



DASNY

Dormitory Authority
of the State of New York



**City University of New York (CUNY)
Baruch College
Newman Vertical Campus
Elevator Upgrades**

**Request for Proposal
RFP# 7616**

July 24, 2025

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Attachments:

- a. Sample Contract
- b. Omnibus Certification
- c. W-9 Form
- d. Classification and Rate Form
- e. DASNY Multiplier Form
- f. Sample Insurance Certificate & Requirements
- g. Utilization Plan
- h. Diversity Questionnaire
- i. Floor Plan of Newman Vertical Campus

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 the City University of New York (CUNY)

The City University of New York is the nation’s largest urban public university, a transformative engine of social mobility that is a critical component of the lifeblood of New York City. Founded in 1847 as the nation’s first free public institution of higher education, CUNY today has 25 colleges spread across New York City’s five boroughs, serving nearly 240,000 degree-seeking students of all ages and awarding 50,000 degrees each year. More than 80 percent of the University’s graduates stay in New York, contributing to all aspects of the city’s economic, civic and cultural life and diversifying the city’s workforce in every sector. The University’s historic mission continues to this day: provide a public first-rate education to all students, regardless of means or background.

The mission of The City University of New York is embodied in state education law, Article 125, Section 6201, as the finding and intent of the New York State Legislature.

1.3 Introduction to Baruch College and Newman Vertical Campus:

Baruch College is part of a tradition that dates 160 years to the founding, in 1847, of the Free Academy, the very first free public institution of higher education in the nation. (Baruch’s landmark building at 23rd Street and Lexington Avenue occupies the site of the Free Academy). Established in 1919 as City College’s School of Business and Civic Administration, the school was renamed in 1953 in honor of Bernard M. Baruch—statesman, financier, and devoted alumnus. In 1968 the school became an independent senior college in The City University of New York (CUNY) system.

Situated on Lexington Avenue near the Flatiron/Gramercy Park district of Manhattan, Baruch College is in the heart of one of the world’s most dynamic financial and cultural centers. The College is within easy reach of Wall Street, Midtown, and the global headquarters of major companies, firms, and organizations. This “real-world classroom” adds immeasurably to the value of a Baruch education and offers unparalleled internship, career, and networking opportunities. Some of the nation’s top executives are Baruch alumni, and many of them regularly come to campus to share their expertise with current students.

Newman Vertical Campus:

Designed to recreate the atmosphere of a traditional college campus in an urban setting, Baruch's innovative, 17-floor Newman Vertical Campus serves as the hub of the College. Covering nearly an entire square block between Lexington and Third Avenues and 24th and 25th Streets, the 800,000-square-foot structure houses more than 100 high-technology classrooms and research facilities; faculty and administrative offices; executive conference facilities; a three-level Athletics and Recreation Complex; an expanded student activities center; the Marvin Antonowsky Performing Arts Complex, which comprises the Rose Nagelberg Theatre and Engelman Recital Hall; a 500-seat auditorium; a television studio; a food court; and a new campus bookstore. The Newman Vertical Campus has been honored by the American Institute of Architects with the highest award it offers to an individual building.

1.4 DASNY's Policy on 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.

1.5 Purpose

DASNY seeks proposals from qualified architects and engineers to provide a conditions assessment and feasibility study of the existing elevators, provide recommendations for refurbishment or replacement as well as provide design and construction phase services. The objective of this procurement is to establish a contract with one (1) firm to provide the required scope of services listed in Chapter Two of the Sample Contract.

1.6 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	07/24/2025
Deadline for RFP Questions	07/30/2025 (3:00 PM)
Post Responses to RFP Questions	08/04/2025
Proposal Due Date	08/14/2025 (3:00 PM)
Interviews/Presentations	09/15-09/16/2025
Notice of Award (not earlier than)	09/22/2025

1.7 Inquiries

All inquiries concerning this RFP or any other aspects of this procurement must be submitted in writing to: DownstateRFPCoordinator@dasny.org during the Q&A period identified above. 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 RFP Questions date**. A final record of the questions and associated responses will be posted to DASNY's website, www.dasny.org on the Post Responses to RFP Questions date. Respondents responding to this RFP shall be solely responsible for checking the website throughout the RFP process for responses to questions, and no individualized notices shall be provided.

