



Environmental Consulting Services

Request for Proposal RFP #7617

Date: October 23, 2025

<u>Section Number</u>	<u>Page No.</u>
Section 1 - General Information:	4
Section 2 – Engagement Requirements:	6
Section 3 - Content of Technical Proposal:	8
Section 4 – Content of Cost Proposal:	13
Section 5 – Content of Administrative Proposal:	14
Section 6 – Evaluation of Proposals:	15
Section 7 – Submission of Proposals:	16
Section 8 – Important Information Affecting Proposers:	18
Section 9 – Notification:	21
Section 10 – Negotiation:	21
Section 11 – Insurance:	21
Section 12 – Vendor Integrity:	21
Section 13 – Freedom of Information Law and Public Disclosure	22
Attachments:	
a. Sample Contract	
b. Sample Work Authorization	
c. Omnibus Certification	
d. W-9 Form	
e. Classification and Rate Form	
f. DASNY Multiplier Form	

- g. Analytical Form
- h. Sample Insurance Certificate & Requirements
- i. MWBE and SDVOB Utilization Plan
- j. Diversity Questionnaire
- k. DASNY Regional Map

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 DASNY 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. Promote and 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 the strategies and measures necessary to mitigate such risks in all Qualifying Design and Construction Projects.
2. 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,

3. 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,
4. 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
5. 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.
6. Document the projected annual electric savings (kWh), fossil fuel savings (MMBtu), GHG emissions reduction (MTeCO₂), and annual cost avoidance result from project implementation in PMWeb to measure progress and inform future policy revisions.

1.3 Purpose

DASNY seeks proposals from firms to provide statewide Environmental Consulting Services. The objective of this procurement is to establish term contracts with consultants to provide required services for multiple assignments, with a wide range of clients and facilities, for projects that vary in size, scope, and complexity.

1.4 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	10/23/25
*Deadline for RFP Questions	10/30/25 (3:00 PM)
Post Responses to RFP Questions	11/6/25
Proposal Due Date	11/14/25 (3:00 PM)
Notice of Award (not earlier than)	1/2/26

*RFP questions are to be emailed to DownstateRFPcoordinator@dasny.org. Proposers are to request access to the SharePoint site in advance to enter questions. Instructions for accessing the SharePoint site are included in Section 7 – Submission of Proposals. Responses to questions will be entered into the Q&A Tracker on the SharePoint site during the Q&A period for review by proposing firms. A final record of the questions and associated responses will be posted to the DASNY website on the Post Responses to RFP Questions date listed above.

1.5 Inquiries

All inquiries concerning this RFP or any other aspects of this procurement must be submitted through email to DownstateRFPcoordinator@dasny.org during the Q&A period identified. Verbal and telephonic inquiries are prohibited. To provide DASNY sufficient time to reply, questions must be received no later than 3:00 pm on the Deadline for Questions date. Responses to questions will be periodically posted to DASNY's website during the Q&A period. 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. Proposers 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 Requirements:

2.1 Contract Overview

The services to be performed under this Contract include but are not limited to full-service environmental consulting services. Specific services that may be authorized by Work Authorizations under this Contract include but are not limited to:

- Hazardous materials inspections/assessments;
- Investigation;
- Survey work;
- Environmental sampling;
- Laboratory services;
- Waste tracking;
- Environmental permitting;
- Hazardous materials management (including contaminated soils);
- Stormwater design, pollution, pollution prevention plan (SWPPP development and inspection);
- Remedial investigation and design;
- Environmental studies and reports;
- Training plans and execution of environmental and safety training;
- Feasibility studies and reports;
- Environmental compliance audits;
- Outdoor and indoor air quality investigations and reports;
- Landfill investigation and closure design;
- Health and safety design plan (HASP) development and implementation;
- Scheduling and construction administration services and LEED facility evaluation;
- Planning and certification assistance.

