



**CUNY John Jay College of Criminal Justice  
Haaren Hall Library Renovation  
The Lloyd George Sealy  
Library**

**Request for Qualifications  
(RFQ)**

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## **Section 1 - General Information:**

### **1.1 Introduction to DASNY**

The Dormitory Authority State of New York (“DASNY” or “Owner”) 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, 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 City University of New York (CUNY)**

The City University of New York (CUNY) is comprised of 25 institutions located throughout the Five Boroughs and is attended by more than 250,000 students. The CUNY campuses vary in size and age, and in the types of facilities. There are approximately 300 buildings on CUNY campuses, some of which date back to the late Nineteenth and early Twentieth centuries. CUNY colleges also occupy space in leased facilities throughout NYC. Programmatic changes within the colleges’ operations frequently require modification of facilities, including renovation of existing facilities, and for “adaptive re-use” of existing space which will be an ongoing initiative. Many CUNY buildings also require significant renovation, updating and replacement of various building systems, features and components, including to improve energy efficiency.

### **1.3 Introduction to John Jay College of Criminal Justice**

John Jay College of Criminal Justice was founded in the 1950s as the only liberal arts college in the United States with a focus on criminal justice and forensics. The college was named for John Jay, the first chief justice of the U.S. Supreme Court and a New York native, who also served as governor of New York State.

The original classes were held at the Police Academy on East 20th Street before moving up to the Miles Shoe Building on West 59th Street (North Hall) in the 1960s. In the mid-1980s, the school acquired Haaren Hall. Haaren Hall is a historic Flemish Baroque building with an interior courtyard. Soon after its acquisition it was renovated by infilling the courtyard with a skylit, multi-story atrium lobby. The Lloyd George Sealy Library is adjacent to the atrium on all sides. In 2006, the 625,000 SF New Building was constructed as designed. The New Building connects to Haaren Hall and contains lecture halls, labs, faculty offices, a roof garden, and notably, a wide multi-story central circulation corridor that is also used as a student gathering space.

### **1.4 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 Respondent, shall establish clear initiatives for every Project, provide the necessary resources to ensure achievement of established initiatives, and produce documentation demonstrating that all set initiatives have been met. For projects requiring 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.

## **1.5 Purpose**

DASNY issues this Request for Qualifications (RFQ) seeking a responsive Statement of Qualifications (“SOQ”) from qualified Architecture and Engineering firms capable of providing Architectural and Engineering Services for the renovation of the CUNY John Jay College of Criminal Justice Library located in Haaren Hall, called The Lloyd George Sealy Library (the “Project”).

Following receipt of the submitted SOQs, an established Evaluation Committee will then identify a shortlist of firms that will continue with the procurement process for the Project, and the shortlisted Teams will be provided with a future Request for Proposal (“RFP”).

### Project Background

DASNY is requesting proposals for Architectural and Engineering Services to develop a design, produce construction documents, and provide administrative services during bidding and construction for the renovation of the Lloyd George Sealy Library in Haaren Hall. A feasibility study (attached) was undertaken in 2017 which updated the existing library to provide collaborative learning spaces with access to technology and a variety of study spaces. Because the existing Library entrance is located behind the 10th Avenue Lobby escalators at the cellar level, the study relocated the library entrance to the New Building to provide a highly visible and accessible entrance. This study is to be the starting point for the Pre-design program confirmation phase. Revisions and updates to this study are anticipated.

Design will include construction documents for interior demolition, environmental hazard removals, new structure where required, swing space with construction phasing, new partitions, ceilings, lighting, finishes, fixtures, electric, plumbing, HVAC, FA/FP, furniture, equipment, casework, plus information technology, audio visual and security systems.

### Project Goals

- Provide a library experience comparable to contemporary academic libraries in terms of technology, amenities, and access to resources.
- Enhance the student experience by creating a comfortable and modern environment which creates zones that support both quiet and collaborative spaces.
- Provide a welcoming, highly visible, and easily accessible new entrance into the library.

- Provide flexibility within the layout to accommodate future growth and changing library best-practices.
- Design dedicated zones for events, exhibitions, workshops, and collaborative academic projects, fostering stronger connections between students, faculty, and external partners.
- Provide a design that maximizes the personal safety and accessibility for the entire John Jay Community.
- Incorporate green and sustainable building practices throughout the renovated space, including the use of energy-efficient technology and systems.
- Maximize CUNY’s investment by balancing durable, high quality, materials and systems with functionality and cost.

