



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
NYS Vendor Responsibility Questionnaire For-Profit Business Entity (Non-Construction)	6
2005 Procurement Lobbying Law – Certification	7
Utilization Plan	8
Diversity Questionnaire	9
Use of Service-Disabled Veteran-Owned Business Enterprises	10
Predesign Scope, Budget & Schedule Confirmation Form	11
DASNY’s Term Contract Consultant Fee Schedule	12
W-9 Form	13
Sample Insurance Certificate & Requirements	14
Classification & Rate Form	15
DASNY Multiplier Form	16

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 Introduction to CUNY

The City University of New York (CUNY) comprises 25 colleges located throughout the Five Boroughs, and is attended by more than 250,000 students. The CUNY campuses vary in size and age, and in the types of facilities. There are approximately 300 buildings on CUNY campuses, some of which date back to the late Nineteenth and early Twentieth centuries. CUNY colleges also occupy space in leased facilities throughout NYC. Programmatic changes within the colleges’ operations frequently require modification of facilities, including renovation of existing facilities for “adaptive re-use” of existing space which will be an ongoing initiative. Many CUNY buildings also require significant renovation, updating and replacement of various systems, features and components, in addition to building envelop rehabilitation and upgrades, including replacement of existing roofs, façade, and plaza restoration work and to improve energy efficiency.

1.3 Purpose

DASNY seeks proposals from architectural design professionals to provide a range of architectural and related design services, specifically in support of projects DASNY manages for the City University of New York (CUNY). This solicitation is not open those architectural firms who are currently engaged as prime design professionals under a DASNY Term Contract for Architecture/Engineering Services resulting from RFP# 453.

It is DASNY’s intent to select multiple architectural firms from this solicitation, however the final number of firms selected will be at DASNY’s sole discretion based on the review of the proposals received.

Furthermore, selection as a consultant does not guarantee that future work will be awarded. Services will be requested and contracted on an as-needed basis and the type and value of each project will vary;

however, the construction value of any project assigned from the term contract may not exceed Twenty-Five million dollars (\$25,000,000.00).

1.4 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	10/14/19
Deadline for RFP Questions	10/28/19 (5:00 PM)
Post Responses to RFP Questions	11/04/19
Proposal Due Date	11/12/19 (5:00 PM)
Interviews/Presentations (not earlier than) (week of)	01/06/20
Notice of Award (not earlier than)	01/22/20

Section 2 - Engagement Requirements:

2.1 Project Assignments and Scope of Services

Selected architectural firms shall be tasked with managing and complying with a broad spectrum of CUNY related projects and services while working under DASNY. Services may include, but are not limited to: architecture, assessment, study and design of higher education teaching, support and administrative spaces; LEED and sustainability; programmatic repurposing and upgrading of various existing departments and facilities; auditoriums, theaters and performance venues, lecture halls, libraries, laboratories, building envelope and roofing, curtain walls, fenestration design and testing, elevator and escalator design services, kitchens and cafeterias, interior renovation designs, site design and athletic fields, ADA and code compliance and regulatory related services (i.e., NYCDOB FDNY, SHPO, NYC Landmarks, and other agencies as required). Services may also include full design and construction phase services or may be limited to studies, investigations, feasibility studies or condition assessments.

Selected firms shall provide fundamental design services, have a working knowledge of building codes, familiarity with facilitating project and filing approvals with the New York City Department of Buildings and the Fire Department, and have a demonstrated ability to develop and implement projects in occupied academic institutions. The firms shall also demonstrate the ability to direct, coordinate and manage the work of sub-consultants, including, but not limited to, the MEP trades.

DASNY and CUNY will identify a project. DASNY, CUNY and the selected firm will then agree on the work and execute a Predesign Scope, Budget, and Schedule Confirmation Form, included in this RFP as an attachment. Based on that agreement, the selected firm will receive a fee based on DASNY's Term Contract Consultant Fee Schedule, included in this RFP as an attachment. The Fee Schedule shall be used for projects up to \$10 million and will be the primary method of determining the firm's fee. A negotiated fee will be used for projects between \$10 - \$25 million. Projects with an estimated construction value of \$10 - \$25 million must use a competitive Modified Request for Proposal process. After DASNY and the selected firm concur on the scope and fee of the project, the firm will be issued a Work Authorization to proceed with the work assignment. The construction value of each assigned project will not exceed \$25 million.

The scope of the design professional's services anticipated to be provided for on any given assigned project under this contract is included within Chapter Two of the attached Sample Contract. Depending on the nature of the project, some portions of the required services may be modified to more accurately reflect the level of service required.

Selected firms will be issued a specific Work Authorization to proceed with each work assignment. The type and complexity of each project will vary.

2.2 Qualification and Certification Requirements

Firms responding to this RFP must meet the following:

- Demonstrated experience, and a proven track record, providing higher education architectural and related design services to develop and implement projects, as indicated in section 2.1 above, in a timely, budget conformant and cost effective manner, from project inception through construction phase completion, including in occupied facilities, for CUNY or comparable higher education facilities within the New York City (NYC) metropolitan region. Experience with public sector projects is preferred. Firms shall have a proven track record in providing such services as a prime design professional.
- Experienced staff with thorough knowledge of their area of expertise and a proven track record in providing higher education related design services either for CUNY or comparable higher education facilities within the NYC metropolitan region.
- Experienced subconsultants, including specialty sub-consultants, with thorough knowledge and a proven track record in providing higher education related design services either for CUNY or comparable higher education facilities within the NYC metropolitan region.
- Experience with projects utilizing sustainability best practices and LEED Certification.
- Licensed Architect(s) with current NYS Registration.
- Licensed Professional Engineer and/or Engineering Sub-consultant(s) with current NYS Registration.

