



# **Staten Island Family Courthouse Consolidation**

## **Design-Build Services**

### **Request for Qualifications RFQ#7630**

May 21, 2026

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## **Section 1 - General Information:**

### **1.1 Introduction to DASNY**

The Dormitory Authority State of New York (“DASNY” or “Owner”) 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, 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 Mayor's Office of Criminal Justice (MOCJ)**

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor on all matters relating to the maintenance and improvement of a fair and equitable justice system. Recognizing that public safety cannot be achieved by law enforcement alone, MOCJ brings together community and institutional stakeholders to address the systemic issues that undermine the safety and stability of our neighborhoods. MOCJ works to move our city forward by providing better resources and expanding access to support and services needed to improve public safety for all New Yorkers.

### **1.3 Introduction to Staten Island Family Court**

The Staten Island Family Court building was constructed around 1930 and was designated as a New York City landmark in 2001. The original building is approximately 12,000 Gross Square Feet (GSF). The existing Family Court operations are primarily located at a historic landmark courthouse at 100 Richmond Terrace in a building that is deficient in its size, safety, and operations. The building has three floors, two above-grade with an occupied basement. Current Family Court operations are split between 100 Richmond Terrace, 18 Richmond Terrace, and additional hearing rooms and support space located at 25 Hyatt Street. The main building faces three streets: Richmond Terrace, Hamilton Avenue, and Stuyvesant Place.

### **1.4 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 Respondent may 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, and in the project's Basis of Design (BOD) document.
6. Document the projected annual electric savings (kWh), fossil fuel savings (MMBtu), GHG emissions reductions (MTeCO<sub>2</sub>), and annual cost avoidance results from project implementation in PMWeb to measure progress and inform future policy revisions.

## **1.5 Purpose**

DASNY issues this Request for Qualifications (RFQ) seeking a responsive Statement of Qualifications ("SOQ") from qualified Design-Build entities or teams ("Design-Build Team" or "Team") capable of providing all Work (as

defined herein) necessary to provide Design-Build services for the Staten Island Family Courthouse Consolidation project located at the Staten Island Family Courthouse. (the "Project").

Following receipt of the submitted SOQs, an established Evaluation Committee will then identify a shortlist of Design-Build Teams that will continue with the development process for the Project. The shortlisted Teams will be provided with a future Request for Proposal ("RFP") that will include the Bridging Documents for the overall Project on which to fully develop a response to the subsequently-issued RFP. It is the intent of the Evaluation Committee to shortlist the top three (3) scoring firms to receive the RFP, but the Evaluation Committee reserves the right to shortlist more or less than three (3) firms.

### Project Background

This project is to consolidate the Staten Island Family Court program and create a "Reconfigured Family Court" by constructing an 8-story new addition at 10 Hamilton Ave., a full renovation of the existing historic Court building at 100 Richmond, and a full renovation of the adjacent unoccupied building at 55 Stuyvesant, including the forecourt and courtyard spaces. The entire Campus will encompass approximately 169,000 GSF.

DASNY, on behalf of Mayor's Office of Criminal Justice (MOCJ), the New York State Office of Court Administration (OCA), and the Department of Citywide Administrative Services (DCAS) has retained Mitchell Giurgola Architects LLP to provide programming, architectural and engineering services and has prepared Bridging Documents in connection with the Design-Build procurement which will be utilized as the project delivery method. Mitchell Giurgola Architects will serve in an advisory role throughout the life of the Project.

The Basic programmatic components of the project can be found in the Bridging Documents that will be included within the RFP phase.

### Project Goals

The consolidation of the courts will improve access to justice and services for the public, provide a more efficient court system, improve safety for all courthouse occupants, bring existing court facilities up to modern standards, and reinforce the dignity and role of the court in the community. The following guiding principles will assist in achieving the project objectives:

1. Improve Courts consolidation, efficiency, and public service delivery
2. Provide 3 separate zones of public, private, and secure circulation
3. Provide clear public access and wayfinding
4. Provide adequate Lobby, Public Queuing and Security Screening
5. Holistic renovation strategy including building infrastructure
6. Provide sufficient secure holding courtroom access
7. Meet current life safety and building code requirements
8. Respect landmark designation of existing historic courthouses

### Construction Budget

The total construction budget for this Project is estimated to be Two Hundred Sixty-Seven Million (\$267,000,000) Dollars. Further refinement of this budget with respect to the actual funds available for the design-build portion of the Project will be provided with the future RFP to all Teams that are selected to be shortlisted.

