



**Request for Proposal (RFP)
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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, and 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 building systems, features and components, including to improve energy efficiency.

1.3 Introduction to Hunter College

Hunter College is one of CUNY’s eleven senior colleges. Hunter College, founded in 1870, is one of the largest colleges in the City University of New York. More than 23,000 students currently attend Hunter, pursuing undergraduate and graduate degrees in more than 170 areas of study. Hunter College embraces its setting in the City of New York and seeks to draw upon the City’s energy, capitalize on its resources, and integrate it into the College’s teaching research and creative expression.

1.4 DASNY Policy on Sustainability

DASNY promotes and supports design approaches and construction practices and use of available tools to achieve sustainable and resilient projects and shall facilitate integrative design practices and recognition of opportunities in every project, regardless of the size or complexity.

Toward this end, initial programming meetings shall define specific sustainable goals for the project. These goals will be documented in meeting notes for ongoing inclusion in project discussions, including those determining and managing budget and schedule.

Standard documentation for goal setting may include development of the Basis of Design (BoD), which will be a living document capturing the design decisions of the team as the work progresses.

Sustainable goals and references to “sustainability” include, but are not limited to, energy efficiency and zero net energy, renewable energy, water use reductions, transition to electric systems, green procurement, construction waste diversions for landfill, reduced toxins in the built environment, biophilia (connecting to Nature), green innovation, and resilience/adaptation to climate changes.

Goals will be developed:

- 1) To support the commitments and goals the client has in place related to sustainability.
- 2) To comply with applicable mandates and laws of NY state and local municipalities related to sustainability, including as may be applicable, but not limited to, the Climate Leadership and Community Protection Act (the Climate Law).

After the goals for the project are defined, projects that are new construction, additions, or significant renovations will be registered into a third-party review system, such as the most current LEED rating system, to inform the process and for documentation and assurance of achievement. DASNY will confirm the selected third-party system with the project team and owner and register the project which shall then be managed accordingly by the project team.

Section 2 – Project Information

2.1 Project Background

DASNY seeks proposals from Architectural firms to provide prime design services through construction administration services, including closeout, for the renovation of the Assembly Hall Auditorium (“Auditorium”) at Hunter College North Building, to create a modern venue for musical performances, large lecture-style classes, and special events such as ceremonies and symposiums. The facility will support the college’s uses and will also operate as a rental venue serving the NYC region.

The Auditorium at Hunter College’s North Building on the 68th Street campus, is most often used for graduation ceremonies or large symposiums. It also provides a festive environment for celebrations and other large-scale gathering. The Auditorium is comprised of approximately 25,000 square feet and currently seats 2,116 people. It features a compact stage area, small wings, wide continental seating layout, a second-floor balcony and corridor and includes a related basement area. The North Building was built in 1940. It was designed by Shreve, Lamb, and Harmon, best known for designing the Empire State building. The building design incorporates Art Deco inspired motives and some Modernist architectural characters.

The North Building has a Park Avenue address, the 69th Street Entry serves as its main entry, and the building is also accessed via the 68th Street courtyard, through the Kaye Playhouse Lobby. Security desks are stationed at each of these entries. Additional entries on Park Avenue and the 68th Street courtyard are currently used for egress only.

Primary Project Objectives

1. State-of-the-art, Major, Flexible, Performance Venue

The project shall renovate and repurpose the auditorium to provide Hunter College with a state-of-the-art, major, flexible, performance venue that shall serve as a performing arts hub for the college, the surrounding community, the City, the region and beyond. The auditorium is currently underutilized and via this project shall be revitalized to provide an appropriate magnet facility supportive of current and future cultural enrichment needs, and to provide greater opportunities for cultural and educational outreach, including for Hunter's Music, Theater and Dance Departments.

The renovated and repurposed auditorium shall provide a modern venue for musical performances, with multi-purpose performance and event flexibility for a variety of other uses, including but not limited to, symphonic and other various musical, theater and dance performances, and medium and large-scale ceremonies and symposiums for the college and outside users.

