



# **Staten Island Family Court Consolidation**

## **Construction Manager**

### **Request for Proposal (RFP)**

### **RFP# 7619**

**Date: July 28, 2025**

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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 1930 and was designated as a New York City landmark in 2001. The original building is approximately 12,000 Gross Square Feet (GSF). 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 Avenue, and Stuyvesant Place.

### **1.3 - Background, Overview, and Scope of Work**

#### **Background**

This project is to consolidate the Staten Island Family Court program and create a “Family Court Campus” by constructing an 8-story new addition at 10 Hamilton Ave., a full renovation of the existing historic Court building at 100 Richmond, and a full renovation of the adjacent unoccupied building at 55 Stuyvesant. The entire Campus will encompass approximately 169,000 GSF.

#### **Overview**

DASNY, on behalf of Mayor’s Office of Criminal Justice (MOCJ), the New York State Office of Court Administration (OCA), and the Department of Citywide Administrative Services (DCAS) has retained Mitchell Giurgola Architects LLP to provide programming, architectural and engineering services to prepare Bridging Documents in connection with the Design-Build procurement which will be utilized as the project delivery method.

The Basic programmatic components of the project can be seen below:

Component	2035 Projected Need	
	DGSF	Staff
<b><u>Family Court</u></b>		
1. Family Court Courtrooms	38,462	17
2. Family Court Judiciary	10,073	25
3. Family Court Clerk's Office	14,228	67
4. Family Court Support	4,312	47
<b>Family Court DGSF Sub-Total</b>	<b>67,075</b>	<b>156</b>
<b><u>City Agencies - Family Court Related</u></b>		
5. Corporation Counsel	859	6
6. Juvenile Legal Aid	461	3
7. Administration of Children's Services - DYFJ	2,878	6
8. Department of Corrections	1,798	2
9. Administration of Children's Services - FCLS	600	6
10. Safe Horizon - Children's Center	1,453	2
11. Juvenile Probation	293	3
12. NYPD	433	2
13. Family Support Agencies*	2,200	18
<b>City Agencies DGSF Sub-Total</b>	<b>10,975</b>	<b>48</b>
<b><u>Building Support</u></b>		
14. Building Entrance / Lobby	5,279	0
15. Facility Support / Service	3,552	13
<b>Building Support DGSF Sub-Total</b>	<b>8,831</b>	<b>13</b>
<b>Total Dept. Gross Square Feet (DGSF)</b>	<b>86,880</b>	<b>217</b>
<i>Building Grossing Factor (45%)</i>	1.45	
<b>Total Building Gross Square Footage (BGSF)</b>	<b>125,976</b>	<b>Proposed Design w/ 3 Buildings Total Gross = approx.169,000 GSF</b>

The critical role that DASNY will be expecting from the selected Construction Manager is that of day-to-day on-site representative with focus on keeping budget in line with MOCJ expectations, ensuring that the project schedule is adhered to, the construction quality is of the highest it can be and that the programmatic requirements are met.

## Project Scope of Work

This project aims to provide a modern facility with optimized and adequate program spaces to increase operational efficiencies for the Staten Island Family Court, allowing the Court to apply best practices and provide enhanced services to Court users and the Staten Island community. The project involves full renovation of the current Family Court building and a substantial expansion on the adjacent site at 10 Hamilton Ave. It also includes renovating and connecting to the unoccupied former Dept. of Health building at 55 Stuyvesant Place. The new Staten Island Family Court complex with the three interconnected buildings will provide Family Court services to the community in a single consolidated location.

### 1.4 - Purpose

DASNY seeks proposals from Construction Managers to provide professional construction management services for the Pre-Construction Phase, Construction Phase, and the Administration of General Conditions of a consolidate the Staten Island Family Court program and create a “Family Court Campus” by constructing an 8-story new addition, a full renovation of the existing historic Court building and a full renovation of an adjacent unoccupied former Department of Health building. The Construction Manager will serve as an owner’s representative on behalf of DASNY as well as a technical advisor providing support to DASNY and MOCJ. DASNY anticipates initially contracting with the Construction Manager to provide

Pre-Construction Phase services, and in coordination with MOCJ, will provide authorization to proceed into the Construction Phase at the appropriate later date.

