



Environmental Consulting Services

Request for Proposal RFP #6562

Date: September 1, 2020

Table of Contents

<u>Section Number</u>	<u>Page No.</u>
Section 1 - General Information:	4
Section 2 – Engagement Requirements:	5
Section 3 - Content of Technical Proposal:	6
Section 4 – Content of Cost Proposal:	8
Section 5 – Evaluation of Proposals:	10
Section 6 – Submission of Proposals:	10
Section 7 – Important Information Affecting Proposers:	11
Section 8 – Insurance:	14
Section 9 – Vendor Integrity:	15
Section 10 – Negotiation:	15
Section 11 – Notification:	15
Attachments:	
a. Sample Contract	
b. Code of Business Ethics – Certification	
c. W-9 Form	
d. Classification and Rate Form	
e. DASNY Multiplier Form	
f. Procurement Lobbying Law - Certification	
g. Sample Insurance Certificate & Requirements	

- h. Utilization Plan
- i. Diversity Questionnaire
- j. Use of Service-Disabled Veteran-Owned Business Enterprises Plan
- k. Analytical Chart

Section 1 - General Information:

1.1 Introduction to DASNY

The Dormitory Authority of the 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 for the services of environmental consulting firms to provide DASNY with consulting services for various projects throughout New York State.

Working together with DASNY’s Office of Code Compliance, the selected consultants will provide services that include hazardous materials inspections/assessments for asbestos, lead, mold, liquid PCBs, non-liquid PCB materials (e.g. caulk), radon, other potential hazardous materials/substances, as well as hazardous and universal wastes, along with appropriate bulk sampling and laboratory analyses. Other services may include investigation, survey work, environmental sampling, laboratory services, waste tracking, environmental permitting, hazardous materials management (including contaminated soils), stormwater design, pollution, pollution prevention plan (SWPPP development and inspection), remedial investigation and design, environmental studies and reports, training plans and execution of environmental and safety training, feasibility studies and reports, environmental compliance audits, outdoor and indoor air quality investigations and reports, landfill investigation and closure design, health and safety design plan (HASP) development and implementation, scheduling and construction administration services and LEED facility evaluation, planning and certification assistance. Construction administration shall include submittal reviews and fulltime oversight during abatement/remedial activities and adequately trained and qualified personnel, and shall also include on-site verification and signature on behalf of Owner/DASNY, for each waste shipment, record, manifest, or bill of lading required for all project generated hazardous waste, asbestos waste, and other regulated wastes removed from each project site. This includes review and approval of all other supporting documents as necessary (e.g. waste profile, LDR form, etc.).

At this phase of the selection process, firms are requested to provide a concise response to the RFP indicating relevant experience specific to buildings and facilities in the service areas referenced above. It is DASNY’s intent to contract with multiple firms statewide.

Services will be requested and authorized 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	09/01/2020
Deadline for RFP Questions	09/11/2020 (5:00 PM)
Post Responses to RFP Questions	09/18/2020
Proposal Due Date	09/29/2020 (5:00 PM)
Interviews/Presentations (not earlier than)	11/13/2020
Notice of Award (not earlier than)	11/20/2020

Section 2 - Engagement Requirements:

2.1 Consultants' Scope of Services

The selected consultants will be authorized to proceed with each assignment as issued under a specific Work Authorization. The type and complexity of projects authorized under each Work Authorization will vary.

The scope of services to be provided is included within Chapter Two of the attached Sample Contract. DASNY will provide a specific scope of services for each project assignment issued under this contract and, depending on the nature of the assignment, some portions of the Professional's Required Services may be modified to reflect the level of service more accurately required.

2.2 Qualifications and Certification Requirements

Qualification Requirements

Proposals will be evaluated based upon the firm's Qualification Requirements in the following areas:

1. Proposers must have demonstrated experience in providing comprehensive environmental consulting and management services as set forth in the attached Chapter 2.
2. Proposers must have professional staff that is experienced in the disciplines associated with environmental investigations, design, monitoring, sampling, auditing, and construction administration services and shall include:
 - a. A minimum of three (3) years' experience for Project Managers coordinating asbestos/environmental survey, investigation, abatement/remediation, and reporting phases.
 - b. A minimum of two (2) years' experience of Laboratories providing environmental analytical services.

Certification Requirements

Proposals will be evaluated based upon the firm's Certification Requirements in the following areas:

3. Valid NYS DOL Licenses/Certifications and proof of valid EPA Lead, OSHA HAZWOPER, RCRA, DOT and other pertinent training, as required.
4. Certificate of Authorization to provide Professional Engineering Design Services in New York State from the State Education Department.
5. Licensed/Professional Engineers Registered in NYS.

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 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. 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 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 particular emphasis on environmental consulting services.

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 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 6. Provide a completed Utilization Plan, included in this RFP as an attachment, listing all proposed sub-consultants including NYS 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 5% MBE, 5% WBE, and 2% SDVOB. The goals refer to the percentage of utilization of your M/WBE/SDVOB 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. 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.** With each project assignment, a new plan with dollar amounts will be required. The SDVOB goals for this contract are 2%.
- Tab 9. 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 10. Additional Information - The proposer must also provide statements regarding the following:
- a. 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.
 - b. 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.
 - c. Provide a description of how your firm will monitor the allotment and performance of work in order to achieve an efficient administration of each assignment.
 - d. Disclose any potential conflicts of interest (refer to the “Code of Business Ethics - Certification” attached).

