



**Manhattan Psychiatric Center-New
Patient Services Building-Bridging
Consultant
Project #386680**

**Request for Proposal
RFP #7620**

Date: October 3, 2025

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Attachments:

- a. Sample Contract
- b. Omnibus Certification
- c. W-9 Form
- d. Classification and Rate Form
- e. DASNY Multiplier Form
- f. Sample Insurance Certificate & Requirements
- g. MWBE and SDVOB Utilization Plan
- h. Diversity Questionnaire
- i. VRQ Quick Reference Guide for Vendors
- j. Base & Total Cost Spreadsheet
- k. OMH Manhattan PC 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 Introduction to New York State Office of Mental Health (OMH)

The Office of Mental Health (“OMH”) oversees a large multi-faceted mental health system, which includes 23 State-operated psychiatric hospitals and certification of more than 6,500 programs operated by local governments and nonprofit agencies. OMH’s mission is to promote the mental health of all New Yorkers, with a particular focus on providing hope and recovery for adults with serious mental illness and children with serious emotional disturbances.

1.3 Introduction to Wards Island Campus

OMH operates two psychiatric hospitals on Wards Island in Manhattan, the Manhattan Psychiatric Center (MPC) and Kirby Forensic Psychiatric Center (KFPC). MPC provides comprehensive care and treatment for adults with mental illness and KFPC is a maximum security forensic psychiatric center where most patients come through the courts under Criminal Procedure Law.

OMH’s Wards Island campus provides roughly 400 inpatient mental health beds across the MPC and KFPC programs. Currently, OMH’s inpatient beds are consolidated into the Dunlap Building, which is roughly 560,000 GSF and was recently renovated to the State’s standard of care for behavioral health. OMH also operates roughly 150 outpatient residential beds on Wards Island. These services are provided in a separate building adjacent to the Harlem River.

The main Dunlap building is a prominent NYC high-rise. Dunlap is currently flanked by two large older buildings to the north (Meyer) and the south (Kirby). These older buildings were constructed in the 1950s and 1960s and have a combined 800,000 GSF. Both buildings no longer serve the OMH program and are surplus to the State’s needs. The Kirby building is vacant and fully decommissioned. Although the Kirby building is not the subject of this RFP, it is relevant for its adjacency to the Dunlap building and other OMH operations. The Meyer building is currently undergoing a major abatement and demolition, and the Meyer building’s existing footprint is the intended site for this RFP. OMH anticipates the Meyer building to be fully demolished in two years with the site brought down to grade and foundations removed. Within the OMH Wards Island site, there are also smaller buildings dedicated to support functions such as the power plant, OMH kitchen, work control and a building occupied by the State Police. The power plant is connected to other buildings by a series of tunnels and Dunlap is connected to the site of the proposed building by a existing tunnel.

Wards Island is at the confluence of the East and Harlem Rivers and Long Island Sound aka Hell’s Gate. Wards Island was conjoined with Randalls Island by landfill in the early 1960s and is considered part of Manhattan. In terms of access to the island, vehicle access is solely by the Triborough/ RFK Bridge which is part of I-278 aka Major Deegan to the north and Brooklyn-Queens Expressways to the east and south. The bridge has exit ramps to Randalls Island and an access road to Wards Island. The bridge provides immediate access to Manhattan, The Bronx, Queens and LaGuardia Airport. OMH maintains a large parking area within the fenced campus. The Triborough Bridge and Tunnel Authority aka Metropolitan Transportation Authority Bridges and Tunnels (TBTA) maintains administrative and maintenance functions on the island. Additionally, the NYC MTA provides bus service to the island, the M35, and there is also a pedestrian lift bridge to Manhattan at the south end of Wards Island.

Wards Island hosts other social services facilities such as Odyssey House which provides programs for the treatment of substance abuse and HELP USA which provides homeless services. As with the OMH facilities, Odyssey House and HELP USA are located on property owned by NYC but leased to NYS under a long-term ground lease agreement.