**Please note that the successful qualified Construction Manager and its key subconsultants for this engagement will not be eligible to participate on the Design-Build team for the Staten Island Family Court Consolidation.**

### **1.5 – Sustainability**

New York State has set ambitious goals to address climate change by neutralizing its volume of Anthropogenic Emissions. As a result, New York State's climate targets are among the most rigorous of any economy in the world. High-quality, efficient, and resilient spaces in which DASNY customer-agencies' end users live, work, and play is fundamental, and represents the future state of the built environment in New York State.

DASNY recognizes the impacts of climate change on New York State's air and water quality, forests, wildlife, people, communities, and economy. As one of the most prominent public builders in the nation, DASNY is uniquely positioned to act as a statewide leader in facilitating the promotion and advancement of the laws and executive actions that govern sustainability and Climate Change Mitigation throughout New York State. Therefore, DASNY requires that all planning, design, construction, renovation, retrofit, or system/component replacement projects for which DASNY customer-agencies have directed the incorporation of sustainable design elements and climate change mitigation strategies, advance Sustainable Design, climate change adaptation, resilience, and GHG reduction, through the identification, assessment, and implementation of sound Sustainable Design principles, climate change risks, and necessary to mitigate such risks.

The Proposer will be expected to:

1. Inform, define, confirm, delineate, and detail all applicable project goals and requirements related to Sustainable Design and Climate Change Mitigation in project programming and/or design meeting discussions,
2. Develop project specific goals and requirements related to Sustainable Design and Climate Change Mitigation in concert with, and in consideration of, the goals and requirements of the customer-agency and those of New York State and/or the local municipality as expressed in applicable laws and executive actions,
3. Define and document established project goals and requirements associated with Sustainable Design and Climate Change Mitigation in the project's Owners Project Requirements (OPR) document for ongoing inclusion in project discussions, including those discussions determining budget and scheduling, and
4. Document all concepts, calculations, decisions, and product selections used to meet established Sustainable Design and Climate Change Mitigation goals and requirements as outlined in the project specific OPR, in the project's Basis of Design (BOD) document.

## 1.6 - Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	07/28/2025
Pre-Proposal Meeting*	08/06/2025
Deadline for RFP Questions	08/15/2025 (3:00pm)
Post Responses to RFP Questions	08/19/2025 (3:00pm)
Proposal Due Date	08/26/2025 (3:00pm)
Interviews/Presentations (not earlier than)**	10/01/2025
Notice of Award (not earlier than)	10/14/2025

\*A **Pre-Proposal Meeting** will be held in person on August 6, 2025, at 11:00 am at Staten Island Family Courthouse, 100 Richmond Terrace, Floor 2. Attendance is strongly encouraged. If your firm wishes to attend, please provide the Designated Representative listed in Section 7.1 below with the names and email addresses of all attendees no later than Tuesday, July 30<sup>th</sup>. Due to space restrictions, please limit the number of attendees from your firm to two (2).

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 (MOCJ), NYC Department of Citywide Administrative Services (DCAS), and NYS Office of Court Administration (OCA) will be available to answer questions regarding this RFP.

There is limited parking onsite and a pay parking lot across the street, which can be booked in advance at <https://empireoutletsparking.com>

**\*\*Interviews/Presentations will be held in person on the above-referenced date at the DASNY New York City Office located at 28 Liberty Street, 55<sup>th</sup> Floor, New York, New York 10005.**

## 1.7 – Inquiries

All inquiries concerning this RFP, or any other aspects of this procurement must be submitted in writing by emailing the Designated Representative at [downstaterfpcoordinator@dasny.org](mailto:downstaterfpcoordinator@dasny.org) during the Q&A period identified. Verbal and telephone inquiries are prohibited. In order to provide DASNY sufficient time to reply, questions must be received no later than the date/time included in Section 1.7, Key Events and Dates. A final record of the questions and associated responses will be issued by the Designated Representative by email.