Section 2 – Project Information

2.1 Project Background

The existing elevators in the Newman Vertical Campus of Baruch College have been deemed unreliable. Frequent equipment failures limit or shut down the elevators in the high-rise building and will need to be assessed for refurbishment or replacement for increased safety and reliability, energy efficiency and be fully code compliant.

2.2 Project Scope of Work

Prior to upgrades, a full study and assessment of the existing elevators is needed to determine what repairs/replacements/modernization of the existing elevators are needed. The related equipment and structures are listed below:

- Top boards, motherboards and car station boards and controls.
- Machine room equipment -including HVAC unit(s).
- Elevators cabs, doors, feeder cables, light, fan, counterweight, roller guides, governor car frames and platforms
- Cab interiors

- Machinery and microprocessor controls
- Interface with Fire Alarm system related to code compliance
- Electrical work related to elevators and HVAC equipment.
- Hazardous materials analysis and remediation

2.3 Scope of Services

The scope of services to be provided for this project is included within Chapter Two of the attached Sample Contract.

2.4 Qualifications and Certification Requirements

- completed projects of similar size, dollar value, scope and complexity;
- successfully completed projects performed under the Project Labor Agreement (PLA);
- prior experience involving LEED certified projects preferred;
- project estimating capabilities;
- an established QA/QC Program;
- Demonstrated experience providing the services described in this RFP and the Sample Contract;
- Licensed Professional Engineer with current NYS Registration shall perform all services constituting the practice of engineering in New York State; and
- Licensed Architect with NYS Registration shall perform all services constituting the practice of architecture in New York State.

2.5 Project Construction Budget

The estimated construction budget for this project is \$25,000,000.00.

2.6 State Environmental Quality Review Act (If applicable)

DASNY's Office of Environmental Affairs ("OEA") would undertake compliance with the State Environmental Quality Review Act ("SEQRA") and conduct the State Environmental Quality Review ("SEQR") for the Proposed Project. DASNY's OEA would engage a term Environmental Consultant to aid in the completion of the SEQR process, as necessary. OEA (or its term consultant) would assist in the completion the requisite New York State Department of Environmental Conservation's ("NYSDEC") *Full Environmental Assessment Form – Part I ("EAF – Part I")* and any additionally required technical information (e.g., a traffic study), as determined necessary. The Design-Builder is anticipated to participate in the following SEQRA activities.

- a. Development of narratives, drawings, schematics, and plans in a format and size suitable for use by DASNY's OEA or Environmental Consultants.

Other coordination and interface with DASNY's Consultant or Technical Advisor as may be required at the direction of the DASNY OEA or other DASNY staff involved with the SEQRA process.

2.7 Project Permitting & Applicable Codes, Rules & Regulations

- a. The Construction Permitting Agency for this project (for purposes of the building permit) will be the New York City Department of Buildings.

- b. The project shall comply with all applicable codes, rules, and regulations. It is the Proposer's responsibility to ensure compliance. In addition to those codes, rules and regulations determined to be applicable, the Proposer shall also comply with the following: the latest NYC Building Code, and the latest Energy Code.

2.8 Project Management Software

Primavera P6™ (current version), or other similar software approved by DASNY, may be utilized as the scheduling tool and PMWeb Inc. 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). Firms responding to this RFP shall engage these systems for all project deliverables. Should any of the above-mentioned software systems be replaced during the term of this engagement, the Firm 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 name, title, telephone number, and email address of the individual within your firm who will be DASNY's primary contact throughout the life of the contract, should your firm be selected.
- c. The name, title, telephone number, and email address of the individual within your firm who is authorized to bind your firm contractually (if different from the individual identified in response to bullet b), should your firm be selected.
- d. The primary contact's name, title, telephone number, and email address for each subconsultant (if applicable) who will perform work under this contract.
- e. The identities of the primary staff proposed to provide services relating to this RFP.
- f. A statement to the effect that your firm is willing to perform all services identified in Section 2.1 above and will abide by the terms of the RFP, including all attachments.

