

ADDENDUM No. 01

Date: 10/03/2023

DORMITORY AUTHORITY - STATE OF NEW YORK
Capital District Psychiatric Center
Parking Garage Removal and Replacement
(Design-Build)
RFQ 7599

This **ADDENDUM** is hereby included in and made part of the Contract whether or not attached thereto. All requirements of the original Request for Qualifications (RFQ) shall remain in force except as noted by this **ADDENDUM No. 01**. The purpose of Addendum No. 1 is to revise the following RFQ sections:

- Section 3 – Content of Statement of Qualifications – 3.1 Information to be Provided by Respondent in the SOQ
 - Section 5 – Evaluation of the Statement of Qualifications – 5.3 Criteria for Selection
-

Section 3 – Content of Statement of Qualifications:

3.1 Information to be Provided by Respondent in the SOQ

The following is a list of required information that must be provided by the Respondent. Provide your response in the same order in which it is requested using cover pages that correspond with each of the numbered tabs below. Your SOQ must contain sufficient information to assure DASNY of its accuracy.

The use of marketing or public relations materials commonly used in sales presentations is not desirable. Such materials should only be submitted as addenda to the relevant information.

Tab 1. Cover Letter

- a. The contact name, title, telephone number, and email address of the individual for the Respondent who will be DASNY's primary contact concerning this RFQ.
- b. The name, title, telephone number, and email address of the individual for the Respondent who will be DASNY's primary contact throughout the life of the contract, should your Team be selected.
- c. The primary contact name, title, telephone number, and email address for each Team Member that will perform work under this contract.
- d. A statement to the effect that the Respondent is willing to complete the Project scope of work as identified in Section 2.1, above, and will abide by the terms of the RFQ, including all attachments.
- e. The Cover Letter must be signed by the individual(s) authorized to contractually bind the Respondent. Indicate the title or position that the signer holds for the Respondent. DASNY reserves the right to reject an SOQ that contains an unsigned Cover Letter.

- i. If the Respondent is a corporation or limited liability company, the SOQ and Cover Letter shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and properly attested. The SOQ and Cover Letter shall show the state in which the corporation is chartered. If it is a foreign corporation, the SOQ shall show whether or not the Respondent is licensed to transact business in the State of New York.
- ii. If the Respondent is a firm or partnership, the SOQ and Cover Letter shall be signed in the name or style under which the organization is doing business and by the partner, proper officer, or officers whose official capacity shall be designated. The name and address of each member of the organization shall be shown on the SOQ and Cover Letter.
- iii. If the Respondent is a joint venture or an intended joint venture, the SOQ and Cover Letter shall be signed by each of the persons or firms that is or will be a party to the Joint Venture Agreement. If available certified copy of the Joint Venture Agreement shall be attached to the SOQ and Cover Letter.

In every case, the SOQ and Cover Letter shall show the present business address of the Respondent at which address communications shall be received and service of notices accepted. Anyone signing the SOQ as an agent shall file with it, legal evidence of his or her authority to execute such SOQ.

Tab 2. Respondent's Experience

- a. Provide resumes for all proposed staff for this procurement.
- b. Provide a minimum of three (3) parking structure project examples your proposed staff has completed or substantially completed, within the last ten (10) years using a Design-Build or other alternative delivery method. For each project only provide the following information:
 - i. The project name and location
 - ii. Brief narrative describing the project highlighting any challenges, complex, or unique aspects of the project in relation to the services provided
 - iii. The total cost of construction
 - iv. The construction start and completion dates
- c. Provide a minimum of three (3) parking structure project examples the individual firms have completed or substantially completed, within the last ten (10) years using a Design-Build or other alternative delivery method. For each project provide:
 - i. The project name and location
 - ii. Brief narrative describing the project highlighting any challenges, complex, or unique aspects of the project in relation to the services provided

- iii. The total cost of construction
 - iv. The construction start and completion dates
- d. If the Design-Build Team did not perform together on any of the projects provided in response to bullets b and c, identify projects of similar scope and complexity where you have worked together by providing the following:
 - i. The project description and location
 - ii. Brief narrative describing the project highlighting any challenges, complex, or unique aspects of the project in relation to the services provided
 - iii. The total cost of construction
 - iv. The construction start and completion dates

Tab 3. Organizational Structure

- a. Provide an organization chart illustrating the roles and responsibilities of each Design-Build Team member and how the organization of your team structure will lead to efficient and successful delivery of the Project.