2.2 Scope of Services

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

2.3 Project Engagements

Contracted firms may be engaged on projects based on their area of expertise, project location, and firm's past performance, among other things. The type and complexity of the services will vary for each work assignment. Typically, DASNY's clients will identify a project and DASNY and the client will work together to select a firm from the available listing of firms.

As included in the Sample Contract, clients may include, but are not limited to:

- State University of New York (SUNY)
- City University of New York (CUNY)
- NYC Health and Hospital Corporation (HHC)
- NYC Housing Authority (NYCHA)
- NYS Department of Health (DOH)
- NYS Office of Addiction Services and Supports (OASAS)
- NYS Office of Court Administration (OCA)
- NYC Unified Court System (UCS)
- NYS Office for People With Developmental Disabilities (OPWDD)
- NYS Office of Mental Health (OMH)
- Department of City-Wide Administration Services (DCAS)

The current construction value of each assigned project shall not exceed \$25 million or where no construction value has been identified, the fee shall not exceed \$1 million for a study. DASNY reserves the right to modify these thresholds.

Upon reviewing the list of available firms, DASNY may solicit project specific proposals. After DASNY, the client, and the selected firm concur on the scope, schedule, and fee of the services to be provided, a project specific Work Authorization will be issued to the firm to provide the services as agreed upon. A Sample Work Authorization is attached to this RFP for reference.

Firms are not required to provide services statewide to be selected. Services will be requested and contracted on an as needed basis and the type and value of each assignment will vary. Selection does not guarantee work or that future assignments will be awarded. DASNY reserves the right to terminate the empaneled list early.

2.4 Term of Engagement

The term of the contract shall be four (4) years with an automatic two (2) year extension provided neither party gives written notice of non-renewal. Services extending beyond the contract expiration date are expected to continue to move forward until completion as long as services were authorized under an original work authorization prior to contract expiration.

2.5 Minimum Qualifications

- Valid Federal and state asbestos and environmental Licenses/Certifications for the firm and personnel, as well as subconsultant firms and their personnel, as

well as proof of valid NYS asbestos, EPA Lead, OSHA HAZWOPER, RCRA, DOT and other pertinent training.

- Certificate of Authorization for firm and design subconsultant firms to provide Professional Engineering Design Services in New York State from the State Education Department.
- NYS licensed Architects/Engineers for firm and design subconsultant firms, that are currently registered in NYS for providing design services.

2.6 Preferred Qualifications

- Proposers should have demonstrated experience in providing comprehensive environmental consulting and management services as set forth in the attached Chapter 2.
- Proposers should have professional staff that is experienced in the disciplines associated with environmental investigations, design, monitoring, sampling, auditing, and construction administration services and shall include:
 - a. A minimum of three (3) years' experience for Project Managers coordinating asbestos/environmental survey, investigation, abatement/remediation, and reporting phases.
 - b. A minimum of three (3) years' experience for Designers providing asbestos/environmental designs.
 - c. A minimum of two (2) years' experience for firm personnel providing Project Monitoring/Oversight during construction activities.
- Proposers shall utilize Laboratories with a minimum of two (2) years' experience providing environmental analytical services.

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 or subcontractor (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. A statement that the Proposer understands selection does not guarantee that any services will be requested from your firm.
- h. 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. An overview of your firm's organization and team makeup including key sub-consultants and subcontractors (if applicable) and the resumes of partners, principals, associates, and other key staff proposed to provide services to DASNY.
- b. An organizational chart describing the organizational structure of the proposed firm and subconsultant team members and their intended roles and responsibilities.
- c. Resumes of firm and sub-consultants' key personnel assigned to the project demonstrating each person's experience and ability to provide the requested services.
- d. A description of your firm and subconsultant team's previous experience working together as a team on projects of similar size, scope and complexity.

Tab 3. Project Experience

Demonstrate your firm and proposed team's project experience by providing the following:

- a. Provide a description of your firm's experience providing environmental consulting services including recent relevant project experience, to the public and private sector.