- g. The cover letter must be signed by the individual (s) authorized to bind your firm contractually. DASNY reserves the right to reject a technical proposal that contains an unsigned cover letter. If the proposer is a joint venture, the proposal shall be signed by the joint venture. Anyone signing the proposal as an agent shall file with it, legal evidence of his or her authority to execute such proposal.

Tab 2. Firm and Proposed Team

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

- a. Provide a description of your firm's organization, team makeup including sub-consultants and the resumes of partners, principals, associates and other key staff proposed to provide services to DASNY outlining each firm's general qualifications and area of expertise. with vertical transportation.
- b. An organizational chart describing the organizational structure of the proposed team and their intended roles and responsibilities.
- c. Resumes of Proposers', subconsultants', and subcontractors' (if applicable) key personnel assigned to this engagement demonstrating each person's experience and ability to provide services to DASNY.
- d. A description of your firm's past experience working as a team with your proposed subconsultants and subcontractors.
- e. Provide license numbers or copies of registration certificates, as appropriate. Business entities proposing to provide Professional Engineering Services must possess a Certificate of Authorization to provide Engineering Services in New York State from the State Education Department. Include a copy of this certificate if proposing to provide engineering services.

Tab 3. Project Experience

Describe your firm and team's approach to providing the required services by providing the following:

- a. Provide a description of your firm's experience providing similar services including recent relevant project experience, to the public and private sector.
- b. Five (5) project examples, from within the past five (5) years, illustrating the team's experience providing services for a wide variety of similar project types and for a variety of project phases.

Project examples must include the following information:

- Official project name and address;
- Summary of the scope of services provided;
- Explanation of challenging, complex, or unique aspects of the projects in relation to the services provided;
- Identification of whether your firm served as the prime or sub on the project;

- Identification of team members involved and their role on the project;
 - Description of the relationship with the project team;
 - The timeframe in which your firm's work was performed;
 - Overall project monetary value;
 - Value of services provided by your firm, sub-consultant(s), and sub-contractor(s);
 - Name and contract information of owner; and
- c. Include the names, titles, and phone numbers of at least three (3) references excluding DASNY employees and a summary of the services provided.

Tab 4. Firm and Subconsultant Team Approach

Describe your firm and team's approach to providing the required services by providing the following:

- a. Provide 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.
- b. A description of your firm's approach to oversight, coordination, and compliance and how this approach contributes to a well-coordinated and quality work product and efficient administration of the project.
- c. A description of your firm's QA/QC program including established procedures and guidelines.
- d. Provide a description of how your firm will monitor the allotment and performance of work in order to achieve an efficient administration of the project.

Tab 5. M/WBE and SDVOB Utilization

This procurement is conducted in accordance with New York State Executive Law Article 15A and Article 3 of the New York State Veteran Services Law. 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 Respondent 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 completed Utilization Plan, included in this RFP as an attachment, listing all proposed ESD Certified M/WBE sub-consultants, sub-contractors, and suppliers, OGS Certified Service-Disabled

Veteran-Owned Businesses (SDVOB) sub-consultants, sub-contractors, and suppliers, and Non-M/WBE sub-consultants, sub-contractors, and suppliers you “may” use if selected for this contract. **No dollar amounts should be entered at this time.** With each project assignment, a new plan with dollar amounts will be required. The goals for this contract are 18% MBE, 12% WBE, and 6% SDVOB. The goals refer to the percentage of utilization of your M/WBE and SDVOB sub-consultants, sub-contractors, and suppliers.

