



DASNY
Dormitory Authority
of the State of New York

Materials Testing and Special Inspections Services

Request for Proposal RFP #7633

Date: May 27, 2026

<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:	12
Section 5 – Content of Administrative Proposal:	13
Section 6 – Evaluation of Proposals:	14
Section 7 – Submission of Proposals:	17
Section 8 – Important Information Affecting Proposers:	19
Section 9 – Negotiation:.....	21
Section 10 – Notification:	22
Section 11 – Insurance:.....	22
Section 12 – Vendor Integrity:.....	22
Section 13 – Freedom of Information Law and Public Disclosure.....	22
Section 14 – New York State Department of Labor Contractor Registry	23
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. Sample Insurance Certificate & Requirements
- h. Personnel and Laboratory Compliance Statement
- i. Sample Personnel Qualification Summary Table
- j. Diversity Questionnaire
- k. DASNY Regional Map

Section 1 - General Information:

1.1 Introduction to DASNY

The Dormitory Authority of the 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, including:

- a. Applicable regulatory and legal requirements
 - b. Relevant codes and standards
 - c. GHG emissions reductions
 - d. Energy efficiency
 - e. Water conservation
 - f. Indoor environmental quality
 - g. Waste management
 - h. Transportation
 - i. Sustainable operations
 - j. Renewable energy
 - k. Climate Resilience
 - l. Third-Party certification
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 OPR document for ongoing inclusion in project discussions, including those discussions determining budget and scheduling.
 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 BOD document.
 6. Document the projected annual electric savings (kWh), fossil fuel savings (MMBtu), GHG emissions reduction (MTeCO₂), and annual cost avoidance resulting from project implementation in PMWeb to measure progress and inform future policy revisions.

1.3 Purpose

DASNY seeks proposals from qualified firms to provide materials testing and special inspection services for various projects throughout New York State. 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	05/27/2026
*Deadline for RFP Questions	06/03/2026 (3:00 PM)
Post Responses to RFP Questions	06/10/2026
Proposal Due Date	06/24/2026 (3:00 PM)
Notice of Award (not earlier than)	08/13/2026

1.5 Inquiries

All inquiries concerning this RFP or any other aspects of this procurement must be submitted through email to UpstateRFPCoordinator@dasny.org during the Q&A period identified. Verbal and telephone inquiries are prohibited. In order to provide DASNY sufficient time to reply, questions must be received no later than 3:00pm on the Deadline for RFP Questions date as indicated above. A final record of the questions and associated responses will be posted to DASNY's website, www.dasny.org on the deadline date for Responses to RFP Questions as indicated above. Consultants 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 the provision of Materials Testing and Special Inspections. Specific services that may be authorized by Work Authorizations under this Contract include but are not limited to special inspection items as defined in Chapter 17 of the applicable Building Code and Quality Assurance inspections as requested by the project owner.

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.

The services cover a broad range of materials testing and special inspection services, all of which may not be applicable to all firms. Prospective consultants should submit as either full-service firms where they have the ability and qualified personnel to provide all items considered subject to special inspection as identified in Chapter 17 of the applicable Building Code, or as specialty firms where the prospective consultant identifies a limited scope of services based on their abilities and qualified personnel (eg. Structural Steel Non-Destructive Testing, Building Envelope Inspection and Testing). The Consultant may subcontract services to other qualified firms to cover scope items for which they are not otherwise qualified. The Consultant and their subconsultant(s), if any, must have demonstrated experience in each of the areas they are proposing to do work and employ registered architects, licensed engineers and individually certified inspectors and technicians experienced in the disciplines covered by the scope of services.

The selected consultants will be authorized to proceed with each work assignment based on a project specific Work Authorization. Depending on the nature of the work assignment, some portions of the Consultant's required services may be modified to more accurately reflect the level of service required.

2.3 Project Engagements

Contracted firms may be engaged on projects based on their area of expertise, project location, and firm's past performance. 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, these clients 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)
- NYS Office of Mental Health (OMH)
- Office for People with Developmental Disabilities (OPWDD)
- New York State Unified Court System (UCS)

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.

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 Qualifications and Certification Requirements

The Consultant must have experience in providing materials testing and special inspection services in accordance with applicable codes, rules and reference standards related to buildings and facilities construction, which shall include:

- Field and laboratory testing services
- Certifications, accreditations, and licenses (as applicable)
- Specific experience and expertise of individual staff:
 - Professional Licensure
 - College education from accredited institution, or equivalent; and

- Certifications held from ICC, AWS, ACI, PCI, ASNT, and other nationally recognized certifying agencies

Specific certification and license requirements for laboratories and personnel providing services under the term contract include, but are not limited to:

- Professional Engineers (PE) must be licensed in the State of New York
- Registered Architects (RA) must be licensed in the State of New York
- Inspectors and technicians must hold the certification type issued by the appropriate agency for the type of work they will perform.