Project Timeline

Final Bridging Documents	December, 2025
Issuance of RFP*	July, 2026
Design-Build Team Selection	December, 2026
Design Phase Start	December, 2026
Construction Completion	December, 2030

\*The RFP will not be issued to the shortlisted firms until this project receives ULURP approval. It is anticipated that ULURP approval will be received in July.

Stipend Payment Agreement

The Design-Build Teams responding to the future RFP will be expected to develop a design plan sufficient to address site, budgetary, and schedule parameters provided for in the future RFP. A stipend in the amount of Fifty Thousand Dollars (\$50,000.00) will be paid to those shortlisted responsive Respondents who are unsuccessful in obtaining contract award.

**1.6 Key Events and Dates**

Responses to the RFQ are due in accordance with the schedule provided below. This schedule is firm unless DASNY changes the dates in an Addendum in writing that will be posted to DASNY's website at [www.dasny.org](http://www.dasny.org). Respondents are solely responsible for obtaining all such changes to the submission schedule or other supplemental instructions and any interpretations and supplemental instructions that may have been issued, as well as acknowledging receipt of any interpretations and supplemental instructions that are issued.

<u>Event</u>	<u>Date</u>
Issuance of RFQ	05/21/2026
Deadline for RFQ Questions	06/02/2026 (3:00 p.m.)
Post Responses to RFQ Questions	06/09/2026
SOQ Due Date	06/16/2026 (3:00 p.m.)
Selection of Shortlisted Teams (not earlier than)	07/24/2026
RFP issued to Shortlisted Teams (anticipated)	07/24/2026
RFP Proposals Due (anticipated)	09/24/2026

**1.7 Inquiries**

All inquiries concerning this RFQ or any other aspects of this procurement must be submitted in writing to [downstaterfpcoordinator@dasny.org](mailto: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 RFQ Questions date. A final record of the questions and associated responses will be posted to DASNY's website, [www.dasny.org](http://www.dasny.org) on the Post Responses to RFQ Questions date. Respondents responding to this RFQ shall be solely responsible for checking the website throughout the RFQ process for responses to questions, and no individualized notices shall be provided.

**1.8 Procurement Structure**

DASNY shall use a two-step selection process for the Project consisting of (1) this RFQ and (2) a subsequently issued RFP.

The SOQ submittal, evaluation, and selection processes are defined herein. DASNY intends, but is not bound, to shortlist three (3) Design-Build Teams depending on the submittals received, provided, however, DASNY reserves the right to increase or decrease the number of shortlisted Teams if deemed necessary.

The shortlisted Design-Build Teams will be provided with a future RFP that will include the Bridging Documents for the overall Project on which to fully develop a response to the subsequent RFP.

The Design-Build Teams responding to the future RFP will be expected to develop a design plan sufficient to address site, budgetary, and schedule parameters provided for in the future RFP. The stipend amount per Section 1, will be paid to those shortlisted responsive Respondents who are unsuccessful in obtaining contract award.

Throughout this RFQ, we may refer to the Design-Build Team as "Respondent" or "Proposer" depending on the context. Further, each Design-Build Team may be comprised of separate firms, partnerships, corporations, LLCs, or other entities forming the Respondent that submits its SOQ in response to this RFQ. Each of those separate firms, partnerships, corporations, LLCs, or other entities shall be referred to in this RFQ as the Respondent's "Team Members."

## **Section 2 - Engagement Requirements:**

### **2.1 Project Scope of Work**

Bridging Documents for the Project have been developed and will provide information necessary to allow for the design, procurement, construction and consolidation of the Staten Island Family Courthouse. The Scope of Work for this project shall be further defined and identified through the Bridging Documents that will be attached as an Exhibit to the RFP.