## 1.8 – Preliminary Project Schedule

The preliminary project schedule is as follows:

- Program Phase – Completed
- Conceptual Design Bridging Documents – Completed
- Final Bridging Documents – Fall 2025

- Design-Build Procurement – Winter 2025/2026
- Substantial Completion Date – Summer 2029

\*Dates are subject to change.

## **Section 2 - Engagement Requirements**

### **2.1 - Scope of Services:**

A detailed scope of services is included in Appendix A of the attached Sample Contracts.

The Construction Manager will be required to:

1. Review Bridging consultant final design package.
2. Analyze and reconcile the final cost estimate.
3. Manage the bidding process of the Design/ Build teams.
4. Assist in project scheduling.
5. Run bi-weekly (or as needed) progress meeting.
6. Review and direct RFI, shop drawing documents
7. Assist in coordination of transition from old facility into new facility.
8. Monitor demolition of existing facility.
9. Monitor activity required to create new parking and recreational area.
10. Manage the punch listing and final sign-off of the project.

### **2.2 – Qualification and Certification Requirements:**

Firms responding to this RFP must meet the following:

Qualifications:

- Have completed a minimum of five (5) projects of similar size, scope, and complexity within the past ten (10) years providing Construction Manager Services;
- Demonstrated experience with providing Construction Manager Services for Design-Build projects of similar size, scope, budget, complexity and schedule;
- Experience as a Construction Manager with phased construction projects, including design-build projects, working under a Project Labor Agreement (PLA);
- Experience providing Construction Manager services for projects for clients in the public sector such as government entities, agencies or organizations, including but not limited to the NYC Department of Design and Construction (DDC) the Department of Citywide Administrative Services (DCAS)
- Employ a Project Executive and/or Project Manager and other staff with thorough knowledge and experience regarding similar courts and/or judicial or government buildings;



- Employ personnel, whom will be assigned to this project, with thorough knowledge and experience surrounding the court system operations;
- Experience providing similar services for projects within the five boroughs of New York City;
- Project estimating capabilities for major capital projects;
- Experience evaluating and analyzing project schedules for major capital projects;
- An established and verified QA/QC Program, including experience with Change Management and Risk Management;
- An established and well documented Safety Plan; and

### **2.3 – Project Construction Budget:**

The estimated construction budget for this Project is \$200-300 million dollars.

### **2.4 – Project Management Software:**

Project Management Software such as Primavera P6™, or PMWeb®, will be utilized as the management tools 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). At DASNY's discretion, the selected team may be required to utilize other Project Management system(s) or other project-related software as needed. 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 Construction Manager shall utilize the replacement Project Management Software system for all project deliverables at no additional cost to the Owner.

## **Section 3 - Content of Technical Proposal**

### **3.1 - Information to be provided by Proposers:**

The following is a list of required information that must be provided by the proposer. Provide your response in the same order in which it is requested using numbered side tabs that correspond with each of the numbered tabs below. 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, and email address of the individual within your firm who will be DASNY's primary contact concerning this RFP.
- b. The primary contact's name, title, telephone number, and email address for each subconsultant who will perform work under this contract.

- c. The 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 mandatory services identified in Section 2, Item 2.1, Appendix A of the Contract 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 1 shall not exceed a length of three (3) pages.

**Tab 2. Firm and Subconsultant Team**

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

- a. A description of your firm and Subconsultant team's organization and the resumes of partners, principals, associates and other key staff proposed to provide services to DASNY.
- b. An organizational chart describing the organizational structure of the proposed firm and subconsultant team members and their intended roles and responsibilities.
- c. A description of your firm and subconsultant team's previous experience working together.
- d. A detailed description of your firm and subconsultant's approach to collaborating with the project team to ensure a streamlined and well-coordinated project.

\*Tab 2 shall not exceed a length of five (5) pages; however, the page limitation excludes resumes.