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 engineering services.

2.6 Project Management Software

PMWeb™ (current version), or other similar software approved by DASNY, may be utilized as the scheduling tool and PMWeb Inc. will be utilized as the management 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.

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 indicating if you are proposing as a full service firm or as a specialty firm and that your firm is willing to perform all services identified in Section 2.2 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. Using the DASNY Regional Map (attachment), indicate the region(s) your firm is proposing services within, including office locations. Firms are not required to provide services statewide to be selected:
 - a. Downstate – Regions 1-3,
 - b. Upstate – Regions 4-8,
 - c. Western – Regions 9-10, and/or
 - d. Statewide – Regions 1-10.
- i. 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. General Qualifications

Provide the following information related to your firm's qualifications and:

- a. Education, certifications, licensure, and a listing of staff experience showing compliance with the qualification requirements of the relevant Building Codes, Rules of the City of New York (NYC projects) and Chapter 2 of the attached contract (as appropriate).
- b. Personnel qualification summary table showing the number of employees holding certifications, licenses, or other qualifications relevant to the scope of services. A sample table is provided as an attachment, but any format providing similar information will be accepted.

- c. Copy of all laboratory accreditations or licenses held by firms proposing to perform (laboratory) testing services and a listing of all standards to which the laboratory is accredited or licensed.
- d. Accreditations held by the firm from nationally recognized accreditation agencies accrediting to ASTM E329-07 or ISO 17020-98 international standard (if applicable).
- e. Other certifications, registrations, accreditations, or licenses held by the firm and related to the scope of services. Provide license numbers or copies of registration certificates, as appropriate.
- f. The class and specific categories of registration held or being pursued with the New York City Department of Buildings (if applicable).

Tab 3. Firm and Proposed Team

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

- a. An overview of the Proposer'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 team and their intended roles and responsibilities.
- c. Identification of past working experience of team, including sub-consultants and sub-contractors (if applicable).

Tab 4. Project Experience

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

- a. Provide a description of the Proposer's experience providing similar services including recent relevant project experience, to the public and private sector.
- b. Five (5) project examples, from within the past 10 years, illustrating the team's experience providing 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 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.
- c. A minimum of three (3) additional references excluding DASNY employees with their name, title, and phone number.

Tab 5. Firm/Team Approach

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

- a. A detailed description of the Proposer’s approach to providing the requested scope of services.
- b. A description of the Proposer’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 the Proposer’s process for coordinating team including sub-consultants and sub-contractors (if applicable) and engaging with the client to facilitate an integrated design process and meet program expectations throughout the life of the project.
- d. Quality Assurance/Control Program: Provide a detailed description of how your firm implements quality assurance/control. Provide samples/examples of your quality control program inclusive of applicable documentation. Also, include a copy of your firm’s Quality Control Program “Table of Contents”.
- e. Provide copies of typical inspection and test reports utilized by the firm in the execution of its services, including daily report forms, non-conformance reports and logs.

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. 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.

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. If submitting an approved Standard Cost Proposal Form a Classification & Rate Form is not required.

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

1. General Qualifications (12%)

- a. The Proposer's listing of staff experience showing compliance with the qualification requirements of the relevant Building Codes, Rules of the City of New York (NYC projects) and Chapter 2 of the attached contract (as appropriate) demonstrate the ability to provide the requested scope of services.
- b. The Proposer's personnel qualification summary table showing the number of employees holding certifications, licenses, or other qualifications relevant to the scope of services is clearly defined.
- c. The Proposer provided a copy of all laboratory accreditations or licenses performing (laboratory) testing services and a listing of all standards to which the laboratory is accredited or licensed.

2. Firm and Proposed Team (18%)

- a. The Proposer's, including sub-consultants, organization and team makeup demonstrate the ability to provide the requested scope of services.
- b. The Proposer's 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, is clearly defined.
- c. The Proposer's past working experience, including sub-consultants/sub-contractors (if applicable) exhibit the necessary qualifications and experience to provide the requested scope of services.