Tab 4. Project Approach

- a. Describe the Respondent's overall approach in a way that maximizes that value of design-build delivery, fosters a highly collaborative and effective project team, and provides a pathway to cost reduction.
- b. Discuss the Respondent's process for engagement with the client to meet program expectations throughout the life of the Project.
- c. Discuss any scheduling measures the Respondent anticipates employing to ensure the Project remains within the established schedule.

Tab 5. Sample Project Schedule

- a. Provide at minimum one (1) sample project schedule the Design-Build Team has developed on a previous construction project using Design/Build delivery.

Tab 6. Safety

- a. Provide a summary of the Respondent's safety and accident prevention program for the construction-related Team Members.
- b. Detail the Respondent's and each of its individual Team Members' Experience Modification Rate for the construction-related Team Members for the past three (3) years.

Tab 7. Firm/Team Financial Responsibility Information

- a. Supply the Current Ratio (current assets/current liabilities) experience for the Respondent for the past five (5) years, with a signed statement from the representative individual(s) from the Respondent. If the Respondent is or intends to be an LLC, partnership, or joint venture, then each of the identified Team Members who are or will be the managing member(s), partners, or joint venture parties, respectively, shall also supply their Current Ratio (current assets/current liabilities) experience for the past five (5) years.
- b. Provide current liabilities (accounts payable, notes payable, accrued expenses, provisions for income taxes, advances, accrued salaries, and accrued payroll taxes) for the Respondent. If the Respondent is or intends to be an LLC, partnership, or joint venture, then each of the identified Team Members who are or will be the managing member(s), partners, or joint venture parties, respectively, shall also supply their current liabilities (accounts payable, notes payable, accrued expenses, provisions for income taxes, advances, accrued salaries, and accrued payroll taxes).
- c. Name of firm preparing the supplied financial statement(s) and date thereof.
- d. The Respondent shall provide a completed Financial Viability Form included in this RFQ as an attachment. If the Respondent is or intends to be an LLC, partnership, or joint venture, then each of the identified Team Members who are or will be the managing member(s), partners, or joint venture parties, respectively, shall also provide a completed Financial Viability Form.

Tab 8. M/WBE and SDVOB History and Approach

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 Minority-Owned, Women-Owned (M/WBE), and Service-Disabled Veteran-Owned Businesses (SDVOB) firms as bidders, subcontractors, and suppliers on projects. DASNY is committed to diversity and equal employment opportunities among its contractors, consultants, and vendors.

The goals for the proposed contract are 18% MBE, 12% WBE and 6% SDVOB. The goals refer to the percentage of utilization of M/WBE and SDVOB firms as subconsultants, subcontractors, and suppliers. 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 the Design-Build Team's commitment to utilizing M/WBE and SDVOB's by providing the following:

- a. A description of Design-Build or other types of alternative delivery projects of similar size, scope, and complexity where the Design-Build Team met or exceeded the M/WBE and SDVOB utilization goals for the project and how the Design-Build Team was able to achieve those specific goals. Provide a list of any programs the Design-Build Team has implemented to promote the use of M/WBE and SDVOB firms.
- b. An explanation of the Design-Build Team's anticipated approach to maximizing M/WBE and SDVOB participation in both the design and construction phases of this Project. Indicate how M/WBE businesses and SDVOB companies will be incorporated into both the design and construction phases of the Project.

- c. An explanation of the Design-Build Team's anticipated strategies to attract and engage the M/WBE and SDVOB community throughout the Project. Strategies should include plans to encourage teaming, joint ventures, and partnership to increase M/WBE and SDVOB utilization throughout the Project duration.