Construction Budget

The estimated construction budget is approximately \$55,454,953.00.

Anticipated Project Timeline

Design Start – Summer 2025  
Construction Start – Fall 2027

**1.6 Key Events and Dates**

Responses to the RFQ are due in accordance with the schedule provided below. This schedule is firm unless DASNY changes the dates in an Addendum in writing that will be posted to DASNY’s website at [www.dasny.org](http://www.dasny.org). Respondents are solely responsible for obtaining all such changes to the submission schedule or other supplemental instructions and any interpretations and supplemental instructions that may have been issued, as well as acknowledging receipt of any interpretations and supplemental instructions that are issued.

<u>Event</u>	<u>Date</u>
Issuance of RFQ	01/27/2025
Deadline for RFQ Questions	02/03/2025 (3:00 p.m.)
Post Responses to RFQ Questions	02/06/2025
SOQ Due Date	02/19/2025 (3:00 p.m.)
Selection of Shortlisted Teams (not earlier than)	03/27/2025
RFP issued to Shortlisted Teams (anticipated)	03/31/2025
RFP Proposals Due (anticipated)	05/02/2025

**1.7 Inquiries**

All inquiries concerning this RFQ, or any other aspects of this procurement must be submitted in writing to [downstaterfpcoordinator@dasny.org](mailto:downstaterfpcoordinator@dasny.org) 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 the Deadline for RFQ Questions date. A final record of the questions and associated responses will be posted to DASNY’s website, [www.dasny.org](http://www.dasny.org) on the Post Responses to RFQ Questions date. Respondents responding to this

RFQ shall be solely responsible for checking the website throughout the RFQ process for responses to questions, and no individualized notices shall be provided.

## **1.8 Procurement Structure**

DASNY shall use a two-step selection process for the Project consisting of (1) this RFQ and (2) a subsequently issued RFP.

The SOQ submittal, evaluation, and selection processes are defined herein. DASNY intends, but is not bound, to shortlist three (3) Architecture and Engineering firms depending on the submittals received, provided, however, DASNY reserves the right to increase or decrease the number of shortlisted firms if deemed necessary.

## **Section 2 - Engagement Requirements:**

### **2.1 Project Scope of Work**

The project entails a complete programmatic and physical transformation of the existing 67,000 SF library. The redesign should allow for a variety of user study spaces, both collaborative and individual, and greater access to modern technology, as well as an increase in seating capacity. The collection currently occupies a very large portion of the floor area, and its storage should be reconceived to allow for more seating and programmatic flexibility. Additionally, the library entrance should be moved to a more highly visible location. This reconstruction requires a total gut renovation of both levels of the library and a complete fit-out with new mechanical, electrical and plumbing infrastructure. The library will remain occupied during construction, and careful consideration will be required while using a phased approach and incorporating swing space and facilitating an interim library during construction.

### **2.2 Qualifications and Certification Requirements**

- Must have experience in designing libraries similar in size, scope, schedule duration, and complexity.
- Must demonstrate experience with respect to meeting goals for Minority and Women Owned Business (“M/WBE”) and Service-Disabled Veteran-Owned Business (“SDVOB”) participation.
- Must have the resources to fully staff the project with an experienced project team that can meet aggressive schedule milestones.
- Must have experience involving LEED certified projects.
- Must have experience designing for government institutions and higher education.
- Must have experience with design through construction in buildings that will remain occupied during construction.
- Must have at least one New York State licensed architect and engineer.

## 2.4 Confidentiality

Disclosure of Information: The Respondent, including all of its individual Team Members, their respective employees, and any proposed subcontractors or subconsultants shall not disclose any information received in conjunction with this RFQ or a subsequently issued RFP from DASNY, or any of other involved New York State agency, to any other person or entity, except to the extent necessary to allow the Respondent to respond to this RFQ. Any work product will be the property of DASNY, and such work product shall not to be disclosed without DASNY's consent.

## **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. Technical proposals shall not exceed a length of fifty (50) pages and shall include those requirements listed in Tabs 1 – 8 below. Only the first fifty (50) pages of the technical proposal will be read and evaluated. The page limitation excludes resumes under Tab 3, which should be included at the end of the technical proposal.