Tab 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 completed Diversity Questionnaire included in this RFP as an attachment, which elicits information about the firm’s total work force, broken down by specific ethnic background and gender, and also a staffing plan of the anticipated work force to be utilized on this engagement with DASNY. This questionnaire elicits information about each responding firm to verify that its work environment and team makeup specific to this opportunity demonstrates a strong commitment to diversity.
- b. By responding to this RFP, each firm acknowledges that:
 - i. The Firm 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 Firm 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. The name, title, telephone number, and email address of the individual within your firm who will be DASNY's primary contact throughout the life of the contract, should your firm be selected.
- c. The name, title, telephone number, and email address of the individual within your firm who is authorized to bind your firm contractually (if different from the individual identified in response to bullet b), should your firm be selected.
- d. A statement to the effect that the price quoted is an irrevocable offer good for 120 days.
- e. The cover letter must be signed by the individual(s) authorized to bind your firm contractually. DASNY reserves the right to reject a cost proposal that contains an unsigned cover letter.

Tab 2. Overhead and Profit Multiplier

Provide documentation indicating your firm's Overhead and Profit Multiplier and that of your sub-consultants (if any) by using one of the following methods:

- a. Submit an approved DASNY Standard Cost Proposal Form (SCP) or a previously approved multiplier from another State Agency.
- b. Submit a request for a multiplier 2.5 or less on your firm's letterhead.
- c. Submit the attached DASNY Multiplier Form with a current financial statement for a multiplier greater than 2.5.
- d. Submit an approved FARs audited financial statement from your firm's most recent year-end.

Tab 3. Classifications and Rates

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

Tab 4. Insurance Requirements

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

Tab 5. Base & Total Cost

Provide estimated manpower requirements and costs associated with performing the identified Scope of Services, as per the Base & Total Cost Spreadsheet included as an attachment to this RFP. A final total should be included.

Section 5 – Content of Administrative Proposal

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

- a. Proposers shall submit a Vendor Responsibility Questionnaire (“VRQ”) in accordance with Section 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 or go directly to the VendRep System online at <https://portal.osc.state.ny.us>.
- b. A completed Omnibus Certification form included in this RFP as an attachment.
- c. Provide a completed W-9 Form, included in this RFP as an attachment. If the proposer is a joint venture, provide a W-9 in the name of the joint venture and provide a copy of the executed joint venture agreement.
- d. 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.
- e. Identify, in writing and with as much detail and specificity as possible, all questions, exceptions or objections, if any, that the Proposer may have to the Contract for DASNY’s review and consideration. Not all contract provisions are negotiable. Failure to submit such questions, exceptions, or objections prior to award of the Selected Proposer will constitute a waiver of those issues by the Proposer.
- f. The proposer must also provide written statements 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 the “Code of Business Ethics - Certification” attached).

Section 6 - Evaluation of Proposals

The selection process will begin with the review and evaluation of each of the written proposals. The purpose of this evaluation process is twofold: (1) to examine the responses for compliance with this RFP; (2) to identify the complying firms that have the highest probability of satisfactorily performing the scope of services. The evaluation

process will be conducted in a comprehensive and impartial manner. The evaluation will be conducted as set forth herein.

6.1 Preliminary Review

DASNY reserves the right to reject and return to the proposer all proposals received after the RFP due date and time. All proposals will be reviewed to determine if they contain all required submittals specified in Sections 3 and 4. Incomplete proposals may be rejected.

6.2 Evaluation

Proposals will undergo an evaluation process conducted by an Evaluation Committee selected by DASNY. The Evaluation Committee will evaluate the proposals based upon the criteria for selection set forth below. Firms will be selected to meet the anticipated business needs of DASNY, to further DASNY's mission to increase MWBE and SDVOB utilization and participation, and also provide opportunities to new firms that have not previously contracted with DASNY.

6.3 Criteria for Selection

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

The Evaluation Committee shall consider the following evaluation criteria prior to the interview phase as outlined in Section 6.4:

a. Firm and Subconsultant Team – (25%)

- Firm and subconsultant team's organizational structure is clearly illustrated and describes the intended roles and responsibilities
- Resumes of firm and subconsultants' key personnel demonstrate experience and ability to provide the requested services
- The proposed Firm and subconsultant team illustrates previous experience working together as a team on projects of similar size, scope and complexity

b. Project Experience – (20%)

- Description of Firm's experience providing similar services including recent relevant project experience to the public and private sector
- Project examples illustrate the team's experience providing services for projects of similar types and for a variety of project phases

c. Firm and Subconsultant Team Approach – (35%)