2.3 Additional Technical Information

Firms responding to this RFP must also be able to demonstrate the following:

- Established track record satisfying MWBE and SDVOB participation goals.
- Experience with projects utilizing Building Information Modeling Software (BIM).
- An established QA/QC Program.

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. The 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 leadership and proposed project management 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 the proposer 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 each proposer contractually. Indicate the title or position that the signer holds within each proposer. DASNY reserves the right to reject a Proposal that contains an unsigned cover letter. If the proposer is a joint venture, the Proposal must be signed by the joint venture. Anyone signing the Proposal as an agent must file with it, legal evidence of his or her authority to execute such Proposal. (Limit to 2 Pages)

Tab 2. Provide a description of your firm's organization, team makeup including sub-consultants, specialty sub-consultants, and the resumes of partners, principals, associates and other key staff proposed by your firm and team, including sub-consultants and specialty sub-consultants, to provide services to DASNY. (Limit to 2 Pages, Not Including Resumes)

Tab 3. Provide a description of the roles and responsibilities of MWBE and SDVOB team members (Limit to 1 Page).

Tab 4. Provide a description of your firm's experience providing similar services for CUNY and/or comparable higher education facilities within the NYC Metropolitan region, in a timely, budget conformant and cost-effective manner, including in occupied facilities. Provide a minimum of five (5) recent relevant project experience profiles. For each project profile, include the following information delineating each project's performance:

- a. Official project name, client, location and completion date;
- b. Project description;
- c. Firm roles and responsibilities;
- d. Scope of work;
- e. Original and final project value;
- f. Original and final schedule durations for design and construction,

Please explain significant changes in original and final values and/or in durations for design and construction.

Include the names, titles and phone numbers of at least three (3) references excluding DASNY employees and a summary of the services provided. (Limit to 20 Pages)

- Tab 5. Provide a description of your sub-consultants, including specialty sub-consultants, experience providing higher education related design services either for CUNY or comparable higher education facilities within the NYC metropolitan region. Provide a minimum of three (3) recent relevant project experience profiles. For each project include the following information delineating each project's performance:
- a. Official project name, client, location and completion date;
 - b. Project description;
 - c. Firm roles and responsibilities;
 - d. Scope of work.
- (Limit to 10 Pages)
- Tab 6. Provide a detailed description of your firm's approach to providing the requested scope of services during each phase: pre-design through construction and completion. Provide a description of your firm's QA/QC program. (Limit to 5 Pages)
- Tab 7. 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 if proposing engineering services.
- Tab 8. 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 M/WBE sub-consultants.**
- Tab 9. 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 M/WBE firms. This questionnaire elicits information about each responding firm in order to verify that its work environment demonstrates a strong commitment to diversity.
- Tab 10. 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 11. 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.
 - 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. Provide a description of how your firm will monitor the allotment and performance of work by MWBE and SDVOB team members to ensure compliance with participation goals and that MWBE and SDVOB team members play meaningful roles in the delivery of services.
 - Disclose any potential conflicts of interest (refer to the "Code of Business Ethics - Certification" attached). (Limit to 3 Pages)
- Tab 12. Provide a one-page profile of your firm. The firm profile should summarize the following: core competencies, number of employees, firm's office locations, and staff by office and discipline. The purpose of this vendor profile is to provide the Client and DASNY staff a clear and concise document to review the background of the firm. (Limit to 1 Page)

Submit the below forms either loosely or in a separate folder. Do not include these forms in your technical proposal. Forms must be signed by an individual authorized to bind your firm contractually.

Submit one (1) original unbound completed NYS Vendor Responsibility Questionnaire included in this RFP as an attachment or complete the questionnaire online at <http://www.osc.state.ny.us/vendrep>. If completed online submit a copy of the certification page.

Pursuant to Executive Order No. 170.1 – Uniform Guidelines for Responsibility Determinations, Executive Order No. 125 – NYS Vendor Responsibility Questionnaire and Executive Order No. 192 – Continuing Vendor Integrity, DASNY may only award a contract to a responsible proposer. A responsible proposer must have the integrity to justify the award of public dollars and the capacity to perform the requirements of the contract fully. The proposer must file a vendor responsibility questionnaire with DASNY. The questionnaire provides the proposer an opportunity to self-disclose any issues and provide necessary information, which DASNY will use as part of its determination.

Submit one (1) original unbound completed 2005 Procurement Lobbying Law Certification included in this RFP as an attachment.

Section 4 - 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.
 - 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:
- 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 3. Complete the attached Classification & Rate Form to support the unloaded salaries and rates of your employees under this contract.
- 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. 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.

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 requisite experience requirements and 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, including key personnel of proposed sub-consultants, 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 must submit One (1) electronic copy of the technical proposal in PDF format (thumb drive media only) along with Two (2) double-sided hard copies of the technical proposal. Submit Two (2) 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 pm on November 12, 2019. Proposals received after the proposal due date will be rejected and returned.

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

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.

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. Answers to all questions of a substantive nature shall be made available to all recipients of this RFP in the form of a formal addendum, which will be annexed to and become part of the resultant contract.

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 Professional 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 made available 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 a 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 contract 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.