The use of marketing or public relations materials commonly used in sales presentations is not desirable.

#### **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. 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.
- d. 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**

Provide five (5) project examples, up to three (3) pages each, constructed within the last ten (10) years that demonstrate similarities in size, scope, schedule duration, and/or complexity:

Project examples must include the following information:

- Official project name and address;
- The design consultant of record (if other than the submitting firm);
- Identify which project team members were involved and their role on the project;
- Overall project monetary value;
- The value of the work designed by your firm;
- The timeframe in which your firm’s work was performed;
- A summary of the services provided; and
- A reference excluding DASNY employees with their name, title, and phone number.

**Tab 3. Organizational Structure**

Provide the following information related to your firm and proposed team:

- a. An overview of your firm’s organization and team makeup including sub-consultants and subcontractors with particular emphasis on Library renovation projects.
- b. An overview of your firm and subconsultant firms’, noting MBE, WBE, and SDVOB certifications as appropriate.
- c. Identification and resumes of key personnel who will be assigned to the project.



- d. Indicate relevant New York City and public sector experience, for projects of similar size scope and complexity.

**Tab 4. Project Approach**

Describe your firm and team’s approach by providing the following:

- a. A detailed description of your firm’s approach to providing the requested scope of services as outlined in Section 1.5 and 2.1 of this RFQ.
- b. A description of the Respondent’s process for coordinating subconsultant team and engaging with the client to facilitate an integrated design process and meet program expectations throughout the life of the project.

**Tab 5. M/WBE and SDVOB History and Approach**

This procurement is conducted in accordance with Article 15-A and Article 3 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 Respondent shall use good faith effort to provide for meaningful participation by M/WBE and SDVOB firms in the work where feasible.

Illustrate the Firm’s commitment to utilizing M/WBE and SDVOB’s by providing the following:

- a. A description of projects of similar size, scope, and complexity where the Firm met or exceeded the M/WBE and SDVOB utilization goals for the project and how the Firm was able to achieve those specific goals. Provide a list of any programs the Firm has implemented to promote the use of M/WBE and SDVOB firms.
- b. An explanation of the Firm 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.

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 6. 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 Firm by providing the following:

- a. A narrative explaining the Firm’s approach and commitment to diversity within the work environment.
- b. An overview of the Firm’s current programs in diversity/inclusion.
- c. By responding to this RFQ, each Respondent acknowledges that:
  - i. The Respondent 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 Respondent 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 7. Licenses and Certifications**

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.

**Tab 8. 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 4 - Administrative Documentation:**

**4.1 Administrative Documentation to be Provided Separately by Respondent**

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

- a. Responsibility Questionnaire (“VRQ”). DASNY requires vendors to file the VRQ online via the New York State VendRep System (the “System”). Respondents 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](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 RFQ as an attachment.
- c. A completed W-9 Form, included in this RFQ as an attachment. If the Respondent 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. Proof of registration to do business in New York State with New York State Department of State (DOS) or County Clerk, as applicable. If proposing as a joint venture, Proposers must provide proof for each entity involved in the joint venture and a copy of the Registration of Assumed Name with proof of filing with the County Clerk for the County in which operations are to be performed.
- e. Provide a statement regarding the following:
  - i. The Respondent 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.
  - ii. The SOQ submitted must contain a representation that the Respondent is willing and ready to provide a response to the RFP if selected as one of the shortlisted firms.
  - iii. Disclose any potential conflicts of interest (refer to Exhibit A, “Code of Business Ethics - Certification” included in the attached DASNY Omnibus Certification).

### **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 Firms.

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

- Respondent's Experience (25%) - The Proposer's previous experience providing services of similar scope and complexity to the services required by DASNY as described in this RFP.
- Organizational Structure (35%) - Team makeup exhibits the necessary qualifications and experience to provide the requested scope of services, including Library renovation projects.
- Project Approach (20%) - Overall approach to providing the requested scope of services as outlined in section 2.1 as well as a description of the coordination process will be evaluated.

- M/WBE and SDVOB Utilization (10%) - Prime firm's Utilization Plan demonstrates their commitment to meeting the MBE, WBE and SDVOB goals assigned to this procurement.
- Diversity and Inclusion (10%) - DASNY shall consider the Proposer's response to the Diversity and EEO questionnaire.