The NYC Department of Environmental Protection (DEP) operates a water treatment facility along the east shore of the island. Additionally, nearby are the NYC Fire Department training facilities located near the DEP facilities. Another agency that provides services on the island is the NYC Department of Parks and Recreation (NYCDPR) which operates both passive recreation and fields for organized sports on the island. NYC DPR owns most of both islands, excluding the portion leased by OMH. Icahn Stadium is also located on the island and provides 5,000 seats for sports and entertainment events and is owned by NYC DPR and operated by a private entity. While much of Wards Island is in a flood zone, the OMH facilities are not; however, the access road connecting the MPC facility to the Bridge is in the flood zone.

Two bridges run to the east of MPC within several hundred feet. The RFK Bridge is owned by the TBTA. The Hell Gate Bridge is owned by Amtrak and provides no access to the island. Both are designed to be 135’ above high tide.

1.4 Purpose

DASNY seeks proposals from qualified Architects and Engineers to provide professional services to develop comprehensive bridging documents for an upcoming design-build contract to construct a new 100 to 200 bed psychiatric hospital for adults on Wards Island, NY.

1.5 Key Events and Dates

<u>Event</u>	<u>Date</u>	
Issuance of RFP	10/3/2025	
Pre-Proposal Meeting/Site Visit*	10/17/2025	(11:30 AM)
Deadline for RFP Questions	10/21/2025	(3:00 PM)
Post Responses to RFP Questions	10/24/2025	
Proposal Due Date	10/31/2025	(3:00 PM)
Interviews/Presentations (no earlier than)**	12/17/2025	
Notice of Award (no earlier than)	1/13/2025	

*A **Pre-Proposal Meeting** will be held at Manhattan Psychiatric Center on Wards Island, 102 Rivers Edge Rd, New York, NY 10035 Friday, October 17th, 2025, at **11:30 AM**. Attendance is strongly encouraged. If your firm wishes to attend, please provide the Designated Representative listed in Section 7.1 below with the names and email addresses of all attendees no later than Friday, October 10th, 2025, by 12:00 pm. We will meet outside at the secured fence/gate entrance as outlined on the map attached. Timely arrival is critical to clear Building Security and to be escorted to the meeting location.

The purpose of this meeting is to describe the project, goals and to answer any questions presented by the proposers. Representatives of DASNY and NYS OMH 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.**

1.6 Inquiries

All inquiries concerning this RFP or any other aspects of this procurement must be submitted in writing to: DownstateRFPcoordinator@dasny.org during the Q&A period identified. 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 seeking qualified Architectural and Engineering Firms to provide design, planning, and engineering services for the development of bridging documents associated with the development of a new 100-bed psychiatric hospital and support facilities at the Manhattan Psychiatric Center. DASNY is also seeking a secondary option for a 200-bed hospital. The services will include but not limited to; programming, site analysis and planning, code and regulatory reviews, conceptual design, performance specifications, bridging documents, and order of magnitude cost estimate.

2.2 Project Background

Currently, OMH has one major active patient building on the Wards Island site, the Dunlap Building, along with numerous other smaller active buildings. The site also has several buildings that are vacant, including the Meyer Building to the north of Dunlap. Meyer is 16 stories and roughly 420,000 GSF. OMH is in the process of demolishing the Meyer building through a separate contract held through the NYS Office of General Services (OGS). Over the next two years, Meyer will be demolished, and the site will be cleared down to grade. All foundations and building components will be removed and a full site remediation will take place.

2.3 Project Scope of Work

The subject RFP will construct a new 100-bed facility on the general footprint of the demolished Meyer building to take advantage of the resulting open area at the north end of the campus. Additionally, since the new building will increase the inpatient bed capacity on Wards Island from roughly 400 existing beds to approximately 500 beds, OMH requests a thorough evaluation of current support services on the campus. This must include an assessment of the existing food services, pharmacy, storehouse, power plant operation and work control. OMH would prefer to support the new 100-bed facility from those existing functions; however, a spatial assessment must be completed to understand capacity limits. Additionally, as part of the planning portion of this project, OMH may consider increasing the size of the new facility from 100 beds to 200 beds. The subject RFP should be prepared to evaluate and recommend options based on a larger facility. Construction of the new hospital will be procured through a separate design-build process. The design-build procurement is anticipated to begin early 2027 and beneficial occupancy late 2031. The existing Dunlap facility will remain operational throughout the construction period of the new building. This engagement starts with the programming of the hospital and continues through occupancy.

