

ADDENDUM No. 1

Date: 2.9.2024

DORMITORY AUTHORITY OF THE STATE OF NEW YORK

Commissioning Services Solicitation 7602

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 6 – Evaluation of Proposals – 6.3 Criteria for Selection, 6.4 Interviews and 6.5 Final Evaluation.

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 firm's 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 an Evaluation Committee selected by DASNY. The Evaluation Committee will evaluate the proposals based upon the criteria for selection set forth below. The firm and their subconsultant team 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 firm's that have not previously contracted with DASNY.

6.3 Criteria for Selection

This will be a qualification-based selection taking into consideration only the information provided in the Technical Proposal. Each Proposal will be evaluated for competency, completeness and responsiveness based on the proposer's expertise, technical qualifications, and RFP response in relation to the evaluation criteria established by this RFP.

The Evaluation Committee shall consider the following evaluation criteria [prior to the interview phase as outlined in Section 6.4.](#)

- a. Firm and Subconsultant Team
- b. Project Experience
- c. Firm and Subconsultant Team Approach
- d. M/WBE and SDVOB Participation
- e. Firm Diversity

~~f. Interviews~~

6.4 Interviews

~~DASNY reserves the right to determine whether i~~Interviews will be ~~necessary and~~ conducted with some or all of the proposers. The purpose of the interview is to further document the proposer's ability to provide the required services and to impart to the Evaluation 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 **is considered part of the evaluation process and** 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 Evaluation Committee prior to the interview.

6.5 Final Evaluation

Upon conclusion of the evaluation process, inclusive of 6.1, 6.2, 6.3, and 6.4 above, the highest scoring proposers able to provide the required services and meet the business needs of DASNY will be selected by the Evaluation Committee.

6.6 Recommendation and Approval

The Evaluation Committee will make a recommendation for tentative Contract award. Upon approval by DASNY, a formal notification of tentative Contract award will be issued.

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