### **2.2 Qualifications and Certification Requirements**

The Design Builder shall demonstrate the qualifications, experience and capacity necessary to successfully perform the Project. The qualifications set forth below may be satisfied collectively by the Design-Builder and its key team members, including joint venture partners, lead subcontractors, and design consultants, as applicable.

#### **Qualifications**

- Demonstrated experience completing projects of similar size, scope and complexity within the past ten (10) years using a Design Build or other Alternative Delivery Method.
- A licensed design professional with demonstrated experience on New York City permitted projects, including experience with court facilities or other comparable judicial, civic or institutional government buildings.
- A construction contractor with demonstrated experience in new building construction and/or major renovation, including phased construction and associated hazardous materials abatement, performed within the New York City permitted construction market or comparable dense urban environments.
- Experience working under a Project Labor Agreement (PLA) or other Single Prime Agreement.

- Assignment of a Project Executive, Project Manager, and other key staff with demonstrated experience on Design Build or other alternative delivery methods
- The appropriate Team member(s) of the Design-Build Team performing the required engineering and architectural services for the Project must possess a Certificate of Authorization (for Engineering Firms) and Professional Licensure and Registration to provide professional services in New York State from the State Education Department.

#### Preferred Qualifications

- Demonstrated experience completing projects of similar size, scope and complexity within the past ten (10) years for public sector clients, including government agencies, authorities or public institutions such as but not limited to DASNY, New York City Department of Design and Construction (DDC), and the Department of Citywide Administration Services
- A construction contractor as part of the Design Build Team with demonstrated experience with landmark designated buildings and coordination with State Historic Preservation Office (SHPO)
- A Project Executive, Project Manager, and other key staff's demonstrated experience with projects involving buildings that require significant security and stakeholder coordination.

### **2.3 Project Labor Agreement**

Pursuant to the Infrastructure Investment Act, authorized projects with a total construction cost of not less than twenty-five million dollars (\$25,000,000) undertaken by DASNY solely in connection with the provisions of the Act shall only be undertaken pursuant to a PLA in accordance with section 222 of the New York State Labor Law.

Should the construction cost for this project exceed the threshold identified in the Act, an executed PLA will be required prior to contract execution.

### **2.4 Confidentiality**

Disclosure of Information: The Respondent, including all of its individual Team Members, their respective employees, and any proposed subcontractors or subconsultants shall not disclose any information received in conjunction with this RFQ or a subsequently issued RFP from DASNY, or any of other involved New York State agency, to any other person or entity, except to the extent necessary to allow the Respondent to respond to this RFQ. Any work product will be the property of DASNY, and such work product shall not to be disclosed without DASNY's consent.

If shortlisted, the Respondent, including all of its Team Members, and any identified subconsultants, subcontractors, and vendors shall, prior to receiving the RFP, be required execute a Non-Disclosure Agreement, which such form shall be provided upon the confirmation of the final shortlist of Teams.

## **Section 3 - Content of Statement of Qualifications:**

### **3.1 Information to be Provided by Respondent in the SOQ**

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

The use of marketing or public relations materials commonly used in sales presentations is not desirable. Such materials should only be submitted as addenda to the relevant information.

**Tab 1. Cover Letter**

- a. The contact name, title, telephone number, and email address of the individual for the Respondent who will be DASNY's primary contact concerning this RFQ.
- b. The name, title, telephone number, and email address of the individual for the Respondent who will be DASNY's primary contact throughout the life of the contract, should your Team be selected.
- c. If different from the above, the primary contact name, title, telephone number, and email address for each Design-Build Team Member (prime Contractor and/or prime Architect/Engineer) that will perform work under this contract. Please provide only the primary contact for the prime Contractor, prime Architect, and/or prime Engineer.
- d. A statement to the confirming that the Respondent is willing to complete the Project scope of work as identified in Section 2.1, above, and will abide by the terms of the RFQ, including all attachments.
- e. The Cover Letter must be signed by the individual(s) authorized to contractually bind the Respondent. Indicate the title or position that the signer holds for the Respondent. DASNY reserves the right to reject an SOQ that contains an unsigned Cover Letter.
  - i. If the Respondent is a corporation or limited liability company, the SOQ and Cover Letter shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and properly attested. The SOQ and Cover Letter shall show the state in which the corporation is chartered. If it is a foreign corporation, the SOQ shall show whether or not the Respondent is licensed to transact business in the State of New York.
  - ii. If the Respondent is a firm or partnership, the SOQ and Cover Letter shall be signed in the name or style under which the organization is doing business and by the partner, proper officer, or officers whose official capacity shall be designated. The name and address of each member of the organization shall be shown on the SOQ and Cover Letter.
  - iii. If the Respondent is a joint venture or an intended joint venture, the SOQ and Cover Letter shall be signed by each of the persons or firms that is or will be a party to the Joint Venture Agreement. If available certified copy of the Joint Venture Agreement shall be attached to the SOQ and Cover Letter.