#### **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 as 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 Respondent's 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 Firms 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.

### **Section 6 - Submission of Statement of Qualifications:**

#### **6.1 Submission of Statement of Qualifications**

DASNY will be accepting electronic submissions only. Submissions will be accepted electronically on or before 3:00 pm on the SOQ Due Date. Follow the directions below to upload your submission electronically. Any technical issues or questions should be directed to the Designated Representative for this procurement via email prior to the due date of the SOQ. It is strongly encouraged to request access to the site 48 hours before the due date. DASNY may not be able to assist Respondents with troubleshooting errors if submissions are not made in a timely manner.

- a. Email [downstaterfpcoordinator@dasny.org](mailto:downstaterfpcoordinator@dasny.org) with the subject line: "RFQ – CUNY JJC HH Library Renovation - Request Access - Enter your Firm's Name."
  - i. Please provide the name and email address of any additional contact from your firm that may require access to submit the RFQ responses through the SharePoint site.
  - ii. An expression of interest does not qualify as a request for access. Please ensure that your firm explicitly requests access using the described procedure.

- iii. Please request access at a minimum of 48 hours in advance and ensure access to the site works correctly.
- b. You will receive an email from [downstaterfpcoordinator@dasny.org](mailto:downstaterfpcoordinator@dasny.org) with a link to a Microsoft SharePoint site: “RFQ – CUNY John Jay College of Criminal Justice Haaren Hall Library Renovation.” Please confirm receipt of this email and ability to access the SharePoint site.
- c. 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 RFQ – SharePoint Site Name “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.
- d. Upload all required documents in PDF Format.
- e. Please save submissions as follows:
  - i. SOQ:
    - Save file as: CUNY JJC HH Library Renovation – SOQ - Enter your Firm’s Name
    - Click “Upload” or drag and drop
  - ii. Administrative Documentation:
    - Save file as: CUNY JJC HH Library Renovation – Admin - Enter your Firm’s Name - VRQ
    - Click “Upload” or drag and drop
    - Save file as: CUNY JJC HH Library Renovation – Admin - Enter your Firm’s Name – Omnibus
    - Click “Upload” or drag and drop
    - Save file as: CUNY JJC HH Library Renovation – Admin - Enter your Firm’s Name - W9
    - Click “Upload” or drag and drop
    - Save file as: CUNY JJC HH Library Renovation – Admin - Enter your Firm’s Name – DOS
    - Click “Upload” or drag and drop

- Save file as: CUNY JJC HH Library Renovation – Admin - Enter your Firm’s Name – Statement
  - Click “Upload” or drag and drop
- f. 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 it as “modified”.
  - ii. The submitted document will remain private and will not be visible to the other Respondents throughout the procurement process.
- g. The SharePoint site Name site will close at 3:01 PM on the SOQ Due Date. 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.

**Section 7 - Important Information Affecting Respondents:**

**7.1 Statement of Qualifications Requirements**

- a. All inquiries regarding this RFQ shall be addressed to the following individual:
- Maria McNeil  
Designated Representative  
E-mail: [downstaterfpcoordinator@dasny.org](mailto:downstaterfpcoordinator@dasny.org)
- b. All questions shall be submitted by email to the Designated Representative, citing the particular RFQ section and paragraph number, by the Deadline for RFQ Questions to be considered by DASNY, and are to be resolved prior to the submission of a response to this RFQ. A list of all inquiries received with relevant responses will be posted on DASNY’s website, [www.dasny.org](http://www.dasny.org). Respondents are solely responsible for obtaining all such interpretations and supplemental instructions that have been issued.
- c. A Respondent may withdraw an SOQ 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, Item 7.1, a. The SOQ 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.
- d. If a Respondent discovers an ambiguity, conflict, discrepancy, omission or other error in this RFQ, the Respondent should immediately notify the contact person identified in Section 7, Item 7.1, a. Notice of such error or omission should be submitted prior to the final due date and time for submission of SOQs. Modifications shall be made by addenda to this RFQ.
- e. If a Respondent fails, prior to the final due date and time for submission of SOQs, to notify DASNY of a known error or an error that reasonably should have been known, the Respondent shall assume the risk of proposing. If awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its late correction.

