains a recreation lounge, study

lounges, conference room, and offices. The main floor also provides primary accessibility to both Casey and Smith Towers.

The Design Professional shall provide services to bring the Towers up to current standards, codes, and regulations. This includes, but is not limited to:

- Rebuild all showers with Schluter system, replace all bathroom fixtures, provide new tiling throughout;
- Replace flooring throughout (including carpet in corridors and common areas, VCT in all bedrooms)
- Patch/Paint all existing walls and ceilings;
- Replace doors/door hardware;
- Install overhead lights (in all bedrooms);
- Install raceway/outlets at desk height (in all bedrooms);
- Install new Fire Alarm equipment;
- Recondition Exterior shell;
- Hazardous material remediation;
- Exterior window replacement; and
- Demolition and reconstruction of a center connector building.

Design services will commence as soon as the contract for Professional Services is executed.

2.2 Project Scope of Work

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

2.3 Project Construction Budget

The estimated construction budget for this project is \$25 - \$30 million.

2.4 SEQRA

Information regarding the SEQRA status of this Project is contained below.

DASNY's Office of Environmental Affairs will conduct a SEQRA review of this project utilizing a term Environmental Consultant to complete DASNY's Environmental Assessment Form – Part I and any required technical information (e.g., traffic study), as determined by OEA. The Design Professional is anticipated to participate in the following SEQRA activities:

1. Preparation of a detailed written narrative describing the architectural elements of the Project.
2. Development of drawings, schematics, and plans in a format and size suitable for use by DASNY's Environmental Consultants.
3. Coordination and interface by the Design Professional with DASNY's OEA Environmental Consultants, Construction Manager, and/or Engineer may also be required at the direction of the Environmental Manager and Project Manager.

2.5 Project Permitting

The Construction Permitting Agency for this project will be DASNY.

2.6 Applicable Codes, Rules & Regulations

The project shall comply with all applicable codes, rules, and regulations. It is the Design Professional's responsibility to ensure compliance. In addition to those codes, rules and regulations determined to be applicable the Design Professional shall also comply with the following: the latest NYS Building Code, the latest Energy Code, EO 88, USGBC LEED Rating System, NYS DEC storm water, air, and petroleum bulk storage regulations, NYSERDA requirements and NYS Green Building Construction.

2.7 Project Management Software

Primavera P6™ (current version) will be utilized as the scheduling tool and Primavera Contract Management™ (current version) will be utilized as the management tool to plan, track, and record all project-related schedules, correspondence, submittals, transmittals, meeting minutes, requests for information, daily logs, project costs, change management and reporting. In addition, DASNY at their option will deploy these systems from available web-based and/or Application Service Provider (ASP) system(s). Firms responding to this RFP shall engage these systems, hereinafter referred to as “The Project Management System”, for all project deliverables.

2.8 Project Schedule/Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	06/01/2018
Pre-Proposal Meeting/Site Visit	06/18/2018 (11:00 AM)
Deadline for RFP Questions	06/26/2018 (5:00 PM)
Post Responses to RFP Questions	07/02/2018
Proposal Due Date	07/17/2018 (5:00 PM)
Interviews/Presentations (no earlier than)	07/31/2018
Notice of Award (no earlier than)	08/06/2018

A **Pre-Proposal Meeting** will be held at **SUNY Cortland in Whitaker Hall in Room 201 on June 18, 2018 at 11:00 AM**. Due to space limitations, firms are requested to limit the number of attendees.

The purpose of this meeting is to describe the project, goals and to answer any questions presented by the proposers. Representatives of DASNY and SUNY Cortland will be available to answer questions regarding this RFP. Immediately following the Pre-Proposal Meeting a tour of the site will be conducted.

2.9 Qualifications and Certification Requirements

- Relevant experience with projects of similar size, scope, and budget;
- Employ experienced staff with thorough knowledge of their area(s) of expertise;
- New York State licensed architect/engineer; and
- Experience designing USGBC LEED projects with successful certification.

