



Staten Island Family Court Consolidation

Bridging Consultant Services

Request for Proposal RFP #7593

Date: January 3, 2023

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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 Staten Island Family Court

The Staten Island Family Court building was constructed around 1920 and was designated as a New York City landmark in 2001. The original building is approximately 15,800 Square Feet (SF). The existing Family Court operations are primarily located at a historic landmark courthouse at 100 Richmond Terrace in a building that is deficient in its size, safety, and operations. The building has three floors, two above-grade with an occupied basement. Current Family Court operations are split between 100 Richmond Terrace, 18 Richmond Terrace, and additional hearing rooms and support space located at 25 Hyatt Street. The main building faces three streets: Richmond Terrace, Hamilton Street, and Stuyvesant Place.

1.3 Introduction to the Project

DASNY seeks proposals from consultants to provide programming, architectural and engineering services to prepare bridging documents in connection with the design/build procurement which will be utilized to implement the NYC Staten Island Family Court Consolidation program. The bridging documents will only be for 100 Richmond Terrace but will need to provide an overview of the entire project. It is anticipated that the Family Court consolidation will involve the construction of an approximately 60,000 GSF addition to the existing 100 Richmond terrace facility and renovations to the current building and its infrastructure. It is also anticipated that the successful bridging consultant will continue to provide services for the project during the procurement of the design/build firm and the design and construction phases of the project that follow. In addition to the Mayor’s Office of Criminal Justice, the NYC Family Court, the NYS Office of Court Administration, and the NYC Mayor’s Office of Management and Budget will be primary stakeholders and participants in the project development process.

1.4 Project Objectives

The consolidation of the courts will improve access to justice and services for the public, provide a more efficient court system, improve safety for all courthouse occupants, bring existing court facilities up to modern standards, and reinforce the dignity and role of the court in the community. The following guiding principles will assist in achieving the project objectives:

1. Improve Courts consolidation, efficiency, and public service delivery
2. Provide 3 separate zones of public, private, and secure circulation
3. Provide clear public access and wayfinding
4. Provide adequate Lobby, Public Queuing and Security Screening
5. Holistic renovation strategy including building infrastructure
6. Provide sufficient secure holding courtroom access

7. Meet modern life safety and building code requirements
8. Incorporate Procedural Justice principles
9. Respect landmark designation of existing historic courthouses

Section 2 – Engagement Requirements:

The Staten Island Family Court consolidation is one component of the consolidation program of the court facilities on Staten Island. This overall consolidation program also includes Supreme Court and Surrogate Court facilities; these future phases of this effort are not included under the scope of this RFP.

2.1 Scope of Services

The services are to be performed in the following sequence of steps, each requiring written authorization before proceeding:

1. Programming Phase
 - a. Validate, refine, and develop the building program based on client need as determined during programming meetings. Include a project development timeline and document production schedule. Complete the building program to the extent necessary to fully define space requirements, required adjacencies and proximities needed to fully develop the new facility.
 - b. Review and confirm the validity and sufficiency of the prior technical tests and studies. Conduct additional existing conditions, underground utilities, and geotechnical surveys as may be required.
2. Conceptual Design, Project Estimates and Schedule
 - a. Identify and document all regulatory and approval processes and measures required for the project.
 - b. Review and evaluate existing site to coordinate development of infrastructure including sewer, water, gas, power, storm drainage, and communication systems.
 - c. Analyze and develop criteria for building systems including plumbing, electrical, mechanical, architectural, and structural relative to performance and cost. Address any sustainability measures.
 - d. Develop and prepare floor plans, illustrating room functions, with rough dimensions, cross sections, exterior elevations, and the type of construction proposed.
 - e. Prepare design concept approaches working with NYC Landmarks Commission for the architectural design of the new addition. Approach options are to consider issues of differentiation and compatibility of new to old. This shall consider design concept options involving approaches of literal replication versus inventive appearance without direct replication versus creating a level of abstraction of historic styling versus an intentional contrast of the new to old. Design concept options are to be discussed/presented at informal staff level to understand the appropriate aesthetic design approach/direction that the Design-Build architect of record will be guided by.
 - f. Prepare a report of probable construction costs and a construction timeline with key milestone dates including delivery of design and construction documents. Major project components, including building systems, shall be defined with their related budget estimates.
 - g. Meet with designated DASNY and all Stakeholders personnel to review design and project estimates. Make corrections and changes as requested.
 - h. Submit a copy of the conceptual design, project cost estimate report, and schedule, to DASNY and all Stakeholders for review and approval.