2.4 Scope of Services

The Architectural and Engineering firm shall provide design, planning, and engineering services for the development of bridging documents associated with the development of a new 100-bed psychiatric hospital and support facilities at the Manhattan Psychiatric Center, with a secondary option for a 200-bed psychiatric hospital. The services will include but not be limited to; programming, site analysis and planning, code and regulatory reviews, conceptual design, performance specifications, bridging documents, and order of magnitude cost estimate. The design team will also be provided copies of recent studies completed by the NYS OGS related to underground utility infrastructure on the project site, as well as underground water, sanitary and stormwater assessments. The design team must complete any additional needed assessments, including but not limited to:

- Geotechnical borings and sampling
- Topographic survey
- Utilities mark outs
- Hazardous materials
- Zoning, easements, regulatory constraints
- Site layout related to site security, circulation and parking

The bridging documents shall be developed in the following sequence:

1. Programming and Feasibility Study
2. Conceptual Design
3. Bridging Documents

1. Programming and Feasibility Study:

a. Feasibility Study for Existing Services:

The new 100 or 200-bed civil psychiatric facility will be co-located on a campus with an existing OMH facility. In the program phase, the consultant must thoroughly evaluate all major support

functions in the existing facility and identify whether sufficient capacity exists (or could be created in the existing space) to support the new facility. The consultant is to provide documentation that fully evaluates options for OMH to consider. For example, the existing facility has a large commercial kitchen. The consultant must evaluate whether the existing kitchen has capacity to serve the new facility (in both the 100-bed and 200 bed scenarios), and whether the existing kitchen could be expanded in its current location to avoid constructing a new kitchen in the new building. All support functions should be evaluated in the same fashion, with the goal of leveraging support services in the existing buildings where possible. OMH would prefer to reconfigure space in the existing building, expanding support services through separate construction projects, rather than duplicating all services in the new building. Services that should be evaluated include but are not to the following:

- Safety and Security
- Nutrition Services
- Housekeeping
- Work Control and Facilities Maintenance
- Administrative Offices
- Pharmacy
- Traffic flow patterns onto, and through the site
- Parking
- Site Plan, including new building footprint

As part of the study of existing services, consideration should be given to insuring both the continuing operations of the Dunlap Building and the initiation of the operation of the new building. There is currently an existing building on the site where this new facility will be generally located. OMH has an active Office of General Services (OGS) project to demolish that building. The current substantial completion date of demolition is 10/2/2027.

b. Programming Services:

Review all OMH's ongoing design and construction projects currently underway and/or planned at Wards Island. The consultant team must review these projects to gain familiarity with the buildings and upcoming construction work to avoid conflicts with the new facility. This is also important as the consultant reviews opportunities to expand existing support services outlined in section 1a above.

- Develop a building program to accommodate 100-beds based on client's needs as determined during programming meetings (in person as required) with the option of increasing bed count to 200-beds. The programming must incorporate all NYS OMH regulatory standards, such as:
 - NYCRR Title 14

- NFPA 101, 2012
 - 2018 FGI Guidelines
 - NYSOMH Adult Design Standards
 - NYSOMH Space Standards
 - NYSOMH Patient Safety Standards
 - NYS OMH Security Standards
- Complete the building program to the extent necessary to fully define space requirements, required adjacencies and proximities needed to fully develop the new facility.
 - Conduct existing conditions, underground utilities, hazmat, and geotechnical surveys and all other investigations to fully understand all existing site conditions. It should be noted, OMH has already completed several recent studies on existing site conditions, including electrical. Existing OMH studies must be leveraged to the extent possible.
 - Include a project development timeline.

2. Conceptual Design:

The firm is to develop conceptual options for the 100-Bed scheme with a secondary option for a 200-Bed scheme. During the conceptual design phase, the firm must:

- a. Identify and document all regulatory and approval processes and measures required for the project.
- b. Review and evaluate existing site to coordinate development of infrastructure including sewer, water, gas, power, storm drainage, and communication systems.
- c. Analyze and develop criteria for building systems including plumbing, electrical, mechanical, architectural, fire protection, security, communications, conveying, and structural systems relative to performance and cost. Highlight any sustainability measures, including cost implications.
- d. Determine availability of site utilities in b. above to meet the needs of c. above.
- e. Develop and prepare conceptual design options inclusive of site plans, floor plans, illustrating room functions with rough dimensions, cross sections, exterior elevations, and the type of construction proposed.