- Quality of Firm and subconsultant team's approach to providing the requested scope of services

- Firm and subconsultant team's approach to oversight, coordination, and compliance demonstrates the ability to provide a well-coordinated and quality work product
- Firm and subconsultant team's QA/QC program is detailed, thorough, and includes established procedures and guidelines
- Firm and subconsultant team provided a detailed and thorough approach for monitoring the allotment and performance of the work to ensure a streamlined and well-coordinated project

d. M/WBE and SDVOB Participation – (10%)

- Firm's Utilization Plan demonstrates their commitment to meeting the M/WBE and SDVOB goals assigned to this procurement

e. Firm Diversity – (10%)

- Firm's Diversity Questionnaire and current programs in diversity and inclusion demonstrates a history of hiring, training, developing, promoting and retaining minority and women staff, illustrating a strong commitment to diversity

6.4 Interviews

DASNY reserves the right to determine whether interviews will be conducted with some or all of the proposers. The purpose of the interview is to further document the proposer's ability to provide the required services and to impart to the Committee an understanding of how specific services will be furnished. The proposed lead principal, as well as all other key personnel proposed to provide the services must be present and participate in the interview. The interview is considered part of the evaluation process and will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the proposer in its written response to this RFP and any other information requested by the Committee prior to the interview.

6.5 Final Evaluation

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

6.6 Recommendation and Approval

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

Section 7 - Submission of Proposals

7.1 Submission of Proposals

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 with the subject line: “RFP# 7616-CUNY Baruch College NVM Elevator Upgrades-Request Access-“Enter your Firm’s Name here.”
 - a. An expression of interest does not qualify as a request for access. Please ensure that your firm explicitly requests access using the described procedure.
2. You will receive an email from the Designated Representative with a link to a Microsoft SharePoint site: “RFP# 7616-CUNY Baruch College NVM Elevator Upgrades.”
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 RFP# 7616-CUNY Baruch College NVM Elevator Upgrades “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 required documents in PDF Format. Please save each proposal as follows to the applicable subfolder:
 - a. Technical Proposal:
 - i. Save file as: RFP# 7616-CUNY Baruch College NVM Elevator Upgrades-Tech-“Enter your firm’s name here”
 - ii. Click “Upload” or drag and drop
 - b. Cost proposal:
 - i. Save file as: RFP# 7616-CUNY Baruch College NVM Elevator Upgrades-Cost-“Enter your firm’s name here”
 - ii. Click “Upload” or drag and drop
 - c. Administrative proposal:
 - i. Save file as: RFP# 7616-CUNY Baruch College NVM Elevator Upgrades-Admin-“Enter your firm’s name here”
 - ii. Click “Upload” or drag and drop

5. Once your documents are uploaded, DO NOT OPEN. The document submitted must be your final submission and cannot be modified.
 - a. If you open your 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.

The SharePoint Site RFP# 7616 CUNY Baruch College NVM Elevator Upgrades 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 should be addressed to the following individual:

Name: Rachel Scaccia, Contract Administrator
Email: DownstateRFPCoordinator@dasny.org

All questions must be submitted in writing to the Designated Representative by email, citing the particular proposal section and paragraph number. Proposers should note that all clarifications and exceptions, including those related to the terms and conditions of the contract are to be resolved prior to the submission of a proposal. A list of all substantive inquiries received with relevant responses will be posted on DASNY’s website, www.dasny.org.

2. A proposer may withdraw a proposal any time prior to the final due date and time by written notification, signed by an authorized agent, to the contact person identified in Section 8.1.1 above. The proposal may thereafter be resubmitted, but not after the final due date and time. Modifications offered in any other manner, oral or written, will not be considered.
3. If a proposer discovers an ambiguity, conflict, discrepancy, omission or other error in this RFP, the proposer should immediately notify the contact person identified in Section 8.1.1 above. Notice of such error or omission should be submitted prior to the final due date and time for submission of proposals. Modifications shall be made by addenda to this RFP. Such clarifications will be given by written notice to all parties who have received this RFP.
4. If a proposer fails, prior to the final due date and time for submission of proposals, to notify DASNY of a known error or an error that reasonably should have been known, the proposer shall assume the risk of proposing. If awarded the contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its late correction.
5. A proposer indicates its acceptance of the provisions and conditions enumerated in this RFP by submitting a proposal.