- b. Five (5) project examples, from within the past 10 years, illustrating the team's experience providing environmental consulting services for a wide variety of 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 subconsultant on the project;
 - Identification of team members involved and their role on the project;
 - 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.
- c. A minimum of three (3) additional references excluding DASNY employees with their name, title, and phone number.

Tab 4. Firm and Proposed Team Approach

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

- a. A detailed description of your firm's approach to providing the requested scope of services.
- b. A description of how your firm'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.
- c. A description of your firm's process for coordinating the project team including sub-consultants and sub-contractors (if applicable) and engaging with the client to facilitate an integrated process and meet program expectations throughout the life of the project.

- d. A detailed list of names and locations of each laboratory to be utilized for asbestos and environmental analytical services. Provide confirmation that each laboratory has at least two (2) years' experience in providing these services and are currently accredited by the New York State Department of Health – Environmental Laboratory Approval Program (ELAP) specifically for the analytical services being used. Please provide a narrative of each laboratory's experience providing similar services with an emphasis on experience with DASNY and/or similar clients.

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 description of how your firm approaches M/WBE and SDVOB utilization by providing a detailed narrative on how your firm utilizes M/WBE and SDVOB firms and any programs your firm has implemented to promote the use of M/WBE and SDVOB firms.
- b. A completed Utilization Plan, included in this RFP as an attachment, listing all proposed ESD Certified 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, and 6% SDVOB. The goals refer to the percentage of utilization of your M/WBE sub-consultants, sub-contractors, and suppliers.
- c. A completed Use of Service-Disabled Veteran-Owned Businesses Plan, included in this RFP as an attachment listing all proposed 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 \(ny.gov\)](https://www.ny.gov/office-of-general-services). **No dollar amounts should be entered at this time.** With each project assignment, a new plan with dollar amounts will be required. The SDVOB goal for this contract is 6%. The goal refers to the percentage of utilization of your SDVOB sub-consultants, sub-contractors, and suppliers.

Tab 6. Firm Diversity

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. This questionnaire elicits information about each responding firm to verify that its work environment demonstrates a strong commitment to diversity.
- c. By responding to this RFP, each firm acknowledges that:
 - The Firm will submit their equal employment opportunity policy statement to DASNY.
 - The Firm will not discriminate against any employee or applicant for employment because of race, creed, color, sex, religion, national origin, military status, sexual orientation, 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.
 - 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, sex, religion, national origin, military status, sexual orientation, age, disability, genetic disposition or carrier status, domestic violence victim status, or marital status.

DASNY is committed to diversity and equal employment opportunities among its contractors and consultants. This procurement is conducted in accordance with Article 15-A and 17-B of the Executive Laws. It is the policy of DASNY to maximize opportunities for the participation of MWBE/SDVOBs as bidders, subcontractors, subconsultants, and suppliers on projects.

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.

- The Firm will submit to DASNY, a completed Diversity Questionnaire provided by DASNY, which includes information on 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 the engagement with DASNY. The Firm should also include information on its current programs in diversity/inclusion.

Tab 7. Licenses and Certificates

Provide license numbers or copies of registration certificates for federal and state asbestos and environmental licenses for the firm and personnel. Provide proof of valid NYS asbestos, EPA Lead, OSHA HAZWOPER, RCRA, DOT and other pertinent training, as appropriate.

Section 4 - Content of Cost Proposal:

4.1 Information to be Provided by Proposers

The following is a list of required information that must be provided by the proposer. Provide your response in the same order in which it is requested using numbered side tabs that correspond with each of the numbered tabs below. Your cost proposal must contain sufficient information to assure DASNY of its accuracy.

Tab 1. Cover Letter

Include a cover letter with the following items:

- a. The name, title, telephone number, and email address of the individual within your firm who will be DASNY's primary contact concerning this RFP.
- b. A statement to the effect that the price quoted is an irrevocable offer good for 120 days.
- c. The cover letter must be signed by the individual(s) authorized to bind your firm contractually. Indicate the title or position that the signer holds within your firm. DASNY reserves the right to reject a cost proposal that contains an unsigned cover letter.