In every case, the SOQ and Cover Letter shall show the present business address of the Respondent at which address communications shall be received and service of notices accepted. Anyone signing the SOQ as an agent shall file with it, legal evidence of his or her authority to execute such SOQ.

**Tab 2. Respondent's Experience**

- a. Provide resumes for all key staff (preferably General Contractor and Design Professional) for this Project. Please ensure the resumes include the following:
  - i. For resumes from the licensed design professional, experience working on New York City permitted projects, including experience with court facilities or other comparable judicial, civic or institutional government buildings;
  - ii. For resumes from the construction contractor:
    - a. experience in new building construction and/or major renovation, including phased construction and associated hazardous materials abatement, performed within the New York City permitted construction market or comparable dense urban environments; and
    - b. experience with landmark designated buildings and coordination with the State Historic Preservation Office (SHPO).
  - iii. Experience completing projects within the past ten (10) years for public sector clients including government agencies, authorities or public institutions such as but not limited to DASNY, New York City Department of Design and Construction (DDC), and the Department of Citywide Administrative Services (DCAS)
  - iv. Key staff experience with projects involving buildings that require significant security and stakeholder coordination
- b. Provide up to five (5) project examples of similar size, scope and complexity the individual firms have substantially completed, within the last ten (10) years, using a Design-Build method or other alternative delivery method. Please include projects that involve use of a Project Labor Agreement (PLA) or other Single Prime Agreement and if applicable, any projects for public sector clients including government agencies, authorities or public institutions such as but not limited to DASNY, New York City Department of Design and Construction (DDC), and the Department of Citywide Administrative Services (DCAS). For each project, please including the following:
  - i. The project name and location;
  - ii. The delivery method of the Project;
  - iii. The firm's role in the Project;
  - iv. Brief narrative describing the project, highlighting any challenges, complex or unique aspects of the project in relation to the services provided;
  - v. The total cost of construction
  - vi. The construction start and completion dates

- vii. Any alternative or innovative construction techniques (modular, SIP, other) that the project team used on the project

**Tab 3. Bonding Capacity**

Provide your firm's bonding capacity (both single and aggregate).

**Tab 4. Firm/Team Financial Responsibility Information**

- a. Supply the Current Ratio (current assets/current liabilities) experience for the Respondent for the past five (5) years, with a signed statement from the representative individual(s) from the Respondent. If the Respondent is or intends to be an LLC, partnership, or joint venture, then each of the identified Team Members who are or will be the managing member(s), partners, or joint venture parties, respectively, shall also supply their Current Ratio (current assets/current liabilities) experience for the past five (5) years.
- b. Provide current liabilities (accounts payable, notes payable, accrued expenses, provisions for income taxes, advances, accrued salaries, and accrued payroll taxes) for the Respondent. If the Respondent is or intends to be an LLC, partnership, or joint venture, then each of the identified Team Members who are or will be the managing member(s), partners, or joint venture parties, respectively, shall also supply their current liabilities (accounts payable, notes payable, accrued expenses, provisions for income taxes, advances, accrued salaries, and accrued payroll taxes).
- c. Name of firm preparing the supplied financial statement(s) and date thereof.
- d. The Respondent shall provide a completed Financial Viability Form included in this RFQ as an attachment. If the Respondent is or intends to be an LLC, partnership, or joint venture, then each of the identified Team Members who are or will be the managing member(s), partners, or joint venture parties, respectively, shall also provide a completed Financial Viability Form.