3. Final Bridging Documents, Project Estimates and Schedules

- a. Prepare the final bridging documents including but not limited to drawings and preliminary specifications, as required to delineate the owner's project requirements for design/builder's compliance and conformance. The design shall consist of floor plans, elevations, cross sections, landscaping plan, site and grading plans, site survey and other drawings to scale and showing the location of walls, doors, windows, equipment fixtures and other necessary items. The design shall also include requirements for the plumbing, air-conditioning, heating, electrical and other work needed to complete the project. Ensure the specifications that are provided are at a minimum, consistent with a schematic design level submission.
- b. Define performance criteria and distribution systems for electrical and mechanical system components.
- c. Define performance criteria and distribution systems for security systems including locking devices, cameras, interface with BMS systems, interface with existing systems and other systems as required.
- d. Prepare opinion of probable construction cost of building systems and components including all related costs and estimated contingencies.
- e. Identify planning entitlements and permits required, prepare applications, and make presentations describing the project as needed.
- f. Prepare construction specifications in CSI/UCI 16 Division Format, or equivalent, including work sequence schedule in Division 1, General Requirements.
- g. Designer will work with the owner to define specific goals and objectives as it pertains to Sustainability such as maximizing energy efficiency, the use of renewable energy measures, and the reduction of reliance on fossil fuel.
- h. Prepare supporting documentation such as a LEED Checklist or comparable documentation for other tracking systems as may be required.
- i. Establish a cooperative, consultative relationship with NYC DOB. Seek regulatory requirements from entities including but not limited to New York City Fire Department (FDNY), Public Design Commission (PDC), Landmarks Preservation Commission, Percent for Art, etc. Attend meetings designed to obtain comments regarding regulatory requirements and design quality that responds to neighborhood context and expresses civic character in the public realm.
- j. Submit copies of final bridging documents and project cost estimate report, to DASNY and all Stakeholders for review and approval.

4. Design/Build Contractor Team Solicitation and Award

- a. Assist DASNY/Stakeholder Team with preparation of evaluation criteria, bid forms, notice to bidders, procurement instructions, and general and supplemental instructions as they apply to the project.
- b. Attend a pre-bid conference scheduled by the DASNY/Stakeholder Team.
- c. Assist with responding to RFI's, as requested by the Owner.
- d. Assist the DASNY/Stakeholder Team in evaluating bids and determining lowest responsible bidder, as requested by the Owner.

5. Design/Build Design Phase

- a. Attend design meetings, as requested by the Owner.
- b. Review drawings and specifications submittals including equipment and systems data, and product data, etc. to assure compliance with project parameters, bridging and design/build contract documents, as requested by the Owner.
- c. Review cost estimate and schedule submittals to assure compliance with project parameters, bridging and design/build contract documents, as requested by the Owner.

- d. Make recommendations to the Owner or Design/Build Contractor Team related to the compliance of the Design/Builder Contractor Team's proposed plans, drawings, specifications, equipment and systems with project parameters, bridging, and design/build contract documents.

6. Design/Build Construction Phase

- a. Attend pre-construction meeting.
- b. Review submittals including equipment data, shop drawings, and product data to assure compliance with contract documents.
- c. Make recommendations to DASNY/Stakeholder Team on all claims of DASNY/Stakeholder or construction contractor and all other matters relating to the execution and progress of work, including interpretation of the Architect's documents.
- d. Observe construction regularly and at key dates including startup and testing of equipment.
- e. Verify completion of punch-list items and prepare supplementary punch-lists.
- f. Review project closeout submittals from contractor including drawings, operations, and maintenance manuals and data, and warranties.
- g. Certify substantial completion, final completion, and final payment to contractor.