2. Acoustical Performance Improvements

The acoustics of the auditorium require substantial improvement to support symphonic musical performances and other various venues. Currently background ambient noise, which appears to be primarily mechanical, is high, reverberation time low, the hall lacks acoustic separation from entries and adjacent areas and its acoustics may be adversely impacted by the large balcony.

3. Seating Capacity

Seating capacity shall be maintained to the extent practicable. The existing auditorium includes 2,116 seats, some loss of seats is anticipated to attain project objectives, and a minimum of 1,500-1,800 seats shall be provided in its large configuration(s). ADA access shall be provided.

4. Patron Experience Improvements

The renovation of the lobby space and adjacent corridors shall improve the overall experience of attending events, enhance the patron experience, provide additional breakout space, improve circulation and clarify points of entry and egress. Upgraded amenities such as increased restrooms, green room/flex space, coat check, and a box office or will call area shall be included.

5. Back of House Improvements

The renovation and repurposing of the facility shall also include back of house improvements anticipated to include, but not be limited to, existing stage wing space, dressing rooms, storage, etc. which shall be redesigned and constructed to be able to support a wide range of performances and events.

2.2 Scope of Services

The scope of services to be provided for this project is included within Chapter Two of the attached Sample Contract. It is anticipated that this project shall include architectural, mechanical, electrical, plumbing (MEP), structural, and several specialty services such as, but not limited to, theater, acoustical, lighting, audio-visual, tele-communications, environmental/hazmat, etc., as may be required for the renovation/repurpose of the Assembly Hall Auditorium at Hunter College's North Building to establish the facility as a state-of-the-art, major, multi-purpose, flexible, ceremonial and performance venue and performing arts hub.

2.3 Project Construction Budget

The estimated construction budget for this project is approximately Forty Million Dollars and 00/100 (\$40,000,000.00).

2.4 Project Permitting

The Construction Permitting Agency for this project will be DASNY / New York City Department of Buildings / Other New York City Regulatory entities, as may be applicable.

2.5 Applicable Codes, Rules & Regulations

The project shall comply with all applicable codes, rules and regulations, including but not limited to ADA. It is the Design Professional's responsibility to ensure compliance, and to gain approval from all applicable NYC regulatory related agencies, including but not limited to, NYCDOB, FDNY, NYC Energy, NYC Landmarks, NYC DEP, etc., the latest NYS Building Code, the latest Energy Code, EO 88, EO 166, and the Climate Leadership and Protection Act, as may be applicable.

In addition to those codes, rules and regulations determined to be applicable, the Design Professional may also be required to comply with the following: a selected third-party sustainable standard such as the most current LEED rating system, NYS DEC storm water, air and petroleum bulk storage regulations, NYSERDA requirements, NYS Green Building Construction, NYS Historic Preservation Office (SHPO), and New State Environmental Quality Review Act (SEQR).

2.6 Project Management Software

Primavera P6TM (current version) will be utilized as the scheduling tool and Primavera Contract ManagementTM (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. Should any of the abovementioned software be replaced during the term of this engagement, the design professional shall utilize the replacement Project Management Systems for all project deliverables.

2.7 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	03/30/2020 (week of)
Pre-Proposal Meeting	04/20/2020 (week of)
Deadline for RFP Questions	05/01/2020
Post Responses to RFP Questions	05/08/2020
Proposal Due Date	05/15/2020
Interviews/Presentations (no earlier than)	06/22/2020
Notice of Award (no earlier than)	08/15/2020

A **Pre-Proposal Meeting** will be held via WebEx during the week of April 20, 2020. Attendance is strongly encouraged. If your firm wishes to attend, please provide the RFP Coordinator listed in Section 7.1 below with the names and email addresses of all attendees no later than Monday, April 17, 2020. Additional details regarding the WebEx will be provided at a later date.

The purpose of this meeting is to describe the project, goals and to answer any questions presented by the proposers. Representatives of DASNY, CUNY and Hunter College will be available to answer questions regarding this RFP.

