

ADDENDUM No. 01

Date: 01/04/2023

**DORMITORY AUTHORITY - STATE OF NEW
YORK
Architectural and Engineering Term
Consultants
Solicitation 7592**

This **ADDENDUM** is hereby included in and made part of the Contract whether or not attached thereto. All requirements of the original Request for Proposal shall remain in force except as noted by this **ADDENDUM No. 01**. The purpose of Addendum No. 1 is to revise Section 1 – General Information – 1.5 Key Events and Dates, 1.6 Inquiries and Section 7 – Submission of Proposals.

1.5 Key Events and Dates

Provided below is a schedule of milestones for this RFP. DASNY reserves the right to change any or all of these dates as it deems necessary or convenient in its discretion. In the event of a change, such modifications will be posted on the DASNY website at www.dasny.org by issue of an addendum.

<u>Event</u>	<u>Date</u>
RFP Release	12/21/2022
Deadline for RFP Questions	01/09/2023 01/16/2023 (3:00 PM)
Post Responses to RFP Questions	01/16/2023 01/23/2023
Proposal Due Date	01/27/2023 02/03/2023 (3:00 PM)
Notice of Award (not earlier than)	03/30/2023 04/05/2023

1.6 Inquiries

All inquiries concerning this RFP or any other aspects of this procurement must be submitted through the following website <https://forms.office.com/r/nk7jCwPup7> during the Q&A period identified. Verbal and telephonic inquiries are prohibited. In order to provide DASNY sufficient time to reply, questions must be received no later than 3:00 pm on ~~January 9, 2023~~ **January 16, 2023**. Responses to questions will be periodically posted to DASNY’s website during the Q&A period. A final record of the questions and associated responses will be posted to DASNY’s website, www.dasny.org on ~~January 16, 2023~~ **January 23, 2023**. **Proposers responding to this RFP shall be solely responsible for checking the website throughout the RFP process for responses to questions, and no individualized notices shall be provided.**

Section 7 – Submission of Proposals:

DASNY will be accepting electronic proposals only. Proposals will be accepted electronically on or before 3:00 pm on ~~January 27, 2023~~ **February 3, 2023**. Follow the directions below to upload your proposal electronically. Any technical issues or questions should be directed to the

Designated Representative for the procurement via email prior to the due date of the RFP. **It is strongly encouraged to request access to the site 48 hours before the due date.** DASNY may not be able to assist proposers with troubleshooting errors if submissions are not made in a timely manner.

- a. Please navigate to the following link to request access to RFP 7592 SharePoint Site:
<https://forms.office.com/r/RpPi21cbpn>
 - i. Provide the requested information through the form including firm name, contact name, contact email, and additional contacts (if any) from your firm that may require access to submit the RFP responses through the SharePoint site.
 - ii. Please request access at a minimum of 48 hours in advance and ensure access to the site works correctly.
 - iii. Please note that an expression of interest does not qualify as a request for access. Please ensure that your firm explicitly requests access using the described procedure.

You will receive an email from SharePoint with a link to the Microsoft SharePoint site: “Statewide AE RFP.” You will also receive an email from the Designated Representative, Maria McNeil at UpstateRFPCoordinator@dasny.org to confirm receipt of the SharePoint email and the ability to access the SharePoint site.

- b. Click on the link within the SharePoint Email.
 - i. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the Statewide AE RFP “Documents” page.
 - ii. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
- c. Upload all required documents in PDF Format to the folder library of the appropriate panel you wish to propose to. There are four (4) libraries identified as “Downstate Architects”, “Downstate Engineers”, “Upstate Architects”, and “Upstate Engineers.
- d. Within each of the four (4) libraries are three (3) folders for each type of proposal. Please save each proposal as follows to the applicable subfolder:
 - i. Technical Proposal
 - i. Save file as: Technical Proposal-firm name
 - ii. Click “Upload” or drag and drop
 - ii. Cost Proposal

- i. Save file as: Cost Proposal-firm name
 - ii. Click “Upload” or drag and drop
- iii. Administrative Proposal
 - i. Save file as: Administrative Proposal-firm name
 - ii. Click “Upload” or drag and drop
- e. Once your documents are uploaded, DO NOT OPEN. The document submitted must be your final submission and cannot be modified.
 - i. If you open your documents after they are submitted, the system will show the file as “modified”.
 - ii. The submitted document will remain in a pending status so they will remain private and will not be visible to the other proposers throughout the procurement process.
- f. The Statewide AE RFP SharePoint site will close at 3:01 PM on ~~January 27, 2023~~ **February 3, 2023**. Any questions or issues on submitting must be addressed to the Designated Representative for the procurement prior to the expiration of the site. Please provide enough time to upload all required files.

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