2.2 Project Deliverables

1. Program Phase

The Programming Phase will result in a comprehensive description of the necessary components of the construction project.

- a. Program Narrative
- b. Room Data sheets
- c. Adjacency diagrams
- d. Phasing Plan
- e. Programming meeting
- f. Progress meetings
- g. Existing conditions & systems survey
- h. Underground Utilities report
- i. Geotechnical survey
- j. Presentation to DASNY/Stakeholder Project Team

2. Conceptual Design Phase

The Bridging Consultant will determine the areas, physical requirements and relationships of all the required building spaces and components, the project estimate and project schedule.

- a. Concept floor plans, elevations, and sections
- b. Concept specifications
- c. Hazmat report
- d. Geotechnical report
- e. Preliminary design and cost estimate
- f. Progress meetings
- g. Preliminary Landmarks assessment
- h. Presentation to DASNY/Stakeholder Project Team

3. Final Bridging Documents Phase
The conceptual design provided by the Bridging Consultant will be reviewed, revised and expanded to incorporate all details and specifications required.
 - a. Bridging Documents floor plans, elevations, and sections
 - b. Bridging Documents specifications
 - c. Preliminary LEED Checklist / Sustainability Plan
 - d. Final Bridging Documents and cost estimate
 - e. Progress meetings
 - f. Value Engineering Meeting
 - g. Presentation to DASNY/Stakeholder Project Team

4. Design/Build Solicitation and Award
Concept drawings and all other information to be provided to potential Design Build/Contractor Teams.
 - a. Assist with preparation of evaluation criteria, bid forms, notice to bidders, procurement instructions, and general and supplemental instructions.
 - b. Prepare a list of potentially interested contractors.
 - c. Attend a pre-bid conference.
 - d. Respond to bid questions and prepare written addendum and addendum drawings.
 - e. Assist in evaluating bids and determining lowest responsible bidder.

5. Design/Build Construction Phase
Monitoring and observation of construction work and site visits to determine that the work conforms in general to the requirements, as requested by the Owner.
 - a. Attend pre-construction meeting.
 - b. Review submittals.
 - c. Provide recommendations on all claims.
 - d. Provide recommendations on matters relating to the execution and progress of work, including interpretation of the Architect's documents.
 - e. Observe construction regularly and at key dates including startup and testing of equipment.
 - f. Verify completion of punch-list items and prepare supplementary punch-lists.
 - g. Review project closeout submittals including drawings, operations, and maintenance manuals and data, and warranties.
 - h. Certify substantial completion, final completion, and final payment to contractor.

2.3 Project Construction Budget

The Pre-Scoping Study conducted in 2018 estimated the construction budget for this project to be approximately \$80 - \$100 million.

2.4 SEQRA

DASNY's Office of Environmental Affairs (OEA) will conduct a SEQRA review of this project utilizing a term Environmental Consultant to complete DASNY's Environmental Assessment Form – Part I and any required technical information (e.g., traffic study), as determined by OEA.

2.5 Authorities Having Jurisdiction

The Consultant shall coordinate with all Authorities having jurisdiction for this project such as New York City Department of Buildings, NYC Landmarks, Department of City Planning, Percent for Art, and State Historic Preservation Office.

2.6 Applicable Codes, Rules, Regulations, and Applicable Guidelines

The project shall comply with all NYS, NYC, and Courts applicable codes, rules, regulations, and applicable guidelines. It is the Design Professional's responsibility to ensure compliance.

2.7 DASNY Policy on Sustainability

DASNY is committed to upholding the laws and executive actions that govern sustainability, resiliency, and energy efficiency throughout New York State. Regardless of size or complexity, DASNY requires the integration of sustainable and resilient design and construction principles and practices into every project including, but not limited to: integrated design principles, energy use optimization, net zero energy, stormwater management, renewable energy integration, waste reduction, decarbonization, electrification, water conservation, enhancement of indoor air quality, greenhouse gas emissions reductions, embodied carbon reduction, procurement of green products and materials, and resiliency/adaptation to climate change.

