



DASNY
Dormitory Authority
of the State of New York



**Library Renovations at John Jay College
of Criminal Justice - Haaren Hall
Project #3795409999**

**Request for Proposal
RFP #7603**

Date: September 8, 2024

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- 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. MWBE and SDVOB Utilization Plan
- h. Diversity Questionnaire
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- j. VRQ Quick Reference Guide for Vendors

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 City University of New York (CUNY)

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

1.3 Introduction to John Jay College of Criminal Justice

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

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

1.4 DASNY’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 issues this Request for Proposal (RFP) in furtherance of the procurement commenced on January 27, 2025, via a Request for Qualifications ("RFQ"). Through this RFP, DASNY now seeks responsive submittals ("Proposals") from those firms shortlisted and initially deemed qualified to provide Architectural and Engineering Services for the renovation of the CUNY John Jay College of Criminal Justice Library located in Haaren Hall, called The Lloyd George Sealy Library (the "Project").

1.6 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	09/08/2025
Pre-Proposal Meeting/Site Visit*	09/25/2025
Deadline for RFP Questions	10/01/2025 (3:00 PM)
Post Responses to RFP Questions	10/07/2025
Proposal Due Date	10/09/2025 (3:00 PM)
Interviews/Presentations (no earlier than) **	11/06/2025
Notice of Award (no earlier than)	11/17/2025

*A **Pre-Proposal Meeting** will be held at John Jay College of Criminal Justice - Haaren Hall, 899 10th Ave, New York, NY 10019 Thursday September 25th, 2025 at **11:30 AM**. Attendance is strongly encouraged. Due to space

limitations, firms are requested to limit the number of attendees to two (2) attendees per firm. 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 Thursday, September 18th, 2025 by 12:00 pm. We will meet in the library classroom. To enter the campus, photo IDs will be required. Please note, there is no campus parking and little if any street parking. There are public parking garages nearby, but note the college is just inside the congestion pricing zone. The college is two blocks from 59th St/Columbus Circle subway stop.

The purpose of this meeting is to describe the project, goals and to answer any questions presented by the proposers. Representatives of DASNY and CUNY will be available to answer questions regarding this RFP. Immediately following the Pre-Proposal Meeting a tour of the site will be conducted.

****Interviews/Presentations will be held in-person on the above-referenced date at the DASNY New York City Office located at 28 Liberty Street, 55th 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 to downstaterfpcordinator@dasny.org during the Q&A period identified. Verbal and telephonic inquiries are prohibited. In order to provide DASNY sufficient time to reply, questions must be received no later than **3:00 PM on the Deadline for 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 – Engagement Information

2.1 Engagement Overview

DASNY is requesting proposal for Architectural and Engineering Services to develop a design, produce construction documents, and provide administrative services during bidding and construction for the renovation of the Lloyd George Sealy Library in Haaren Hall.

2.2 Project Background

A feasibility study (attached) was undertaken in 2017 which updated the existing library to provide collaborative learning spaces with access to technology and a variety of study spaces. Because the existing Library entrance is located behind the 10th Avenue Lobby escalators at the cellar level, the study relocated the library entrance to the New Building to provide a highly visible and accessible entrance. This study is to be the starting point for the Pre-design program confirmation phase. Revisions and updates to this study are anticipated.

2.3 Project Scope of Work

The project entails a complete programmatic and physical transformation of the existing 67,000 SF library. The redesign should allow for a variety of user study spaces, both collaborative and individual, and greater access to modern technology, as well as an increase in seating capacity. The collection currently occupies a very large portion of the floor area, and its storage should be reconceived to allow for more seating and programmatic flexibility. Additionally, the library entrance should be moved to a more highly visible location. This reconstruction requires a total gut renovation of both levels of the library and a complete fit-out with new mechanical, electrical and plumbing infrastructure. The college requires library functions to continue throughout the duration of the construction. Careful

consideration will be required while using a phased approach and incorporating swing space and facilitating an interim library during construction.

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

2.4 Scope of Services

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

2.5 Qualifications and Certification Requirements

- Must have experience within the last ten (10) years designing libraries of similar size, scope, schedule duration and complexity.
- Must have experience with design through construction in buildings that will remain occupied during construction.
- Must demonstrate experience providing the services described in this RFP and the Sample Contract.
- Must have experience in developing and maintaining schedules for projects similar in size, scope, and complexity.
- Must have the resources to fully staff the project with an experienced project team that can meet aggressive schedule milestones.
- Must have prior experience designing LEED certified projects.
- Must have experience designing for government institutions and higher education.
- Must demonstrate experience with respect to meeting goals for Minority and Women Owned Business (“M/WBE”) and Service-Disabled Veteran-Owned Business (“SDVOB”) participation.
- 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.

2.6 Project Construction Budget

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

2.7 State Environmental Quality Review Act

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.

2.8 Project Permitting & Applicable Codes, Rules & Regulations

- a. The Construction Permitting Agency for this project (for purposes of the building permit) will be DASNY/New York City Department of Buildings/Other.
- 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 NYS Building Code, the latest Energy Code, and NYS Green Building Construction Act.

2.9 Project Management Software

Project Management Software PMWeb®, will be utilized as the management tool 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. Technical proposals shall not exceed a length of sixty-five (65) pages and shall include those requirements listed in Tabs 1 – 6 below. Only the first sixty-five (65) pages of the technical proposal will be read and evaluated. The page limitation excludes resumes under Tab 2, which should be included at the end of the technical proposal.