- f. Prepare a construction costs estimate and a construction timeline with key milestone dates including delivery of design and construction documents. Major project components, including building systems, shall be defined with their related budget estimates.
- g. Meet with designated DASNY/OMH personnel (in person as required) to review design and project estimates. Make corrections and changes as requested. Submit copies of the concept design options, and cost estimates (refer to deliverables section), electronically to DASNY and OMH for review and approval.

3. Bridging Documents:

The bridging documents shall be developed to sufficiently convey design intent and feasibility. These documents must clearly define OMH's project regulations and requirements to ensure compliance by the design-build team. Deliverables shall include (refer to deliverables section) – up to a schematic level design floor plan, elevations, amassing diagrams, site plan and sections, final cost estimates, specifications, site and code analysis and more. The bridging documents shall include performance requirements for all major building systems, including plumbing, HVAC, electrical, BMS, fire protection, security, communications, food service and vertical transportation and other work required to complete the project. Specifications must be consistent with the level of detail typically found in a schematic submission, and following CSI/UCI 16 Division Format, including work sequence schedule in Division 1, General Requirements. The bridging documents shall provide:

- a. Performance criteria and distribution systems for building envelope, electrical and mechanical system components.
- b. Performance criteria and distribution systems for security systems including locking devices, cameras, interface with BMS systems, interface with existing OMH systems in other Wards Island buildings and other systems as required.
- c. Detailed cost estimate reflecting the scope and up to a schematic design and preliminary specifications. It shall include:
 - Breakdown by major building systems and trades (e.g., architectural, structural, MEP, site work, BMS, vertical transportation, finishes, specialty systems)
 - Soft costs and allowances for contingencies, and escalation
 - Summary of assumptions and exclusions
 - Alignment with the proposed bed count and programmatic requirements

The cost estimate must be suitable for use by DASNY and OMH in evaluating design-build proposals and validating budget compliance.

- d. The bridging consultant will work with OMH and OMH's representative to define specific goals and objectives as it pertains to Sustainability such as maximizing energy efficiency and the use of renewable energy measures. The bridging consultant will also highlight any cost differences associated with sustainability measures.
- e. Submit copies of the bridging documents electronically to DASNY/OMH for review and approval.

4. Design-Builder Procurement:

- a. Attend a pre-proposal meeting scheduled by the DASNY/OMH.
- b. Assist with responding to bid questions and preparing addendum's; if necessary, to clarify intent of the bridging documents to bidders.
- c. Assist the DASNY/OMH in evaluating bids and determining lowest responsible bidder.
- d. Prepare meeting minutes.
- e. Attend all meetings with DASNY/OMH as requested (in person, as required).
- f. Attend individual meetings with the perspective Design-Build contractor.
- g. Provide clarifications on intent of bridging documents to owner as requested (in person, as required).
- h. Assist the owner with the development for the request for proposal.
- i. It should be noted, the successful qualified architectural firm and its principal subconsultants for this engagement will not be eligible to participate on the Design-Build team.

5. Construction Phase Services:

- a. Attend meetings if requested (in person, as required).
- b. Respond to questions raised by the owner.
- c. Provide an interpretation on intent of the bridging documents including but not limited to, design-build contractor compliance with bridging documents.

- d. Perform any site visits as requested.