In support of local and statewide sustainability, resiliency, and energy efficiency laws and executive actions, the Proposer, shall establish clear initiatives for this Project, provide the necessary resources to ensure achievement of established initiatives, and produce documentation demonstrating that all set initiatives have been met. Should this project require third-party certification (LEED, Living Building Challenge, Green Globes, etc.), all design documentation shall be submitted to the appropriate governing body (Green Business Certification Inc., International Living Future Institute, Green Building Initiative, etc.) for review.

2.8 Project Management Software

In accordance with the General Conditions for Construction and the General Requirements for Construction, Project Management Software such as Primavera Contract Management™, Primavera P6™, or PMWeb®, 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 systems be replaced during the term of this engagement, the consultant shall utilize the replacement Project Management Software system for all project deliverables at no additional cost to the Owner.

2.9 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	01/03/2023
*Virtual Pre-Proposal Meeting	01/18/2023 (11:30 AM)
Deadline for RFP Questions	01/20/2023 (5:00 PM)
Post Responses to RFP Questions	01/24/2023
Proposal Due Date	01/31/2023 (3:00 PM)
**Interviews/Presentations (no earlier than)	03/01/2023

Notice of Award (no earlier than)

03/15/2023

*A **Pre-Proposal Meeting** will be held virtually on Wednesday, January 18, 2023, at **11:30 AM**. It is strongly encouraged that firms have at least (1) one representative in attendance Please RSVP to the Designated Representative at DownstateRFPCoordinator@dasny.org no later than January 17, 2023. The purpose of this meeting is to describe the project, goals and to answer any questions presented by the proposers. Representatives of DASNY, NYC Mayor's Office of Criminal Justice and NYS Office of Court Administration will be available to answer questions regarding this RFP if time allows.

****Interviews/Presentations will be held via virtually. It is expected that your firm will host and coordinate the virtual meeting presentation.** Details regarding the interviews/presentations will be sent at later date.

2.10 Qualifications, Experience and Licensure Requirements

Below are the preferred qualifications and experience as well as licensure requirements for this engagement:

- Experience and proven track record in providing prime design, design/build and/or bridging architectural and related design services for courthouse projects and comparable facilities that involve both interior renovations and new construction.
- Experience with courthouse projects and comparable facilities in the NYC/Metropolitan Region preferred
- Experience with projects that involve renovations and additions to historically significant buildings is preferred.
- Employ an experienced staff and team with thorough knowledge of their area of expertise in providing design, design/build and/or bridging services for courthouses.
- Experienced sub-consultants with a proven track record providing design, design/build and/or bridging services for courthouses.
- Experienced specialty sub-consultants with a proven track record providing design, design/build and/or bridging services for courthouses.
- Proposed team includes a Court Planner with relevant experience on comparable projects.
- Experience with projects utilizing sustainability best practices, including energy efficiency practices, renewable energy sources, etc.
- Experience with NYS and NYC Public Sector projects preferred.
- Licensed Architect(s) with current NYS Registration; and Licensed Professional Engineer and/or Engineering Sub-consultant(s) with current NYS Registrations.

Please note that the successful qualified architectural firm and its principal subconsultants for this engagement will not be eligible to participate on the Design-Build team for the construction of the Staten Island Family Courthouse Consolidation Project.

Section 3 - Content of Technical Proposal:

3.1 Information to be Provided by Proposers

The qualifications delineated in section 2.10 shall be included in the Proposer's responses to the list of required information below. Provide your response in the same order in which it is requested using numbered tabs/dividers that correspond with each of the numbered tabs below. **Please ensure that the qualifications listed under Section 2.10 of this Request for Proposal are addressed in the following sections.** Your technical proposal must contain sufficient information to assure DASNY of its accuracy.