**Tab 5. M/WBE and SDVOB History and Approach**

This procurement is conducted in accordance with New York State Executive Law Article 15-A and Article 3 of the New York State Veteran's Services Law. It is the policy of DASNY to maximize opportunities for the participation of New York State Empire State Development (ESD) and Office of General Services (OGS) MWBE/SDVOBs as proposers, subcontractors, subconsultants, and suppliers on projects. DASNY is committed to diversity and equal employment opportunities among its contractors, consultants, and vendors.

The goals for the proposed contract are 18% MBE, 12% WBE and 6% SDVOB. The goals refer to the percentage of utilization of M/WBE and SDVOB firms as subconsultants, subcontractors, and suppliers. The selected Proposer shall use good faith effort to provide for meaningful participation by M/WBE and SDVOB firms in the work where feasible.

Illustrate the Design-Build Team's commitment to utilizing M/WBE and SDVOB's by providing the following:

- a. A description of Design-Build or other types of alternative delivery projects of similar size, scope, and complexity where the Design-Build Team met or exceeded the M/WBE and SDVOB utilization goals for the project and how the Design-Build Team was able to achieve those specific goals. Provide a list of any programs the Design-Build Team has implemented to promote the use of M/WBE and SDVOB firms.
- b. An explanation of the Design-Build Team's anticipated approach to maximizing M/WBE and SDVOB participation in both the design and construction phases of this Project. Indicate how M/WBE businesses and SDVOB companies will be incorporated into both the design and construction phases of the Project.
- c. An explanation of the Design-Build Team's anticipated strategies to attract and engage the M/WBE and SDVOB community throughout the Project. Strategies should include plans to encourage teaming, joint ventures, and partnership to increase M/WBE and SDVOB utilization throughout the Project duration.
- d. A description of Design-Build or other types of alternative delivery projects of similar size, scope, and complexity where the Design-Build Team requested a reduction in M/WBE and SDVOB utilization goals

The reporting and monitoring process for the utilization of M/WBE and SDVOB firms will require submission of a Utilization Plan and the completion of all audits in the NYS Contracts System for both the design and construction phase.

**Tab 6. Diversity and Inclusion**

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 of the Design-Build Team by providing the following:

- a. A narrative explaining the Design-Build Team's approach and commitment to diversity within the work environment.
- b. An overview of the Design-Build Team's current programs in diversity/inclusion.
- c. By responding to this RFQ, each Proposer acknowledges that:
  - i. The Proposer 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 Proposer 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.

**Tab .7 Licenses and Certifications**

Provide license numbers or copies of registration certificates for the Respondent and each of the Team Members, as appropriate, indicating that the identified entities are licensed to do business in the State of New York and/or provide written assurances that the identified entities will be so licensed prior to the submission of any proposal in response to the future-issued RFP. Include a copy of the Certificate of Authorization to provide engineering services in New York State, as well as the Contractor's License to Build in New York City.

**Tab 8. Trade Secrets and Proprietary Information**

Should you feel the submitted SOQ in response to this RFQ contains any trade secrets, confidential, or proprietary information, or that portions of the SOQ is otherwise exempt from disclosure pursuant to FOIL, you must submit a request to exclude such information from disclosure. Such request must detail the information that should be exempt, and the reason such information should be exempt. DASNY will not honor any attempt by a firm to omit its entire SOQ from disclosure.

**Section 4 - Administrative Documentation:**

**4.1 Administrative Documentation to be Provided Separately by Respondent**

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. Responsibility Questionnaire ("VRQ"). 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](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 RFQ as an attachment.
- c. A completed W-9 Form, included in this RFQ 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 an Accounts Payable voucher confirming your firm's registration with DOS is in progress.
- e. Provide a statement 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 SOQ submitted must contain a representation that the Proposer is willing and ready to provide a response to the RFP if selected as one of the shortlisted Design-Build Teams.
- iii. Disclose any potential conflicts of interest (refer to Exhibit A, "Code of Business Ethics - Certification" included in the attached DASNY Omnibus Certification).
- iv. Acknowledging the Proposer's intent to comply with the Performance & Payment Bonding requirements included in this RFQ as an attachment.
- v. Indicating the Proposer is able to comply with the insurance requirements as listed in the attached Sample Insurance Certificate and Requirements. (Review insurance requirements and general conditions prior to posting and ensure proper insurance certificates are attached).
- vi. The Respondent's agreement to enter into a Project Labor Agreement if so required.