The reporting and monitoring process for the utilization of M/WBE and SDVOB firms will require submission of a Utilization Plan and the completion of all audits in the NYS Contracts System for both the design and construction phase.

Tab 9. Diversity and Inclusion

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 disclose information regarding the diversity of the Design-Build Team by providing the following:

- a. A narrative explaining the Design-Build Team's approach and commitment to diversity within the work environment.
- b. An overview of the Design-Build Team's current programs in diversity/inclusion.
- c. By responding to this RFQ, each Proposer acknowledges that:
 - i. The Proposer will not discriminate against any employee or applicant for employment because of race, creed, color, gender, religion, national origin, military status, 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, gender, religion, national origin, military status, age, disability, genetic disposition or carrier status, domestic violence victim status, or marital status.

Tab 10. Licenses and Certifications

- a. Provide license numbers or copies of registration certificates for the Respondent and each of the Team Members, as appropriate, indicating that the identified entities are licensed to do business in the State of New York and/or provide written assurances that the identified entities will be so licensed prior to the submission of any proposal in response to the future-issued RFP. Include a copy of the Certificate of Authorization to provide engineering services in New York State.

- b. Provide documentation that both the Designer and the Builder are registered and authorized to do business in NYS or provide proof that such registration for authorization is in progress.

Tab 11. Trade Secrets and Proprietary Information

Should you feel the submitted SOQ in response to this RFQ contains any trade secrets, confidential, or proprietary information, or that portions of the SOQ is otherwise exempt from disclosure pursuant to FOIL, you must submit a request to exclude such information from disclosure. Such request must detail the information that should be exempt and the reason such information should be exempt. DASNY will not honor any attempt by a firm to omit its entire SOQ from disclosure.

Section 5 – Evaluation of the Statement of Qualifications:

The selection process will begin with the review and evaluation of each of the written SOQ's. The purpose of this evaluation process is twofold: (1) to examine the responses for compliance with this RFQ; (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.

Respondents will be evaluated on their ability to meet the requirements as detailed in this RFQ. DASNY will perform an evaluation based on the Respondent's written response, internal and external references (if applicable), and, if requested by DASNY, interviews and/or presentations. After the evaluation of written responses, additional information may be requested.

5.1 Preliminary Review

Upon receipt, SOQs shall be reviewed for conformance to the RFQ instructions regarding organization, format, and responsiveness to the requirements of the RFQ. Any Respondent that is deemed to have provided a non-responsive or unresponsive SOQ may not be eligible to be shortlisted and may not be scored.

Additionally, any one or more of the following causes may be considered sufficient for the rejection of a Respondent's SOQ regardless of the Respondent's qualifications with respect to the other evaluation criteria set forth in Section 3; this list of causes is not exhaustive, and DASNY reserves the right to reject any SOQ in its sole and absolute discretion.

- a. Evidence of collusion among Respondents.
- b. Non-responsibility as determined by DASNY in its sole judgment and discretion.
- c. Default or arrearage on any contract or obligation with DASNY or other governmental entity, including debt contract, as surety or otherwise.
- d. Submission of an SOQ that is incomplete, conditional, ambiguous, obscure, or containing alterations or irregularities of any kind.
- e. Evidence of improper lobbying efforts toward members of DASNY and/or officers or employees of DASNY.

- f. Failure to comply with the terms and conditions of this RFQ.

DASNY reserves the sole right to accept any SOQ that it feels best meets its requirements. DASNY reserves the right to waive any irregularity, informality, or non-compliance in information received.

DASNY reserves the right to reject and return to the Respondent any SOQ or other information received after the RFQ due date and time. Incomplete SOQs may also be rejected.

5.2 Evaluation Committee

Respondent's SOQ will undergo an evaluation process conducted by an Evaluation Committee. The Evaluation Committee will evaluate the SOQs based upon the criteria for selection as set forth in this RFQ. Selection of the successful Respondent to the RFP is contingent on reaching an agreement on contract negotiations.