Tab 1. Cover Letter

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 Sections 2.1 and 2.2 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. General Qualifications

DASNY requests that each Proposer provide information regarding the following:

- a. Provide descriptive information demonstrating your firm's qualifications for completing the scope of services for this project and a statement as to why your firm should be selected.
- b. Provide a description of your firm's organization, team makeup including sub-consultants, and include the resumes of partners, principals, associates and other key staff proposed to provide services to DASNY and its client, with particular emphasis on the provision of bridging, design/build and or design/consulting services for new construction and renovation of courthouse facilities.
 1. Identify Lead Designer(s) of the project and related work examples of courthouse architecture.
 2. Identify Court Planner(s) of the project and related work examples of courthouse architecture. (If Court Planner is a specialty subconsultant please provide information in Tab 5)
- c. Provide confirmation that the prime firm and its proposed consultants are dually licensed to provide the required Professional Architectural and Engineering Services in accordance with the requirements of the New York State Education Department.

Tab 3. Firm's Experience and Project Examples

- a. Provide a description of your firm's experience providing similar services including recent (within the last 10 years) relevant project experience, to the public and private sector with particular emphasis on the provision of bridging and or design/consulting services for new construction and renovation of courthouse facilities.

- b. Provide three (3) recent relevant project examples. For each project include the following information delineating each project's performance:
1. Official project name, client, location, and completion date;
 - i. Include the names, titles, and phone numbers of references, excluding DASNY employees, and a summary of the services provided;
 2. Project description and procurement method (ie: design/build, design/bid/build, etc)
 3. Firm roles and responsibilities;
 - i. Identification of whether your firm served as the prime or sub on the project;
 - ii. Bridging consultant, design/build consultant or design/bid/build consultant;
 - iii. Identify key proposed staff including Courts Planner and their roles on subject project
 4. Scope of work of the project;
 5. Scope of professional services;
 6. Original and final project value;
 - i. Please explain significant changes in original and final values for design and construction;
 7. Original and final schedule durations for design and construction;
 - i. Please explain significant changes in original and final values and/or in durations for design and construction; and
 8. Explanation of challenging, complex, or unique aspects of the projects in relation to the services provided.

Tab 4. Subconsultant's Experience and Project Examples (10 Page Limit)

- a. Provide a description of your Subconsultant's experience providing similar services as described in section 2.1 above, including recent relevant project experience for comparable courthouse facility projects with related program requirements with particular emphasis on the provision of bridging and or design/consulting services for new construction and renovation of courthouse facilities.
- b. Provide recent relevant project examples for your Subconsultant's, not to exceed ten (10) total pages. For each project including the following information delineating each project's performance:
1. Official project name, client, location, and completion date;
 2. Project description;
 3. Firm roles and responsibilities;
 4. Scope of work of the project; and
 5. Scope of professional services.

Tab 5. Specialty Subconsultant’s Experience and Project Examples (10 Page Limit)

- a. Provide a description of your Specialty Subconsultant’s experience providing similar services as described in section 2.1 above, including recent relevant project experience for comparable courthouse facility projects with related program requirements with particular emphasis on the provision of bridging and or design/consulting services for new construction and renovation of courthouse facilities.
- b. Provide recent relevant project examples for your Specialty Subconsultant’s, not to exceed ten (10) total pages. For each project including the following information delineating each project’s performance:
 1. Official project name, client, location, and completion date;
 2. Project description;
 3. Firm roles and responsibilities;
 4. Scope of work of the project; and
 5. Scope of professional services.

Tab 6. Organization Chart and Proposed Team

Provide an overview of the Proposer’s organization, management structure and proposed team by providing the following:

- a. Provide an organizational chart describing the organizational structure of the proposed team, key personnel, including sub-consultants and specialty sub-consultants, and their intended roles and responsibilities.
- b. Provide a detailed description of the approach used to collaborate with the project team to ensure a streamlined and well-coordinated effort to provide the requested scope of services.

Tab 7. Project Approach and Quality Control

- a. Provide a detailed description of your firm’s approach to providing the requested scope of services, objectives of the project including but not limited to budget and schedule. Include a timeline and preliminary schedule for completion of all aspects of this bridging document engagement. Include a description of your firm’s approach and Quality Assurance plan to ensure that the project objectives are successfully attained.
- b. Quality Assurance/Control Program – Provide a detailed description of how your firm implements and enforces quality assurance/control throughout a project. Provide samples/examples of your quality control program inclusive of applicable documentation. Also, include a copy of your firm’s quality control program “Table of Contents”.