#### **Section 5 - Evaluation of the Statement of Qualifications:**

The selection process will begin with the review and evaluation of each of the written SOQ's. The purpose of this evaluation process is twofold: (1) to examine the responses for compliance with this RFQ; (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.

Respondents will be evaluated on their ability to meet the requirements as detailed in this RFQ. DASNY will perform an evaluation based on the Respondent's written response, internal and external references (if applicable), and, if requested by DASNY, interviews and/or presentations. After the evaluation of written responses, additional information may be requested.

#### **5.1 Preliminary Review**

Upon receipt, SOQs shall be reviewed for conformance to the RFQ instructions regarding organization, format, and responsiveness to the requirements of the RFQ. Any Respondent that is deemed to have provided a non-responsive or unresponsive SOQ may not be eligible to be shortlisted and may not be scored.

Additionally, any one or more of the following causes may be considered sufficient for the rejection of a Respondent's SOQ regardless of the Respondent's qualifications with respect to the other evaluation criteria set forth in Section 3; this list of causes is not exhaustive, and DASNY reserves the right to reject any SOQ in its sole and absolute discretion.

- a. Evidence of collusion among Respondents.
- b. Non-responsibility as determined by DASNY in its sole judgment and discretion.

- c. Default or arrearage on any contract or obligation with DASNY or other governmental entity, including debt contract, as surety or otherwise.
- d. Submission of an SOQ that is incomplete, conditional, ambiguous, obscure, or containing alterations or irregularities of any kind.
- e. Evidence of improper lobbying efforts toward members of DASNY and/or officers or employees of DASNY.
- f. Failure to comply with the terms and conditions of this RFQ.

DASNY reserves the sole right to accept any SOQ that it feels best meets its requirements. DASNY reserves the right to waive any irregularity, informality, or non-compliance in information received.

DASNY reserves the right to reject and return to the Respondent any SOQ or other information received after the RFQ due date and time. Incomplete SOQs may also be rejected.

## **5.2 Evaluation Committee**

Respondent's SOQ will undergo an evaluation process conducted by an Evaluation Committee. The Evaluation Committee will evaluate the SOQs based upon the criteria for selection as set forth in this RFQ. Selection of the successful Respondent to the RFP is contingent on reaching an agreement on contract negotiations.

## **5.3 Criteria for Selection**

The criteria identified in this Section 5.3 will be used by the Evaluation Committee in reviewing the SOQs in order to achieve the desired shortlist of Design-Build Teams.

**DASNY shall consider the following evaluation criteria in accordance with their assigned scoring weight.**

- **Key Staff & Firm Experience (80%)**
  - Key Staff's resumes demonstrate experience completing projects of similar size, scope and complexity within the past ten (10) years using a Design Build or other Alternative Delivery Method – **20 pts**
  - Resumes for the design professional demonstrate experience on New York City permitted projects, including experience with court facilities or other comparable judicial, civic, or institutional government buildings – **10 pts**
  - Resumes and/or project examples for the construction contractor demonstrate experience in new building construction and/or major renovation, including phased construction and associated hazardous materials abatement, performed within the New York City permitted construction market or comparable dense urban environments – **10 pts**
  - Resumes for the construction contractor demonstrate experience with landmark designated buildings and coordination with the State Historic Preservation Office (SHPO) – **5 pts**

- Key Staff's resumes demonstrate experience with projects involving buildings that require significant security and stakeholder coordination – **5 pts**
- Firm's project examples demonstrate experience completing projects of similar size, scope and complexity within the past ten (10) years using a Design Build or other Alternative Delivery Method – **20 pts**
- Firm's project examples demonstrate experience working under a Project Labor Agreement (PLA) or other Single Prime Agreement – **5 pts**
- Key Staff resumes and/or Firm's project examples demonstrate experience completing projects of similar size, scope and complexity within the past ten (10) years for public sector clients including government agencies, authorities or public institutions such as but not limited to DASNY, New York City Department of Design and Construction (DDC) and the Department of Citywide Administrative Services (DCAS) – **5 pts**
- **M/WBE Utilization (10%)**
  - Proposed Firm's demonstrated experience/strategy with respect to meeting goals for Minority-and Women-Owned business (M/WBE) and Service-Disabled Veteran-Owned business (SDVOB) participation through design and construction phases of the project and provided an anticipated approach for maximizing M/WBE and SDVOB participation – **10 pts**
- **Firm Diversity (10%)**
  - Proposed Firm's current approach, commitment and programs in diversity and inclusion demonstrate a history of hiring, training, developing, promoting and retaining minority and women staff, illustrating a strong commitment to diversity – **10 pts**