Section 3 - Content and Format of the Technical Proposal:

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 sub-consultant who will perform work under this contract.
 - c. The identities of the primary staff proposed to provide services to this RFP.
 - d. A statement to the effect that your firm is willing to perform all services identified in Section 2.3 above and will abide by the terms of the RFP, including all attachments.
 - e. 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. If the proposer is a joint venture, the proposal shall be signed by the joint venture. Anyone signing the proposal as an agent shall file with it, legal evidence of his or her authority to execute such proposal.
- Tab 2. Provide a description of your firm's organization, team makeup including sub-consultants and the resumes of partners, principals, associates, and other key staff proposed to provide services to DASNY, with emphasis on renovating halls.
- Tab 3. Provide five (5) project examples of your firm's experience providing similar services. Project examples must include the following information:
- a. Official project name and number of beds;
 - b. The design consultant of record (if other than the submitting firm);
 - c. Overall project value;
 - d. The value of the work designed by your firm;
 - e. The timeframe in which the work was performed;
 - f. A summary of the services provided; and
 - g. A reference excluding DASNY employees with the name, title, and phone number.
- Tab 4. Provide a detailed description of your firm's approach to providing the requested scope of services. Include a timeline and schedule for completion of all aspects of the engagement, including a preliminary project schedule.
- Tab 5. Provide a description of how your firm will monitor the allotment and performance of work in order to achieve an efficient administration of the project.
- Tab 6. Provide a completed Utilization Plan, included in this RFP as an attachment, listing all proposed sub-consultants including ESD Certified M/WBE firms you "may" use if selected for this contract. **No dollar amounts should be entered at this time.** Upon selection, 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 7. 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 8. 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.** Upon selection, a new plan with dollar amounts will be required. The SDVOB goals for this contract are 6%.
- Tab 9. Provide license numbers or copies of registration certificates, as appropriate. Business entities proposing to provide Professional Engineering Services must possess a Certificate of Authorization to provide Engineering Services in New York State from the State Education Department. Include a copy of this certificate in your response if proposing engineering services.
- If your firm is a corporation, limited liability company, limited partnership, or limited liability partnership you need to be registered to do business in New York with the New York State Department of State. Include a copy of this registration in your response, if applicable.
- Tab 10. Provide a completed W-9 Form, included in this RFP 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 11. Additional Information – The proposer must also provide statements regarding the following:
- 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).
 - 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.

Section 4 – Content and Format of the Cost Proposal:

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 estimated manpower requirements and costs associated with performing the identified Scope of Services, as per the Base & Total Cost Spreadsheet, included as an attachment to this RFP. A final total should be included.
- Tab 3: Provide documentation indicating your firm's Overhead and Profit Multiplier and that of your subconsultants (if any) by using **one** of the following methods:
- Submit an approved Standard Cost Proposal Form or a previously approved multiplier from another State Agency.
 - Submit a request for a multiplier 2.5 or less on your firm's letterhead.
 - Submit the attached DASNY Multiplier Form with a current financial statement for a multiplier greater than 2.5.
 - Submit an approved FARs audited financial statement from your firm's most recent year-end.
- Tab 4: 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 5: Provide a statement indicating your firm is able to obtain the required insurances as listed in the attached Sample Insurance Certificate & Requirements.

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 – Selection and Evaluation of Proposals:

5.1 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.

5.2 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.

5.3 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.

5.4 Criteria for Selection

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

5.5 Interviews

Following the receipt of proposals, DASNY may request some or all of the firms submitting proposals to provide a presentation of their proposal in order to complete the evaluation and selection of firms. 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

Proposals must be submitted to:

Stacie Bennett
RFP Coordinator
DASNY
515 Broadway
Albany, New York 12207-2964

Firms must submit one (1) electronic copy of the technical proposal in PDF format (thumb drive media only) along with three (3) hard copies of the proposal. Submit three (3) hard copies of the cost proposal. DO NOT INCLUDE THE COST PROPOSAL IN THE ELECTRONIC COPY. Proposals must be submitted on or before 5:00 p.m. on July 17, 2018. Proposals received after the proposal due date will be rejected and returned.

Firms are encouraged to submit environmentally-friendly proposals.

Section 7 - Important Information Affecting Proposers:

7.1 Proposal Requirements

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

Stacie Bennett
Email: RFPAdministrator@dasny.org

All questions must be submitted in writing to the RFP Coordinator by email, citing the 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. All proposals shall become the property of DASNY and will not be returned.

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 subconsultants 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 or non-material defects 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 timeframe.
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.