5.3 Criteria for Selection

The criteria identified in this Section 5.3 will be used by the Evaluation Committee in reviewing the SOQs in order to achieve the desired shortlist of Design-Build Teams.

DASNY shall consider the following evaluation criteria in accordance with their assigned scoring weight.

Respondent's Experience (55%)

- a. Proposed staff's experience providing similar services on ~~alternative-delivery~~ parking structure projects of similar size, scope, and complexity, with an emphasis on ~~parking structures and~~ Design-Build projects.
- b. Firm's experience providing similar services on ~~alternative-delivery~~ parking structure projects of similar size, scope, and complexity, with an emphasis on ~~parking structures and~~ Design-Build projects.
- c. Proposed Team's experience providing similar services on ~~alternative-delivery~~ parking structure projects of similar size, scope, and complexity, with an emphasis on ~~parking structures and~~ Design-Build projects.
- d. Proposed Team's prior experience working together on projects of similar size, scope, and complexity.

Organizational Structure (10%)

- a. Proposed Team's organization chart and team structure demonstrates efficient and successful delivery of the Project.

Project Approach (10%)

- a. The ~~Sample Project Schedule submitted by the Proposer demonstrates the necessary time allocations and logical sequencing~~ proposed Team's overall project approach maximizes the value

of Design-Build delivery, fosters a highly collaborative and effective project team, and provides a pathway to cost reduction while maintaining the schedule.

Sample Project Schedule (5%)

- a. The Sample Project Schedule submitted by the Proposer demonstrates the necessary time allocations and logical sequencing.

M/WBE, SDVOB, and Diversity/Inclusion History and Approach (20%)

- a. Proposed Team's history and anticipated approach demonstrates a commitment to utilizing M/WBE and SDVOB firms and meeting the goals assigned to this procurement.
- b. Proposed Team's approach and commitment to diversity and current programs in diversity and inclusion demonstrates a history of hiring, training, developing, promoting and retaining minority and women staff in various job categories, illustrating a strong commitment to diversity.

While the following items will not be scored as part of the evaluation criteria, DASNY reserves the right to not select any Respondent that either (1) fails to fully disclose all requested information; or (2) discloses information that would cause DASNY to determine that the Respondent should not be selected.

Experience Modification Rate of less than 1.0

- a. The Design-Build Team possesses an Experience Modification Rate of less than 1.0.

Firm/Team Financial Responsibility Information

- a. The Design-Build Team's financial capacity, approach, and experience.

Bonding Capacity

- a. The Design-Build Team has the bonding capacity to provide material and labor payment and performance bonds with a penal sum each equivalent to the value of the Design-Build contract.

Responsibility of the Proposer

- a. Proposer's overall responsibility and/or integrity, including but not limited to the completeness of all responses on the Proposer's Vendor Responsibility.

5.4 Interviews

DASNY reserves the right to determine whether interviews and/or presentations will be necessary. The purpose of the interview is to further document the Respondent's ability to provide the required services and to impart to the Evaluation Committee an understanding of how specific services will be furnished. The Respondent's lead principal, as well all other key personnel proposed to provide the services must be present and participate in the interview. No additional information other than the information included in the Respondents response to the RFQ, or subsequent information requested by DASNY, will be discussed. The interview will be evaluated based on whether information discussed substantiates the characteristics

and attributes claimed by the Respondent in its written response to this RFQ and any other information requested by the Evaluation Committee prior to the interview. Upon the conclusion of interviews, the Evaluation Committee will finalize their evaluation.

5.5 Final Evaluation

Upon conclusion of the evaluation process, the Design-Build Teams able to provide the required services and meet the business needs of DASNY will be selected by the Evaluation Committee to be shortlisted to receive an RFP.

5.6 Recommendation and Approval

The Evaluation Committee will make a recommendation for shortlisting the Teams. Upon approval by DASNY, formal notifications of shortlist selection will be issued.

End of Document