3. *Project Experience (30%)*

- a. The Proposer's experience providing similar services, including recent relevant project experience, to the public and private sector demonstrate the ability to provide the requested scope of services.
- b. The Proposer's five project examples, from within the past 10 years, illustrate the team's experience providing relevant services for a wide variety of project types and for a variety of project phases.
- c. The Proposer provided three (3) references excluding DASNY employees and a summary of the services provided.

4. *Firm/Team Approach (20%)*

- a. The Proposer's overall approach demonstrates a sufficient understanding of the proposed scope of work.
- b. How the Proposer'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 is clearly defined.
- c. The Proposer'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 is clearly defined.
- d. The Proposer's QA/QC program, including established procedures and guidelines, illustrates ability to provide the requested scope of services.

5. *Sample Inspection and Test Reports (10%)*

- a. The Proposer's copies of typical inspection and test reports utilized by the Firm in the execution of its services, including daily report forms, non-conformance reports and logs are clearly defined and relevant to the requested scope of services.

6. *Firm Diversity (10%)*

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

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:

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 UpstateRFPcoordinator@dasny.org with the subject line: "RFP 7633-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 UpstateRFPcoordinator@dasny.org with a link to a Microsoft SharePoint site: "[Materials Testing and Special Inspections Services RFP [7633]]."
 - 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 [Materials Testing and Special Inspections Services RFP [7633] “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 six (6) separate files)
 - i. Vendor Responsibility Certification (VRQ)
 - ii. Omnibus Certification
 - iii. W-9 Form
 - iv. NYS DOS Registration
 - v. Written Statements and Potential Conflicts
 - vi. Firm Profile
 - vii. Insurance Statement
 - viii. 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 six (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 NYS DOS Registration-firm name
 - viii. Click “Upload” or drag and drop
 - ix. Save fifth file as Firm Profile-firm name
 - x. Click “Upload” or drag and drop
 - xi. Save sixth file as Insurance Statement-firm name

- xii. Click “Upload” or drag and drop
 - xiii. Save seventh file as Contract Objections-firm name
 - xiv. 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 Materials Testing and Special Inspections Services RFP [7633] SharePoint site will close at **3:01 PM on the proposal due date**. Any questions or issues on submitting must be addressed to the Designated Representative for the project before that time using the email 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:

Matthew Hunt – Assistant Procurement Administrator
Email: UpstateRFPcoordinator@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. 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.

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 7.1.1 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 7.1.1 above. Notice of such error or omission should be submitted prior to the final due date and time for submission of proposals. Modifications shall be made by addenda to this RFP. Such clarifications will be given by written notice to all parties who have received this RFP.

4. If a proposer fails, prior to the final due date and time for submission of proposals, to notify DASNY of a known error or an error that reasonably should have been known, the proposer shall assume the risk of proposing. If awarded the contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its late correction.
5. A proposer indicates its acceptance of the provisions and conditions enumerated in this RFP by submitting a proposal.

8.2 DASNY Requirements

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

8.3 DASNY Rights and Prerogatives

DASNY reserves the right to exercise the following prerogatives:

1. To accept or reject any or all proposals and amend, modify or withdraw this RFP.
2. To correct any arithmetic errors in the proposals.
3. To change the final due date and time for proposals.
4. To accept or reject any of the firm's employees or proposed sub-consultants assigned to provide services on this project and to require their replacement at any time. The proposer shall obtain the written approval of DASNY of changes to the technical proposal after it is submitted, including any changes with respect to sub-consultants. DASNY shall have the right to reject any proposed change to the proposer's technical proposal.
5. To waive or modify any irregularities in proposals received after prior notification to the proposer. This will in no way modify the RFP documents or excuse the proposer from full compliance with its requirements.
6. To consider modifications to proposals at any time before the award is made, if such action is in the best interest of DASNY.
7. To request a revised cost proposal from firms selected as finalists.

8. To accept a proposal for the engagement containing other than the lowest cost proposal.
9. To interview proposers prior to selection.
10. To reject any proposal containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the proposer.
11. To begin negotiations with the next most responsive proposer to this RFP should DASNY be unsuccessful in negotiating a contract with the selected proposer within a reasonable time frame.
12. To contract with more than one firm.

8.4 Contractual Requirements

1. Contract

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

2. Modification of Contract

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

3. Interpretation

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

4. Public Announcements

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

Section 9 – Negotiation:

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

Section 10 – Notification:

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

Section 11 – Insurance

The successful proposer will be required to comply with the Insurance requirements located in Chapter 3, Article 8 of the attached Sample Contract.

Section 12 – Vendor Integrity

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

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

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>.**