2.5 Deliverables:

Program and Feasibility Study:

1. Program Narrative for:
 - a. 100-Bed Capacity
 - b. 200-Bed Capacity
2. Room Data sheets
3. Adjacency diagrams
4. Functional relationships and circulation workflow
5. Regulatory and Code Analysis
6. Programming meeting (in person as required)
7. Progress meetings (in person as required)
8. Items for further study
9. Site Analysis:
 - a. Geotechnical Survey
 - b. Topographic survey
 - c. Utilities mark outs
 - d. Hazardous materials survey
 - e. Environmental (noise, flood, views, etc.)
 - f. Zoning, easements, regulatory constraints analysis
 - g. Site layout related to circulation and parking analysis
10. Presentation to DASNY/OMH

Conceptual Design:

Firm to develop conceptual designs for the 100-Bed scheme and 200-Bed scheme option, deliverables for both options to include:

1. Concept narrative
2. Concept floor plans, elevations, massing diagrams, site plan and sections
3. Typical Room Layout for Key Rooms
4. FF&E placement and support requirements
5. Safety and accessibility features
6. OMH safety guideline considerations (i.e. anti-ligature)
7. Items in 2. To be shown in context with other MPC buildings and OMH site plan
8. Performance specifications
9. Site analysis reports:
 - a. Geotechnical
 - b. Topographic

- c. Utilities mark outs
- d. Hazardous materials
- e. Environmental (noise, flood, views, etc.)
- f. Zoning, easements, regulatory constraints
- g. Site layout related to circulation and parking
10. Conceptual Cost Estimating for 100-Bed scheme and 200-Bed scheme.
11. Progress meetings (in person as required)
12. Presentation to DASNY/OMH
13. Code analysis of concept plans for compliance with NYS Building Code

Bridging Documents:

The bridging documents shall be developed to a level to sufficiently convey design intent and feasibility, up to a schematic design level, based on the final scheme selected by OMH and DASNY. The deliverables shall include:

1. Up to a schematic level design floor plan, elevations, amassing diagrams, site plan and sections
2. Typical Room Layout for Key Rooms
3. FF&E placement and support requirements
4. OMH safety guideline considerations (i.e. ligature)
5. Compliance with Americans with Disabilities Act (ADA)
6. Schematic level performance specifications
7. Site analysis reports
8. Cost estimate
9. Progress meetings (in person as required)
10. Value Engineering Suggestions
11. Project Schedule for D/B design and construction developed in cooperation with DASNY's construction manager
12. Presentation to DASNY/NYS OMH and other parties as determined by NYS OMH

2.6 Qualifications and Certification Requirements

Below are the preferred qualifications and experience as well as licensure requirements for this engagement:

- Experience in preparing bridging documents for design-build projects.
- Experience on projects for OMH or similar psychiatric/behavioral health facilities.
- Experience with design/build projects for health care or psychiatric/behavioral health care facilities.
- Familiarity with NYS Building Code, and OMH guidelines and standards requirements such as:
 - NYCRR Title 14
 - NFPA 101, 2012
 - 2018 FGI Guidelines
- Experience working with multiple NYS and NYC agencies, including DASNY, and OMH.
- Experienced sub-consultant(s) with a proven track record providing design services for health care or behavioral health care facilities.

- Experienced specialty sub-consultant(s), with a proven track record providing design services for health care or behavioral health care facilities.
- Experience with comparable facilities and/or agencies with similar regulatory requirements within New York State.
- Licensed Architect(s) with current NYS Registration; and Licensed Professional Engineer and/or Engineering Sub-consultant(s) with current NYS Registrations.
- Experience and documentation for established QA/QC and Value Engineering processes for bridging document development.

2.7 Project and Construction Budget

The estimated project budget for this project is \$160,000,000.00 for a 100-bed in-patient facility. Construction and project budgets will be developed as the project progresses. If the 200-bed facility is selected, the construction and project budgets would be increased accordingly.

2.8 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.
5. Clearly document the financial impact of meeting DASNY's sustainability and resiliency goals for this project. Compare the financial impact of adhering to these requirements to traditional general design/construction costs for a project without these requirements. The purpose of this analysis is to quantify the total "cost" of adhering to the State's Climate Change Mitigation requirements.

2.9 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 or short 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 bridging consultant 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.

2.10 Project Permitting & Applicable Codes, Rules & Regulations

- a. The Construction Permitting Agency for this project (for purposes of the building permit) will be DASNY and NYC DEP agency for sewage and water supply only.
- b. The project shall comply with all applicable codes, rules, and regulations. It is the Proposer's responsibility to ensure design 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. If required, the bridging consultant will assist DASNY in reviewing any changes in bridging documents required for the design builder to obtain permits.