Tab 2. 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 Classification & Rate Form to support the unloaded salaries and rates of your employees under this contract.

Tab 4. Analytical Testing and Equipment Rates

Complete the attached Analytical Form to support the unloaded rates of applicable tests and equipment under this contract.

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. Firms shall submit a Vendor Responsibility Questionnaire (“VRQ”) in accordance with Section 9 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 Firm 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. Provide a one-page profile of your firm. The firm profile should summarize the following: core competencies, number of employees, firm’s office locations, and staff by office and discipline. The purpose of this vendor profile is to provide DASNY staff a clear and concise document to review the background of the firm.
- e. Provide a statement indicating your firm is able to obtain the required insurances as listed in the attached Sample Insurance Certificate & Requirements.
- f. Identify any questions, comments, and objections to the Scope of Services outlined in Appendix A, and contract language of the attached Sample Contract, for DASNY’s review and consideration.

The firm must also provide written statements regarding the following:

- a. The firm 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.
- b. 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.
- c. Disclose any potential conflicts of interest refer to Exhibit A, “Code of Business Ethics - Certification” included in the attached DASNY Omnibus Certification.

Section 6 - Evaluation of Proposals:

The selection process will begin with the review and evaluation of each of the written proposals. The purpose of this evaluation process is twofold: (1) to examine the responses for compliance with this RFP; (2) to identify the complying firms that have the highest probability of satisfactorily performing the scope of services. The evaluation process will be conducted in a comprehensive and impartial manner. The evaluation will be conducted as set forth herein.

6.1 Preliminary Review

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

6.2 Evaluation

Proposals will undergo an evaluation process conducted by a Committee selected by DASNY. The Committee will evaluate the proposals based upon the criteria for selection set forth below. 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

The criteria for selection shall be the qualifications required by Section 3 and Section 4. Each Proposal will be evaluated for competency, completeness and responsiveness based on the Proposer's expertise, technical qualifications, and responsibility, and the other evaluation criteria established by this RFP, including the ability to meet or exceed the criteria set forth below. The Proposal that is in the overall best interests of DASNY and their Clients and/or the public, as determined by DASNY in its sole and absolute discretion, will be selected and recommended for contract execution.

The firm must meet the following criteria:

- a. **Firm and Proposed Team (25%).** Proposed staff and subconsultants' experience, resumes, and overall technical qualifications is clearly defined and demonstrates experience working together in providing the requested scope of services. Firm's organizational chart identifies key personnel and sub-consultant team members assigned to this procurement and their intended roles and responsibilities and demonstrates each person's experience and ability to provide the requested scope of services.
- b. **Project Experience (30%).** Firm demonstrates sufficient experience providing environmental consulting services to the public and private sector. Firm's five project examples demonstrate sufficient experience providing environmental consulting services for a wide variety of project types and for a variety of project phases. Firm's three references demonstrate the firm's experience providing environmental consulting services.

- c. **Firm and Proposed Team Approach (25%).** Firm and subconsultant team's approach to providing the requested scope of services is clearly defined. Firm provided a detailed and thorough approach for coordination with subconsultants and engaging clients to build a highly collaborative and effective project team to achieve effective administration of the project. Proposed list and narrative of each laboratory for asbestos and environmental analytical services clearly shows at least two years of experience in providing these services and is currently accredited by the New York State Department of Health – Environmental Laboratory Approval Program (ELAP).
- d. **M/WBE and SDVOB Utilization (10%).** Firm's approach, including any programs implemented at the firm, to MWBE and SDVOB utilization demonstrates their commitment to meeting the MBE, WBE and SDVOB goals assigned to this procurement. Firm's completed Utilization Plan and completed Use of Service-Disabled Veteran-Owned Businesses Plan demonstrates their commitment to meeting the M/WBE and SDVOB goals assigned to this procurement.
- e. **Firm Diversity (10%).** Firm's submission of their equal opportunity policy and current programs in diversity and inclusion demonstrates hiring, training, developing, promoting and retaining minority and women staff, illustrating a strong commitment to diversity. Firm's Diversity Questionnaire and current programs in diversity and inclusion demonstrates 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 necessary. The purpose of the interview is to further document the proposer's ability to provide the required services and to impart to the Committee an understanding of how specific services will be furnished. The proposed lead principal, as well as all other key personnel proposed to provide the services must be present and participate in the interview. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the proposer in its written response to this RFP and any other information requested by the Committee prior to the interview.