8.2 DASNY Requirements

1. By submitting a proposal, the proposer covenants that the proposer will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of lack of information.
2. DASNY shall not be liable for any cost incurred by the proposer in proposal preparation or in activities related to the review of this RFP or any interview costs.
3. Other than the contact person identified in Section 8.1.1 above, or their designee(s), prospective proposers shall not approach DASNY employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

8.3 DASNY Rights and Prerogatives

DASNY reserves the right to exercise the following prerogatives:

1. To accept or reject any or all proposals and amend, modify or withdraw this RFP.
2. To correct any arithmetic errors in the proposals.
3. To change the final due date and time for proposals.
4. To accept or reject any of the firm's employees or proposed sub-consultants assigned to provide services on this project and to require their replacement at any time. The proposer shall obtain the written approval of DASNY of changes to the technical proposal after it is submitted, including any changes with respect to sub-consultants. DASNY shall have the right to reject any proposed change to the proposer's technical proposal.
5. To waive or modify any irregularities in proposals received after prior notification to the proposer. This will in no way modify the RFP documents or excuse the proposer from full compliance with its requirements.
6. To consider modifications to proposals at any time before the award is made, if such action is in the best interest of DASNY.
7. To request a revised cost proposal from firms selected as finalists.
8. To accept a proposal for the engagement containing other than the lowest cost proposal.
9. To interview proposers prior to selection.
10. To reject any proposal containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the proposer.
11. To begin negotiations with the next most responsive proposer to this RFP should DASNY be unsuccessful in negotiating a contract with the selected proposer within a reasonable time frame.

12. To contract with more than one firm.

8.4 Contractual Requirements

1. Contract

- a. By submitting a proposal, the successful proposer agrees to reference the RFP as part of the resulting contract.
- b. DASNY may award a contract for any or all parts of a proposal and may negotiate contract terms and conditions to meet client program requirements consistent with the RFP.
- c. Award of a contract is subject to contract negotiation and approval of such contract by the appropriate DASNY authorities.

2. Modification of Contract

- a. Any modification to the original contract signed between the successful proposer and DASNY will require the mutual consent of the successful proposer and DASNY.
- b. Any contract or amendments thereto will be considered effective only after approval by the appropriate DASNY authorities.

3. Interpretation

The contract shall be construed and interpreted in accordance with the laws of New York State. New York State shall be the forum for disputes.

4. Public Announcements

Upon selection of the successful proposer and contract execution, public announcements or news releases pertaining to the contract shall not be made without prior written consent of DASNY.

Section 9 – Negotiation

After completion of the selection process, DASNY will commence finalization of the project scope and fee negotiations with the selected firm(s).

Section 10 – Notification

Upon completion of the selection process, DASNY will notify all firms of its decision. Notification will be sent to the primary contact only. Shortly after notification the selected firm(s) will be posted on DASNY's website.

Section 11 – Insurance

The successful proposer will be required to comply with the Insurance requirements located in Article 8 of the attached Sample Contract.

Section 12 – Vendor Integrity

As a public entity, DASNY may only contract with entities that are determined to be responsive and responsible and said entities are required to maintain responsibility throughout the term of the services being provided. Proposers shall submit a Vendor Responsibility Questionnaire (“VRQ”) which is designed to provide information to assess a proposed vendor’s responsibility to conduct business in New York State. All VRQs shall be reviewed in accordance with applicable law, policy, rules, regulations and guidelines, including without limitation Executive Order Nos. 125, 170.1 and 192.

DASNY requires vendors to file the VRQ online via the New York State VendRep System (the “System”). To enroll in and use the System, see the System Instructions at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. Proposers must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for System assistance, contact the Office of the State Comptroller’s (“OSC”) Help Desk at 866-370-4672 or 518- 408-4672 or by email at ciohelpdesk@osc.state.ny.us.

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>.