**Tab 3. Project Experience**

Provide descriptive information demonstrating your firm's qualifications for completing this project and a statement as to why your firm should be selected. DASNY requests that each proposer provides information regarding the following:

- a. A description of your firm's experience providing similar services including recent relevant project experience, for the public sector.
- b. Provide a minimum of five (5) project examples within the last ten (10) years, that illustrate the firm and/or subconsultant team's experience providing services for projects of similar size and scope, with an emphasis on projects involving similar court facilities and/or judicial or government buildings, projects in the public sector including but not limited to experience with the Department of Design and Construction (DDC) the Department of Citywide Administrative Services (DCAS), projects in which a Project Labor Agreement (PLA) was used, and projects in which Design Build or other Alternative Project Delivery methods were used.

Project examples must include the following information:

- a. Official project name and address; Summary of the scope of services provided;

- b. Explanation of challenging, complex, or unique aspects of the projects in relation to the services provided;
  - c. All team members both corporate and individual involved and their role in the project;
  - d. The timeframe in which your firm and/or subconsultant's work was performed;
  - e. Overall project monetary value that includes initial budget and totals for change orders.
  - f. A breakdown of the value of services provided by your firm, subconsultant(s), and subcontractor(s);
  - g. Name and contract information of owner; and
  - h. Identification of a project contact with knowledge of the services provided by your team (if different than owner) excluding DASNY employees with their name, title, and phone number.
- c. Provide up to five (5) examples of project cost estimating capabilities particularly including analysis of Lump Sum cost submission for accuracy and reasonableness, as well as the process to determine a Guaranteed Maximum Price (GMP).
- d. Include the names, titles and phone numbers of at least three (3) references excluding DASNY employees and a summary of the services provided; it is preferred that the references provided are for the recent, relevant project examples provided for item (b).

\*Tab 3 shall not exceed a length of twenty (20) pages.

#### **Tab 4. Project Approach**

Provide a descriptive summary, developed in response to the RFP, as to your firm's approach to the following items including, but not limited to, all information noted below:

- a. A detailed description of your firm's approach to providing the requested scope of services. Include a timeline and schedule for completion of all aspects of the engagement, including a preliminary project schedule. Additionally, please provide your firm's experience with Change Management and Risk Management.
- b. Provide a detailed description of your firm and subconsultant team's approach to evaluating the design services with regard to alternative technical concepts (ATC) and constructability.
- c. Value Analysis: Describe the process by which your firm performs value analysis so as to achieve an appropriate balance between costs, aesthetics, sustainable design and function. Provide a sample value analysis report from one (1) of the projects listed under the Qualifications category (Section 3, Item 2.b). In addition, provide a summary as to this value analysis effort inclusive of total number of items studied, total dollar value, total number of accepted items and total corresponding value of the accepted items.