2.8 Qualifications and Certification Requirements

- Experience and a proven track record in providing prime architectural and related design services for comparable projects, including auditoria renovation/repurposing projects, with related major mechanical upgrades, as indicated to sections 2.1 and 2.2 above.
- Employ an experienced staff and team with thorough knowledge of their area of expertise in providing design services for comparable projects, including auditoria renovation/repurposing projects, with related major mechanical upgrades.
- Experienced MEP sub-consultant with a proven track record providing design services for comparable projects, including auditoria renovation/repurposing, with related major mechanical upgrades.
- Experienced sub-consultants, including specialty sub-consultants, with a proven track record providing design services for comparable projects, including auditoria renovation/repurposing projects.
- Experience with projects utilizing sustainability best practices.
- Licensed Architect(s) with current NYS Registration.
- Licensed Professional Engineer and/or Engineering Sub-consultant(s) with current NYS Registrations

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, 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 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. 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 specialty consultants, and the resumes of partners, principals, associates and other key staff, proposed to provide services to DASNY with an emphasis on comparable auditoria renovation repurposing projects, with related major mechanical upgrades.

Tab 3. Provide a description of your firm's experience providing similar services as described in sections 2.1 and 2.2 above, including recent relevant project experience for comparable auditoria renovation/repurposing projects with related major mechanical upgrades.

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; and
- 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.

Tab 4. Provide a description of your sub-consultant's experience, including your key MEP sub-consultant(s), providing design services for comparable auditoria renovation repurposing projects, with related major mechanical upgrades.

Provide a minimum of three (3) recent relevant project experience profiles per sub-consultant. 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; and
- d. Scope of work.

Tab 5. Provide a description of your specialty sub-consultants' experience, including but not limited to theater, acoustical, lightning, audio-visual and tele-communications experience providing design services for comparable auditoria renovation repurposing projects, with related major mechanical upgrades.

Provide a minimum of three (3) recent relevant project experience provides per sub-consultant. For each project including 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; and
- d. Scope of work.

Tab 6. Provide a detailed description of your firm's approach to providing the requested scope of services, during each phase: design through construction and completion. Include a description of your firm's QA/QC program.

Tab 7. 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 8. Provide a completed 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 9. 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 https://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 10. 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 11. 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 12. 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.
 - 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:

- 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.

- 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 and subconsultants under this contract. If submitting an approved Standard Cost Proposal Form, a Request for Classification & Rate Form is not required.

Tab 4. 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 cost should be included.

Tab 5. Provide a detailed cost breakdown that clearly delineates your total proposed costs, including proposed costs for each phase and by subconsultant per phase.

Tab 6. Provide a statement indicating your firm is able to obtain the required insurances as listed in the attached Sample Insurance Certificate & Requirements.

Tab 7. Submit one (1) 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 as all other key personnel proposed to provide the services must be present and participate in the interview. Proposers that are selected for an interview are encouraged to bring the subconsultants and specialty subconsultants outlined under Tabs 4 and 5 in Section 3 of this RFP. 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 and **one** (1) electronic copy of the cost proposal in PDF format (thumb drive media only) along with **one** (1) double-sided hard copy of the technical proposal and submit one (1) hard copy of the cost proposal. **THE TECHNICAL PROPOSAL AND COST PROPOSAL MUST BE ON SEPARATE FILES AND CLEARLY LABELED.**

Proposals must be submitted on or before 5:00 pm on May 15, 2020. Proposals received after the proposal due date will be rejected and returned. Submit the aforementioned materials to:

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 firm's own creative ideas.

Section 7 - Important Information Affecting Proposers

7.1 Proposal Requirements

1. DASNY's Designated Representative for the Project, including the procurement is:

RFP Coordinator
Attention: CUNY Hunter Auditorium

Dormitory Authority State of New York
515 Broadway, Albany, NY 12207
e-mail: RFPCoordinator@dasny.org

DASNY's Alternate Designated Representative for the Project, including the procurement is:

David Fenichel
Contract Administrator
Attention: CUNY Hunter Auditorium
Dormitory Authority State of New York
515 Broadway, Albany, NY 12207
e-mail: d.fenichel@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 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 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. Vendor Integrity

As a public entity, DASNY may only contract with 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. Proposers 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 http://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 9 – Negotiation

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

Section 10 – 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.