- Tab 11. Provide a list of the firm's offices and locations that will be providing environmental services. For each location, include the following:
- a. Firm's organization chart noting contract point of contact and employees by discipline including sub-consultants;
 - b. Personnel certifications (registered Architects, Professional Engineers, A.I.C.P. Certified Planners, Asbestos Inspector, Asbestos Project Designer, Asbestos Project Monitor, Asbestos Air Sampling Technician, NYC Investigator and NYS DOL Mold Assessor License, etc.) and valid training certifications for RCRA, OSHA, DOT and other training as required;
 - c. License/certificate numbers or copies of registration certifications for your firm, as appropriate (i.e. NYS DOL Asbestos Handling License, NYS DOL Mold Assessor License, Radon Testing Certification, EPA Lead Certification, etc.). 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.
 - d. Narrative of Project Managers' experiences in asbestos surveys, abatement project monitoring and asbestos air sampling.
 - e. Project Managers experience in environmental survey, investigation, remediation, and reporting phase services; and
 - f. Equipment available to support the required operations.
- Tab 12. Provide the names of each laboratory to be utilized for asbestos and environmental analytical services. Provide confirmation that each laboratory has at least two (2) years' experience in providing these services and are currently accredited by the New York State Department of Health – Environmental Laboratory Approval Program (ELAP) specifically for the analytical services being used. Provide the locations of the laboratories compared to the geographical area your firm anticipates providing coverage for.
- Tab 13. Provide the Table of Contents for your firms Standard Operating Procedures (SOP). Include a one-page summary that addresses all aspects of investigations, surveys, inspections, and monitoring services which are conducted on-site. DASNY reserves the right to request a full copy of your Quality Control Program or SOP at any time.

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:
- 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. A statement to the effect that the price quoted is an irrevocable offer good for 120 days.
- c. 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. Please provide a completed analytical chart(s) for each laboratory to be utilized included in this RFP as an attachment, including in-house laboratories. Please note that the cost of sampling should be inclusive of any materials necessary to complete the task.

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

Proposers shall submit a Vendor Responsibility Questionnaire ("VRQ") in accordance with Section 9 of this RFP. DASNY requires vendors to file the VRQ online via the New York State VendRep System (the "System"). Proposers must provide a copy of the certification page to DASNY. 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>.

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 as 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

DASNY will be accepting electronic proposals only.

To Submit Electronically:

Follow the directions below to upload your proposal electronically. Any technical issues or questions should be directed to the Designated Representative for the Project via email prior to the due date of the RFP. It is strongly encouraged to request access to the site before the due date.

1. Email DownstateRFPcoordinator@dasny.org with the subject line: "RFP Environmental Consulting Request Access-Firm Name."
2. You will receive an email from the Designated Representative with a link to a Microsoft SharePoint site: "Environmental Consulting RFP."
3. Click on the link. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the Environmental Consulting RFP "Documents" page.

- a. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
4. Four documents will need to be uploaded and include:
 - a. Technical Proposal
 - b. Cost proposal
 - c. Vendor Responsibility Certification Page, and
 - d. Lobbying Law Certification.

All documents must be saved in PDF format and labeled as directed below:

- a. Technical Proposal:
 - i. Save file as: RFP Environmental Consulting-Tech-firm name
 - ii. Click “Upload” or drag and drop
- b. Cost proposal:
 - i. Save file as: RFP Environmental Consulting-Cost-firm name
 - ii. Click “Upload” or drag and drop
- c. Vendor Responsibility:
 - i. Save file as: RFP Environmental Consulting-VRQ-firm name
 - ii. Click “Upload” or drag and drop
- d. Lobbying Law:
 - i. Save file as: RFP Environmental Consulting-Lobby-firm name
 - ii. Click “Upload” or drag and drop
5. Once your documents are uploaded, DO NOT OPEN. The document submitted must be your final submission and cannot be modified.
 - a. If you open your documents after they are submitted, the system will show it as “modified”
6. The Environmental Consulting RFP site will close at 5:01 PM on September 29, 2020. Any questions or issues on submitting must be addressed to the Designated Representative for the Project before that time using the email in Bullet 1. Please ensure you give yourself enough time for uploading all files.

Section 7 - Important Information Affecting Proposers:

7.1 Proposal Requirements

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

Kelly Whitbeck

Email: DownstateRFPCoordinator@dasny.org

All questions must be submitted in writing to the Designated Representative 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.

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. Insurance

DASNY engages the services of Ebix, Inc. to assist in managing and tracking insurance compliance. The successful proposer will be required to submit Certificate(s) of Insurance showing compliance with the insurance requirements. Ebix, Inc. is an insurance data management company whose role is to help assure those with whom DASNY is doing business with are fulfilling their obligation to DASNY by maintaining insurance coverage to protect DASNY from financial loss.

Ebix, Inc. is a full-service Application Service Provider (ASP) company focused exclusively on tracking and verifying insurance coverage. Ebix, Inc. performs tasks for DASNY that would otherwise need to be performed internally. Ebix, Inc. will keep track of companies who have agreed to provide DASNY with evidence of insurance.

Ebix, Inc. performs the following tasks for DASNY:

- Establish a Database with information (e.g. name, address, coverage requirements, etc.) for each organization for which DASNY desires to track insurance.
- Keep track of all insurance coverage renewal dates.
- If necessary, send a series of letters to a vendor notifying them of their insurance compliance obligation, and also informs DASNY of actions necessary for them to resolve a non-compliance status.
- Report to DASNY any vendor failing to meet their agreed obligation to provide proper evidence of insurance coverage.

As stated above, the successful proposer will be required to submit Certificate(s) of Insurance showing compliance with the insurance requirements (General Liability, Automobile, Excess Liability (if needed), Professional Liability, Worker's Compensation, New York Disability and any other coverage as required) directly to Ebix, Inc. Corporate information for Ebix, Inc. is as follows:

Ebix, Inc.
One Ebix Way
Johns Creek, GA 30097
<https://www.ebix.com/>

Section 9. 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 10 – Negotiation:

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

Section 11 – 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.