- f. No Respondent is entitled to rely upon any oral interpretation by DASNY or its Consultant(s) or their respective representatives or employees concerning the meaning of this RFQ.
- g. DASNY may, from time to time, issue one or more written addenda to this RFQ on the DASNY website. Failure of any Respondent to receive any addenda issued by DASNY shall not relieve the Respondent from any obligation, requirement, or other matters addressed therein. Each Respondent must acknowledge in its SOQ receipt of each addendum that has been issued by DASNY. If no addenda have been received, then the SOQ shall so acknowledge.
- h. A Respondent indicates its acceptance of the provisions and conditions enumerated in this RFQ by submitting an SOQ.

## **7.2 DASNY Requirements**

- a. By submitting an SOQ, the Respondent covenants that the Respondent 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.
- b. Issuance of this RFQ, your submission of an SOQ in response, and the evaluation of your SOQ by DASNY does not commit DASNY to award a contract. Only the execution of a written agreement between DASNY and the successful Respondent following the future-issued RFP and RFP evaluation period will obligate DASNY in accordance with the terms and conditions contained in such agreement.
- c. This RFQ does not commit or obligate DASNY to pay any expenses incurred by the Respondent in the preparation of its response. All such expenses are solely at the risk of the Respondent. By submitting a response, the Respondent agrees that all responses, and associated documents, to this RFQ shall become the property of DASNY.
- d. DASNY shall not be liable for any cost incurred by the Respondent in SOQ preparation or in activities related to the review of this RFQ or any interview costs.
- e. Communications made by the Respondent to DASNY employees other than the Designated Representative about this process may subject the Respondent to disqualification. Other than the Designated Representative, prospective Respondents shall not approach DASNY employees during the period of this RFQ process about any matters related to this RFQ or any SOQ's submitted pursuant thereto.

## **7.3 DASNY Rights and Prerogatives**

DASNY reserves the right to exercise the following prerogatives:

- a. To accept or reject any or all SOQ's and amend, modify or withdraw this RFQ.
- b. To change the final due date and time for SOQ's.
- c. To accept or reject any of the Firm's employees or proposed sub-contractors assigned to provide services on this Project and to require their replacement at any time. The Respondent shall obtain the written



approval of DASNY of changes to the SOQ after it is submitted, including any changes with respect to sub-contractors. DASNY shall have the right to reject any proposed change to the Respondent's SOQ.

- d. DASNY reserves the sole right to accept any response to this RFQ that DASNY believes best meets its requirements. DASNY reserves the right to waive any irregularity, informality, or non-compliance in information received. This will in no way modify the RFQ documents or excuse the Respondent from full compliance with its requirements.
- e. DASNY reserves the right to share any information as necessary with its employees, subject matter experts, consultants, representatives, and its partners including, but not limited to, the [insert client and any other stakeholders].
- f. To consider modifications to SOQ's at any time before the award is made, if such action is in the best interest of DASNY.
- g. To interview Respondents prior to selection.
- h. To reject any SOQ containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the Respondent.
- i. To shortlist firms as DASNY feels necessary to advance this procurement.

### **Section 8 - 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 shortlisted firm(s) will be posted on DASNY's website.

### **Section 9 – Vendor Integrity 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. Respondents 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](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>. Respondents 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](mailto: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 Respondent is required to certify that the Respondent is not an ‘entity conducting business operations in Russia.’ Please confirm by completing and signing the Omnibus Certification included in this RFQ as an Attachment.

### **Section 10 - Freedom of Information Law and Public Disclosure**

This RFQ and all information submitted in response to this RFQ 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 SOQ 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 SOQ from disclosure.

### **Section 11 - New York State Department of Labor (NYSDOL) Contractor Registry**

All contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by [Article 8 of the Labor Law](#) are required to register with the New York State Department of Labor (NYSDOL) under [Labor Law Section 220-i](#). The law defines a “contractor” as any entity entering into a contract to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication. The law defines “subcontractor” as any entity subcontracting with a contractor to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication, which is subject to Article 8 of the Labor Law. Contractors are responsible for verifying that any subcontractors they work with are registered. Contractors need to register before submitting any new bids or commencing new work on a covered. Subcontractors need to register before commencing new work on a covered. **Any bid received that fails to provide the New York State Department of Labor (DOL) registration number on the form of bid as required shall be rejected as non-responsive. For additional information regarding the Registry or to register, please visit: <https://dol.ny.gov/contractor-and-subcontractor-landing>**