

ADDENDUM No. 03

Date: 01/24/2023

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, Addendum No. 1, and Addendum No. 2 shall remain in force except as noted by this **ADDENDUM No. 03**. The purpose of Addendum No. 3 is as follows:

- Reinstate language in Section 3 – Content of Technical Proposal – 3.1 Information to be Provided by Proposers, Tab 1, which was removed in error by Addendum No. 2; and
- Add subsection 2.7 Existing DASNY Term Contracts to Section 2 – Engagement Information.

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 with cover pages that correspond with each of the numbered tabs below. Your technical proposal must contain sufficient information to assure DASNY of its accuracy.

Failure to meet or to provide the required information in this Section 3 may result in a proposal being rejected and a consultant disqualified from further consideration.

Tab 1. Cover Letter

Include a cover letter with the following items:

- a. The name, title, telephone number, and email address of the individual within your firm who will be DASNY's primary contact concerning this RFP.
- b. The primary contact's name, title, telephone number, and email address for each subconsultant who will perform work under this contract.
- c. The name and job titles 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 professional design and construction phase services, as outlined in Chapter 2 of the attached Sample Contract and will abide by the terms of the RFP, including all attachments.
- e. Your firm's main office and other office locations.
- f. **A completed copy of the Firm Coverage Checklist included as an attachment to this RFP. This checklist elicits the following information from the proposing firms. Firms that do not identify the specific panel they would like to be considered for will be placed in the most applicable panel based on the primary services and disciplines they provide and the firm's main office location.**

- i. Identification of the specific services and disciplines your firm is able to provide as described in Sections 2.1 and 2.2;
 - ii. Identification of the specific services and disciplines your subconsultant is able to provide as described in Sections 2.1 and Chapter 2 of the Sample Contract;
 - iii. Identification of whether your firm is a new firm that has not previously contracted with DASNY;
 - iv. Identification of whether you are a small firm architect;
 - v. The panel your firm would like to be considered for; and
 - vi. The geographical areas in which your firm is willing and able to perform the required services. See DASNY Regional Map provided as an attachment to this RFP.
- g. A statement confirming the proposer is willing and ready to provide any services requested or required in a timely manner.
- h. A statement that the Proposer understands selection does not guarantee that any services will be requested from your firm.
- i. Signature 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.

2.7 Existing DASNY Term Contracts

The following term contracts were previously procured through separate procurements with individual terms and scopes of services. Please note if you currently or previously held one or more of the following term contracts, that DASNY intends to replace those contracts with this procurement. DASNY does not intend, at this time, to conduct separate procurements in the future to procure the services included in these contracts. Firms are required to re-submit in order to be considered for a contract. Existing term contract holders, provided they meet the minimum qualifications outlined in Section 2.5 of the RFP, may propose as a prime consultant or team with a firm(s) proposing as a prime consultant. Submitting as a prime consultant does not preclude a firm from also submitting as a subconsultant.

- Architectural/Engineering Services
- CUNY Architectural Services
- CUNY MEP Services
- Forensic Engineering
- Geotechnical, Survey and Appraisal Services
- Small Firm Architectural Services Downstate
- Small Firm Architectural Services Upstate

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