- d. Constructability Issues: Identify four (4) constructability issues in regard to projects listed under the Qualifications category (Section 3, Item 2.b) and provide a brief description of your firm's approach to reviewing each.
- e. Cost Model/Estimates: Provide the cost model format used on one of the completed projects provided under the Qualifications category (Section 3, Item 2.b) and describe how this cost model was developed and the timing of its updates during design and summarize how the final construction cost related to this cost model. Provide the cost model to be used on this project.
- f. Project Tracking/Reporting: Describe your firm's approach and procedures for project tracking and reporting, including scheduling, accounting, etc. Provide examples of a progress report including schedule tracking, cost control and reporting, and show how the cost model estimates track to the accounting and invoicing.
- g. Quality Assurance/Control Program – Describe how your firm implements quality assurance/control throughout construction. Provide samples/examples of your quality control program inclusive of applicable documentation.
- h. Safety Program – Describe your firm's safety program as it pertains to your in-house safety resources, monitoring/enforcement to ensure OSHA compliance, violations, emergency response, evacuation plan and reporting. Provide examples from one of the completed projects under the Qualifications category (Section 3, Item 2.b) of a safety plan that is customized for a specific project and specific activities on that project.
- i. Requests for Information (RFI) and shop drawings: Describe your firm's approach to handling these documents to ensure accuracy and timeliness. Provide examples of applicable logs on a project noted in the Qualifications category (Section 3, Item 2.b).
- j. Staffing Plan: Provide a staffing plan illustrating the staff intended for use during the pre-construction phase and another staffing plan illustrating the staffing during the construction phase. Include a description of how your firm will assign and maintain core project team members throughout the life of this project.
- k. EMR Rating: Provide your Experience Modification Rate (EMR)-Workers Compensation Board claim rating.
- l. Subcontractor and Labor Market Analysis: provide a preliminary procurement plan outlining proposed bid packages and potential subcontractor bidders for each package. Provide input on availability of labor for the various trades for the duration of the project. Provide an example of (sub)contractor outreach performed by your firm to help support the competitive bidding process that includes a brief description of the outreach, the number of contractors solicited, the number of contractors who responded positively to the outreach, and the number of bids ultimately received.
- m. Schedule and Budget: Describe your firm's approach to completing these projects on schedule and your procurement strategy and approach with the subcontractor community to result in a competitive and cost-effective outcome. Include a timeline and schedule for completion of all aspects of the engagement, including a preliminary project schedule.
- n. Sustainability: describe your approach on Projects using the various green building 3rd party rating systems or incorporating green building technologies into Projects.

- o. A description of how your firm will monitor the allotment and performance of work in order to achieve an efficient administration of the project.
- p. Risk Management and Mitigation: Assess how the contractor plans to identify and manage potential risks. Look for a proactive approach to risk mitigation, indicating a well-prepared and reliable contractor. Provide a proposed Risk Management and Mitigation plan, or a sample plan from a previous similar project.
- q. Communication Plan: Provide a proposed communication plan, or a sample plan from a previous similar project.
- r. Change management: Provide a proposed change management plan, or a sample plan from a previous similar project.

Tab 4 shall not exceed a length of twenty-five (25) pages.

#### **Tab 5. M/WBE and SDVOB Utilization**

This procurement is conducted in accordance with New York State Executive Law Article 15-A and Article 3 of the New York State Veteran Services. 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 MWBE sub-consultants, sub-contractors, and suppliers and Non-MWBE subconsultants, subcontractors, 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 and 12% WBE. The goals refer to the percentage of utilization of your MWBE subconsultants, sub-contractors, and suppliers.
- c. A completed Use of Service-Disabled Veteran-Owned Businesses Plan, included in this RFP as an attachment listing all proposed subconsultants, subcontractors, and suppliers including OGS Certified Service-Disabled Veteran-Owned Businesses (SDVOB) that are of equal quality to those that may be obtained from non-SDVOBs if selected for this contract. Certified SDVOBs can be identified at [Office of General Services \(ny.gov\)](https://www.ny.gov/office-of-general-services). **No dollar amounts should be entered at this time.** With each project assignment, a new plan with dollar amounts will be required. The SDVOB goal for this contract is 6%. The goal refers to the percentage of utilization of your SDVOB subconsultants, subcontractors, and suppliers.

### **Tab 6. 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 disclose information regarding the diversity within your firm by providing 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 questionnaire elicits information about each responding Proposer 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 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.

## **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 side tabs 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, 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. Staffing Requirements and Costs**

Provide estimated staffing requirements and costs associated with performing the identified Scopes of Service as follows:

- a. Pre-Construction Phase:
  - 1. Bridging Consultant Phase Fee: Direct Salary Costs (hours and rates). Fringe Benefits in accordance with (Section 4, Tab 3). Overhead and Profit Fee in accordance with (Section 4, Tab 3).
  - 2. Design-Build Procurement Phase Fee: Direct Salary Costs (hours and rates). Fringe Benefits in accordance with (Section 4, Tab 3). Overhead and Profit Fee in accordance with (Section 4, Tab 3).
  - 3. Design-Build Design Phase Fee: Direct Salary Costs (hours and rates). Fringe Benefits in accordance with (Section 4, Tab 3). Overhead and Profit Fee in accordance with (Section 4, Tab 3).
- b. Construction Phase: Field Staff Direct Salary Costs (hours and rates). Fringe Benefits in accordance with (Section 4, Tab 3). Overhead and Profit Fee in accordance with (Section 4, Tab 3).
- c. General Conditions: Provide an itemized breakdown of estimated General Conditions Work Items. The term "Work" as used herein, refers to the General Conditions Work Items normally required at the location of the Project, and includes the performance of all labor and the furnishing of all plant, materials, supplies, equipment, and other facilities and things necessary or proper for or incidental to the carrying out and completion of this project.