Tab 8. M/WBE and SDVOB Utilization

This procurement is conducted in accordance with Article 15-A and 17-B of the Executive Laws. It is the policy of DASNY to maximize opportunities for the participation of MWBE/SDVOBs as bidders, subcontractors, subconsultants, and suppliers on projects.

DASNY is committed to diversity and equal employment opportunities among its contractors, consultants, and vendors. It is the policy of DASNY to maximize opportunities for the participation of Minority-Owned, Women-Owned (M/WBE), and Service-Disabled Veteran-Owned Businesses (SDVOB) firms as bidders, subcontractors and suppliers on projects. The selected Proposer shall use good faith effort to provide for meaningful participation by M/WBE and SDVOB firms in the work where feasible.

Illustrate your firm's commitment to utilizing M/WBE and SDVOB's by providing the following:

- a. A description of how your firm approaches M/WBE and SDVOB utilization by providing a detailed narrative on how your firm utilizes M/WBE and SDVOB firms and any programs your firm has implemented to promote the use of M/WBE and SDVOB firms.
- b. A completed Utilization Plan, included in this RFP as an attachment, listing all proposed ESD Certified M/WBE sub-consultants, sub-contractors, and suppliers, OGS Certified Service-Disabled Veteran-Owned Businesses (SDVOB) sub-consultants, sub-contractors, and suppliers, and Non-M/WBE sub-consultants, sub-contractors, and suppliers 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 18% MBE, 12% WBE, and 6% SDVOB. The goals refer to the percentage of utilization of your M/WBE and SDVOB sub-consultants, sub-contractors, and suppliers.

Tab 9. Firm Diversity

It is the goal of DASNY to utilize qualified vendors that have a demonstrated history of hiring, training, developing, promoting, and retaining minority and women staff. Please provide the following:

- a. A narrative explaining the Proposer's approach and commitment to diversity within the work environment and an overview of the Proposer's current programs in diversity/inclusion.
- b. A completed Diversity Questionnaire included in this RFP as an attachment, which elicits information about the Proposer's total work force, broken down by specific ethnic background and gender, and a staffing plan of the anticipated work force to be utilized on this engagement with DASNY. As indicated on the Diversity Questionnaire, the Proposer must also include information on its current programs in diversity/inclusion. This Diversity Questionnaire shall be completed and submitted by the prime as well as sub-consultants. This questionnaire elicits information about each responding firm to verify that its work environment and team makeup specific to this opportunity demonstrates a strong commitment to diversity.
- c. By responding to this RFP, each Respondent acknowledges that:
 - i. The Proposer will not discriminate against any employee or applicant for employment because of race, creed, color, sex, religion, national origin, military status, sexual orientation, age, disability, genetic disposition or carrier status, domestic violence

victim status, or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and will make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on contracts with DASNY.

- ii. The Proposer will state in all solicitations or advertisements for employees that, in the performance of this Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, sex, religion, national origin, military status, sexual orientation, age, disability, genetic disposition or carrier status, domestic violence victim status, or marital status.

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 readily able to provide any services requested or required in a timely manner.
- d. 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 tabs/dividers that correspond with each of the numbered tabs below. Your cost proposal must contain sufficient information to assure DASNY of its accuracy.

Tab 1. Cover Letter

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. Overhead and Profit Multiplier

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. Classification and Rate Form

Complete the attached Classification and 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 and Rate Form is not required.

Tab 4. Estimated Staffing

Provide estimated staffing and costs associated with performing the identified Scope of Services, as per the Base & Total Cost Spreadsheet included as an attachment to this RFP and/or a previously approved Standard Cost Proposal. A final total should be included for each phase as follows:

- a. Programming Confirmation Phase
- b. Conceptual Design Phase
- c. Final Bridging Document Phase
- d. Design/Build Contractor Team Solicitation and Award Phase
- e. Design/Build Contractor Team Design Phase
- f. Design/Build Contractor Team Construction Phase (if required)

Tab 5. Insurance

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

Section 5 – Content of Administrative Proposal:

The following is a list of required information that must be provided by the proposer **as separate, individual electronic files**. The forms must contain sufficient information to assure DASNY of its accuracy.