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 the Respondent 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 the Respondent'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 particular emphasis on design services related to academic and collegiate libraries.
- b. An organizational chart describing the organizational structure of the proposed team and their intended roles and responsibilities as well as the lines of authority and communication.
- 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, including their roles and responsibilities, demonstrating each person's strengths and, ability to successfully complete the project.
- d. 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.
- e. Demonstrate your firm and staffing approach to the management of multiple projects of varying size, scope, and complexity simultaneously, while maintaining the appropriate per project level input of senior management and expert staff to ensure the successful implementation of this project.

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 the Respondent's experience providing similar services including recent relevant project experience, to the public and private sector.
- b. Provide a description of the projects team's specialized experience and capability in projects that involve major renovations to existing buildings, with particular emphasis on academic and collegiate libraries where swing space and construction phasing were required.
- c. Provide Four (4) project examples, from within the past 10 years, illustrating the team's experience in academic and collegiate libraries and common student spaces providing similar project types, including noise zoning, flexible spaces, as well as a variety of areas for solo or collaborative working spaces.
- d. Indicate relevant New York City and public sector project experience, for projects of similar size scope and complexity.
- e. The project team's specialized experience and capability in projects that involve sustainable design, high performance and/or low-energy solutions.

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
 - Identification of a project contact with knowledge of the services provided by your firm (if different than owner) excluding DASNY employees with their name, title, and phone number.
- f. 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/Team Approach

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

- a. Provide a detailed description of the Respondent'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, as well as approach to designing to today's standards and current practices related to academic and collegiate libraries.
- b. A description of the Respondent'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 the Respondent's QA/QC program including established procedures and guidelines.
- d. A description of how the Respondent's overall approach maximizes the team's value and performance by appropriately allocating work and fostering a highly collaborative and effective project team to achieve efficient administration of the project.
- e. A description of the Respondent's approach to maintaining the established budget through cost efficient design and other budget control measures.
- f. Scheduling measures the Respondent anticipates employing to ensure the project remains within the established schedule during design.

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 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 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 and 12% WBE. The goals refer to the percentage of utilization of your M/WBE sub-consultants, sub-contractors, and suppliers.
- b. A completed Use of Service-Disabled Veteran-Owned Businesses Plan, included in this RFP as an attachment listing all proposed sub-consultants, sub-contractors, 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). 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 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 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 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.
- c. 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 a request for a multiplier 2.5 or less on your firm's letterhead.
- b. Submit the attached DASNY Multiplier Form with a current financial statement for a multiplier greater than 2.5.
- c. 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. In addition to the Base & Total Cost Spreadsheet, provide a summarized breakdown by phase and subconsultant.

Section 5 – Content of Administrative Proposal

The following is a list of required information that must be provided by the proposer **as separate, individual electronic files**. 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.

DASNY shall consider the following evaluation criteria:

- a. **Firm and Proposed Team (25%).** Organizational aspects of the firm and resumes of firm's key personnel demonstrating their experience and the ability to provide the requested services.
- b. **Project Experience (25%).** The Proposer's previous experience providing services of similar scope and complexity to the services required by DASNY as described in this RFP.
- c. **Firm/Team Approach (30%).** The Proposer's experience providing services of similar scope and complexity to the work required by DASNY as described in this RFP.
- d. **M/WBE and SDVOB Utilization (10%).** Prime firm's Utilization Plan demonstrates their commitment to meeting the MBE, WBE and SDVOB goals assigned to this procurement.
- e. **Firm Diversity (10%).** DASNY shall consider the Proposer's response to the Diversity and EEO questionnaire.

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 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 with the subject line: “RFP – CUNY JJC HH Library Renovation - Request Access-Firm Name.”
 - 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.
 - b. Please request access at a minimum of 48 hours in advance and ensure access to the site works correctly.
2. You will receive an email from the Designated Representative with a link to a Microsoft SharePoint site: “RFP – CUNY John Jay College of Criminal Justice Haaren Hall Library Renovation.”
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 SharePoint Site “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. Three documents will need to be uploaded and include:
 - a. Technical Proposal
 - b. Cost proposal
 - c. Administrative Proposal, and

All documents must be saved in PDF format and labeled as directed below:

- a. Technical Proposal:
 - i. Save file as: CUNY JJC HH Library Renovation -Tech-firm name
 - ii. Click “Upload” or drag and drop
- b. Cost proposal:

- i. Save file as: CUNY JJC HH Library Renovation - Cost-firm name
 - ii. Click "Upload" or drag and drop
 - c. Administrative Documentation:
 - i. Save file as: CUNY JJC HH Library Renovation – Admin - Enter your Firm's Name -VRQ
 - ii. Click "Upload" or drag and drop
 - iii. Save file as: CUNY JJC HH Library Renovation – Admin - Enter your Firm's Name – Omnibus
 - iv. Click "Upload" or drag and drop
 - v. Save file as: CUNY JJC HH Library Renovation – Admin - Enter your Firm's Name - W9
 - vi. Click "Upload" or drag and drop
 - vii. Save file as: CUNY JJC HH Library Renovation – Admin - Enter your Firm's Name – DOS
 - viii. Click "Upload" or drag and drop
 - ix. Save file as: CUNY JJC HH Library Renovation – Admin - Enter your Firm's Name – Statement
 - x. 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 RFP – CUNY JJC HH Library Renovation site will close at 3:00 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:

Sara Miner
Designated Representative
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 anytime 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 – 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 10 – Negotiation

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

Section 11 – Insurance

The successful proposer will be required to comply with the Insurance requirements located in Chapter 3, 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.

For additional guidelines on the VRQ process, please refer to Attachment M – "VRQ Quick Reference Guide for Vendors".

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.