Section 7 - Submission of Proposals:

DASNY will be accepting electronic proposals only. Proposals will be accepted electronically until 3:00 pm on the due date. Follow the directions below to upload your proposal electronically. Any technical issues or questions should be directed to the Designated Representative for the procurement via email prior to the due date of the RFP. **It is strongly encouraged to request access to the site at least 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 7617-Environmental Consulting Services-Request Access-Firm Name."

- a. Provide the name and email address of any additional contacts (if any) from your firm that may require access to submit the RFP responses through the SharePoint site.
 - b. Please request access at a minimum of 24 hours in advance and ensure access to the site works correctly.
 - c. Please note that 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 DownstateRFPcoordinator@dasny.org with a link to a Microsoft SharePoint site: Environmental Consulting Services RFP 7617.
 - a. Please confirm receipt of this email and ability to access the SharePoint site.
3. Click on the link.
 - a. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the Environmental Consulting Services RFP 7617 “Documents” page.
 - b. 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 the following documents to the folder titled “Proposal Submissions”:
 - a. Technical Proposal
 - b. Cost Proposal
 - c. Administrative Proposal (provided as five (6) separate files)
 - i. Vendor Responsibility Certification
 - ii. Omnibus Certification
 - iii. W-9 Form
 - iv. Firm Profile
 - v. Insurance Statement
 - vi. Questions/Comments to the Scope of Services

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

- a. Technical Proposal:
 - i. Save file as: Technical Proposal-firm name
 - ii. Click “Upload” or drag and drop
- b. Cost Proposal:
 - i. Save file as: Cost Proposal-firm name
 - ii. Click “Upload” or drag and drop
- c. Administrative Proposal (provided as five (6) separate files):
 - i. Save first file as: VRQ-firm name
 - ii. Click “Upload” or drag and drop

- iii. Save second file as: Omnibus-firm name
 - iv. Click “Upload” or drag and drop
 - v. Save third file as: W-9-firm name
 - vi. Click “Upload” or drag and drop
 - vii. Save fourth file as Firm Profile
 - viii. Click “Upload” or drag and drop
 - ix. Save fifth file as Insurance Statement
 - x. Click “Upload” or drag and drop
 - xi. Save sixth file as Contract Objections
 - xii. 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 the file as “modified”.
 - b. The submitted document will remain private and will not be visible to the other proposers throughout the procurement process.
6. The Environmental Consulting Services RFP 7617 SharePoint site will close at 3:01 PM on the date listed in Section 1.4. Any questions or issues on submitting must be addressed to the Designated Representative for the RFP before that time using the email address in Bullet 1. Please provide enough time to upload all required files.

Section 8 - Important Information Affecting Proposers:

8.1 Proposal Requirements

1. All inquiries regarding this RFP should be addressed to the following Designated Representative:

Madeline Miller

Email: DownstateRFPcoordinator@dasny.org

Proposers should note that all clarifications are to be resolved prior to the submission of a proposal. A list of all inquiries received with relevant responses will be posted on DASNY’s website, www.dasny.org. Proposers 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.

All questions must be submitted by entering into the Q&A Tracker located on the Environmental Consulting Services RFP 7617 SharePoint site. 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 7.1 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 7.1 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 7.1 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 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>.**