2.11 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 fifty (50) pages and shall include those requirements listed in Tabs 1 – 6 below. Only the first fifty (50) 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 your firm is willing to perform all services identified in Section 2.1 above and will abide by the terms of the RFP, including all attachments.
- g. The cover letter must be signed by the individual(s) authorized to bind your firm contractually. DASNY reserves the right to reject a technical proposal that contains an unsigned cover letter. If the proposer is a joint venture, the proposal shall be signed by the joint venture. Anyone signing the proposal as an agent shall file with it, legal evidence of his or her authority to execute such proposal.

Tab 2. Firm and Proposed Team

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

- a. Provide a comprehensive statement outlining the Respondent's qualifications to perform the requested services, including a detailed explanation of the Respondent's unique capabilities, distinctive strengths, and competitive advantages that distinguish them from other potential providers.

- b. 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 experience in bridging design documents, design-build projects, and psychiatric/behavioral health care projects
- c. An organizational chart describing the organizational structure of the proposed team and their intended roles and responsibilities, including a breakdown of individual anticipated time allocated to the project.
- d. Resumes of Proposers', subconsultants', and subcontractors' (if applicable) key personnel with experience in bridging design documents, design-build projects, and psychiatric/behavioral health care projects.
- e. Provide license numbers or copies of registration certificates, as appropriate. Business entities proposing to provide Professional Engineering Services must possess a Certificate of Authorization to provide Engineering Services in New York State from the State Education Department. Include a copy of this certificate if proposing to provide engineering services.

Tab 3. Project Experience

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

- a. Provide a description of the Respondent's experience in bridging design documents, design-build projects, and psychiatric/behavioral health care projects or similar.

Three (3) project examples, from within the past 10 years, illustrating the team's experience providing services for psychiatric/behavioral health care projects, developing bridging design documents, and working on design-build projects.

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 bridging consultant, design/builder consultant, 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.
- b. 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.
- 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 for bridging document development.
- d. Provide a description of how the Respondent will monitor the allotment and performance of work in order to achieve an efficient administration of the project.

Tab 5. M/WBE and SDVOB Utilization

This procurement is conducted in accordance with New York State Executive Law Article 15A and Article 3 of the New York State Veteran Services Law. It is the policy of DASNY to maximize opportunities for the participation of MWBE/SDVOBs as bidders, subcontractors, subconsultants, and suppliers on projects.

DASNY is committed to diversity and equal employment opportunities among its contractors, consultants and vendors. It is the policy of DASNY to maximize opportunities for the participation of Minority-Owned, Women-Owned (M/WBE), and Service-Disabled Veteran-Owned Businesses (SDVOB) firms as bidders, subcontractors and suppliers on projects. The selected Respondent shall use good faith effort to provide for meaningful participation by M/WBE and SDVOB firms in the work where feasible.

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

- a. A completed Utilization Plan, included in this RFP as an attachment, listing all proposed ESD Certified M/WBE sub-consultants, sub-contractors, and suppliers 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.

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

- 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 approach to 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 and Cost 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-Manhattan PC-New Patient Services Building-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-Manhattan PC-New Patient Services Building."
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: Manhattan PC-New Patient Services Building-Tech-firm name
- ii. Click “Upload” or drag and drop

b. Cost proposal:

- i. Save file as: Manhattan PC-New Patient Services Building-Cost-firm name
- ii. Click “Upload” or drag and drop

c. Administrative Documentation:

- i. Save file as: Manhattan PC-New Patient Services Building – Admin - Enter your Firm’s Name -VRQ
- ii. Click “Upload” or drag and drop
- iii. Save file as: Manhattan PC-New Patient Services Building – Admin - Enter your Firm’s Name – Omnibus
- iv. Click “Upload” or drag and drop
- v. Save file as: Manhattan PC-New Patient Services Building – Admin - Enter your Firm’s Name - W9
- vi. Click “Upload” or drag and drop
- vii. Save file as: Manhattan PC-New Patient Services Building – Admin - Enter your Firm’s Name – DOS
- viii. Click “Upload” or drag and drop
- ix. Save file as: Manhattan PC-New Patient Services Building – 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-Manhattan PC-New Patient Services Building 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:

Name: Sara Miner, Procurement Administrator
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 Article 10 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 I – “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.

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>.