- a. 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>.
- b. A completed Omnibus Certification form included in this RFP as an attachment.
- c. 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.

- d. 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.

Section 6 - 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.

6.1 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.

6.2 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. Firms will be selected to meet the anticipated business needs of DASNY, to further DASNY's mission to increase MWBE and SDVOB utilization and participation, and also provide opportunities to new firms that have not previously contracted with DASNY.

6.3 Criteria for Selection

The criteria for selection shall be the qualifications required by Section 2 and Section 3.

6.4 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 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 7 - Submission of Proposals:

7.1 Submission of Technical and Cost Proposal

DASNY will be accepting electronic proposals only. Proposals will be accepted electronically on or before **3:00 pm on January 31, 2023**. 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 at least 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.

1. Email DownstateRFPcoordinator@dasny.org with the subject line: “RFP Request Access-Firm Name.”
 - a. An expression of interest does not qualify as a request for access. Please ensure that your firm explicitly requests access using the described procedure.
 - b. Please request access at a minimum of 48 hours in advance and ensure access to the site works correctly.
 - c. Provide the name and email address of any additional contacts (if any) from your firm that may require access to submit the RFP responses through the SharePoint site.
2. You will receive an email from the Designated Representative with a link to a Microsoft SharePoint site: “SIFCH Bridging Consultant RFP 7593.”
 - a. Please confirm receipt of this email and ability to access the SharePoint site.
3. Click on the link.
 - a. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the RFP “Documents” page.
 - b. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
4. Three files will need to be uploaded and include:
 - a. Technical Proposal
 - b. Cost Proposal
 - c. Administrative Proposal

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

- a. Technical Proposal:
 - i. Save file as: RFP 7593 - Tech-firm name
 - i. Click “Upload” or drag and drop
 - b. Cost proposal:
 - i. Save file as: RFP 7593 - Cost-firm name
 - ii. Click “Upload” or drag and drop
 - c. Administrative Proposal:
 - i. Save file as: RFP 7593 - Administrative-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 files after they are submitted, the system will show it as “modified”.
 - b. The submitted files will remain in a “pending” status so that they remain private and will not be visible to the other proposers throughout the procurement process.

6. The Bridging Consultant Services RFP site will close at **3:01 PM on January 31, 2023**. 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 8 - Important Information Affecting Proposers:

8.1 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 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.

8.2 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.

8.3 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.

8.4 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 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.

Section 11 – Insurance

The successful proposer will be required to comply with the Insurance requirements located in Article 10 of the attached Sample Contract.

Section 12 – Vendor Responsibility and Executive Order 16:

Vendor Responsibility

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.

Executive Order 16

On March 17, 2022, Governor Kathy Hochul issued Executive Order No. 16 (EO 16), which states: “All Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” Pursuant to EO 16, the Professional is required to certify that the Professional is not an ‘entity conducting business operations in Russia.’ Please confirm by completing and signing the Omnibus Certification included in this RFP as Attachment I. The complete text of EO 16 can be found [here](#).

Section 13 - Freedom of Information Law and Public Disclosure:

This RFP and all information submitted in response to this RFP constitute “records” subject to disclosure pursuant to the New York State's Freedom of Information Law (Public Officers Law, Article 6, § 84-90, the “FOIL Law” or “FOIL”). FOIL reaffirms the public’s right to know how government operates and requires that DASNY make its records available for public inspection or copying, except to the extent that records or portions thereof fall within one or more grounds for denial set forth in the §87(2) of the FOIL Law.

Should you feel your firm’s proposal contains any such trade secrets, other confidential or proprietary information or is otherwise exempt from disclosure pursuant to FOIL, you must submit a request to exclude such information from disclosure. Such request must be in writing, must detail the information that should be exempt from disclosure, and must state the reasons why such information should be excepted from disclosure. DASNY will not honor any attempt, by a firm, to omit its entire proposal from disclosure.