**Tab 3. Overhead and Profit Multiplier**

Complete the attached CM Multiplier Form and provide backup documentation indicating your firm's Fringe Benefits and Overhead and Profit Fee for the Pre-Construction Phase and/or Construction Phase. The calculation should include all direct labor expenses, indirect and operating expenses and proposed profit.

**Tab 4. Classifications and Rates**

Complete the attached Classification & Rate Form to support the unloaded salaries and rates of your employees under this contract.

**Tab 6. Required Insurance Statement**

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

## Section 5 – Content of Administrative Proposal

The following is a list of required information that must be provided by the proposer. The information must contain sufficient detail to assure DASNY of its accuracy.

- a. Proposers shall submit a Vendor Responsibility Questionnaire (“VRQ”) in accordance with Section 12 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](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>. If proposing as a joint venture, Proposers must provide a copy of the certification page for each entity involved in the joint venture and a certification page for the joint venture, specifically. If proposing as a joint venture, Proposers must provide a copy of the certification page for each entity involved in the joint venture and a certification page for the joint venture, specifically.
- b. A completed Omnibus Certification form included in this RFP as an attachment.
- c. 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. If a joint venture, a copy of its joint venture agreement and the filed Registration of Assumed Name with the County Clerk for the County in New York State where operations are being conducted.
- d. Proof of registration to do business in New York State with New York State Department of State (DOS) or a copy of the application filing and Accounts Payable voucher confirming your firm’s registration with DOS is in progress. 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. As set forth in Section 1.6, above, the Proposer shall identify, in writing, all questions, comments, requests, exceptions, or objections, if any, that the Proposer may have to this Contract for DASNY’s review and consideration.
- f. Provide a statement regarding the following:
  - i. 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.
  - ii. The proposal submitted must contain a representation that the Proposer is willing and ready to provide any services requested or required in a timely manner.
  - iii. Disclose any potential conflicts of interest (refer to Exhibit A, “Code of Business Ethics - Certification” included in the attached DASNY Omnibus Certification).

## 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 at a reasonable cost to DASNY. 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.

### **6.3 - Criteria for Selection**

The criteria for selection shall be based on the qualifications required by Section 2 and Section 3 of this RFP. Each proposal will be evaluated for competency, completeness and responsiveness based on the Proposer's expertise, the technical qualifications of the Proposer, the responsibility of the Proposer, and the other evaluation criteria established by this RFP, including the ability to meet or exceed the criteria set forth below.

DASNY shall consider the following evaluation criteria:

1. **Firms & Subconsultant Team (30%).** The firm and subconsultant team's key personnel's resumes demonstrate experience and ability to provide the requested services. The firm's staffing approach to management of the project allows for completion of different assignments of size, scope and complexity simultaneously, while maintaining the appropriate level of senior management input.
2. **Project Experience (30%).** The Proposer's experience providing services of similar scope and complexity to the work required by DASNY as described in this RFP under Section 3, Tab 2.
3. **Approach and Schedule (20%).** The Proposers approach to providing the scope of services and preliminary schedule will be evaluated.
4. **Diversity and Equal Employment Opportunities (10%).** DASNY shall consider the Proposer's response to the Diversity questionnaire.
5. **M/WBE & SDVOB Utilization (10%).** The Proposer's approach to utilization and completed Utilization Plan.

### **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, Cost, and Administrative Proposal

DASNY will be accepting electronic proposals only. Proposals will be accepted electronically on or before 3:00 pm on the Proposal Due Date. Follow the directions below to upload your proposal 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 RFP. **It is strongly encouraged to request access to the site 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](mailto:DownstateRFPcoordinator@dasny.org) with the subject line: “RFP 7619 -Request Access-Firm Name.”
  - a. Please provide the name and email address of any additional contact from your firm that may require access to submit the RFP responses through the SharePoint site.
  - b. An expression of interest does not qualify as a request for access. Please ensure that your firm explicitly requests access using the described procedure.
  - c. Please request access at a minimum of 24 hours in advance and ensure access to the site works correctly.
2. You will receive an email from [DownstateRFPcoordinator@dasny.org](mailto:DownstateRFPcoordinator@dasny.org) with a link to a Microsoft SharePoint site: “NYC Courts – CM Services at Staten Island Courthouse”
3. Click on the link. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the Staten Island Family Court Consolidation CM “Documents” page.
  - a. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
4. Upload all documents in PDF format.
5. Please save each Proposal as follows:
  - a. Technical Proposal:
    - i. Save file as: Staten Island Family Court Consolidation CM -Tech-firm name
    - i. Click “Upload” or drag and drop
  - b. Cost proposal:
    - i. Save file as: Staten Island Family Court Consolidation CM - Cost-firm name
    - ii. Click “Upload” or drag and drop
  - c. Administrative Proposal
    - i. VRQ

- Save file as Staten Island Family Court Consolidation CM-Admin-Firm Name-VRQ.
  - Click “Upload” or drag and drop
  - ii. Omnibus Certification
    - Save file as Staten Island Family Court Consolidation CM-Admin-Firm Name-Omnibus.
    - Click “Upload” or drag and drop
  - iii. W-9
    - Save file as Staten Island Family Court Consolidation CM-Admin-Firm Name-W9.
    - Click “Upload” or drag and drop
  - iv. DOS
    - Save file as Staten Island Family Court Consolidation CM-Admin-Firm Name-DOS.
    - Click “Upload” or drag and drop
  - v. Contract Objections
    - Save file as Staten Island Family Court Consolidation CM-Admin-Firm Name-Objections.
    - Click “Upload” or drag and drop
  - vi. Firm Statement
    - Save file as Staten Island Family Court Consolidation CM-Admin-Firm Name-Statement.
    - Click “Upload” or drag and drop
  - d. DASNY Omnibus Certification:
    - i. Save file as: Staten Island Family Court Consolidation CM - Omnibus-firm name
    - ii. Click “Upload” or drag and drop
  - e. W-9 Form:
    - i. Save file as: Staten Island Family Court Consolidation CM -W9-firm name
    - ii. Click “Upload” or drag and drop
6. 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 documents after they are submitted, the system will show it as “modified”
  - b. The submitted document will remain private and will not be visible to the other proposers throughout the procurement process.
7. The Staten Island Family Court Consolidation CM site will close at 3:01 PM on the Proposal Due Date. 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 shall be addressed to the following individual:

David Fenichel  
Designated Representative  
E-mail: [DownstateRFPcoordinator@dasny.org](mailto:DownstateRFPcoordinator@dasny.org)

All questions shall be submitted in writing or 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](http://www.dasny.org).

2. A Proposer may withdraw a proposal anytime 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 7.1.1. 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, Item 7.1.1. 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 posted on DASNY's website, [www.dasny.org](http://www.dasny.org).
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, Item 7.1.1 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 your firm's employees or proposed subconsultants assigned to provide services on this project and to require their replacement at any time. The Proposer shall obtain the written approval of the Owner of changes to the technical proposal after it is submitted, including any changes with respect to subconsultants. The Owner 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 and execution 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 Pre-Construction Contract, and Article 9 of the attached Sample Construction Phase 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 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](mailto:ciohelpdesk@osc.state.ny.us). Additional guidance is provided within the VRQ Quick Reference Guide for Vendors, which is included as Attachment m.

#### 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 an Attachment. 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.

### **Section 14 - 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>.**