#### **5.4 Interviews**

DASNY reserves the right to determine whether interviews and/or presentations will be necessary. The purpose of the interview is to further document the Respondent's ability to provide the required services and to impart to the Evaluation Committee an understanding of how specific services will be furnished. The Respondent's lead principal, as well all other key personnel proposed to provide the services must be present and participate in the interview. No additional information other than the information included in the Respondents response to the RFQ, or subsequent information requested by DASNY, will be discussed. The interview will be evaluated based on whether information discussed substantiates the characteristics and attributes claimed by the Respondent in its written response to this RFQ and any other information requested by the Evaluation Committee prior to the interview. Upon the conclusion of interviews, the Evaluation Committee will finalize their evaluation.

#### **5.5 Final Evaluation**

Upon conclusion of the evaluation process, the Design-Build Teams able to provide the required services and meet the business needs of DASNY will be selected by the Evaluation Committee to be shortlisted to receive an RFP.

#### **5.6 Recommendation and Approval**

The Evaluation Committee will make a recommendation for shortlisting the Teams. Upon approval by DASNY, formal notifications of shortlist selection will be issued.

## **Section 6 - Submission of Statement of Qualifications:**

### **6.1 Submission of Statement of Qualifications**

DASNY will be accepting electronic submissions only. Submissions will be accepted electronically on or before 3:00 pm on the SOQ Due Date. Follow the directions below to upload your submission 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 SOQ. 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.

- a. Email [downstaterfpcordinator@dasny.org](mailto:downstaterfpcordinator@dasny.org) with the subject line: "RFQ – RFQ#7630 – Staten Island Family Courthouse Consolidation, Design Build Services - Request Access - Enter your Firm's Name."
  - i. Please provide the name and email address of any additional contact from your firm that may require access to submit the RFQ responses through the SharePoint site.
  - ii. An expression of interest does not qualify as a request for access. Please ensure that your firm explicitly requests access using the described procedure.
  - iii. Please request access at a minimum of 48 hours in advance and ensure access to the site works correctly.
- b. You will receive an email from [downstaterfpcordinator@dasny.org](mailto:downstaterfpcordinator@dasny.org) with a link to a Microsoft SharePoint site: "RFQ – RFQ#7630 – Staten Island Family Courthouse Consolidation, Design Build Services". Please confirm receipt of this email and ability to access the SharePoint site.
- c. Click on the link within the SharePoint Email.
  - i. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the RFQ – RFQ#7630 – Staten Island Family Courthouse Consolidation, Design Build Services "Documents" page.
  - ii. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
- d. Upload all required documents in PDF Format.
- e. Please save submissions as follows:
  - i. SOQ:
    - Save file as: RFQ#7630 – Staten Island Family Courthouse Consolidation, Design Build Services – SOQ - Enter your Firm's Name

- Click "Upload" or drag and drop
- ii. Administrative Documentation:
- Save file as: RFQ#7630 – Staten Island Family Courthouse Consolidation, Design Build Services – Admin - Enter your Firm's Name -VRQ
  - Click "Upload" or drag and drop
  - Save file as: RFQ#7630 – Staten Island Family Courthouse Consolidation, Design Build Services – Admin - Enter your Firm's Name – Omnibus
  - Click "Upload" or drag and drop
  - Save file as: RFQ#7630 – Staten Island Family Courthouse Consolidation, Design Build Services – Admin - Enter your Firm's Name - W9
  - Click "Upload" or drag and drop
  - Save file as: RFQ#7630 – Staten Island Family Courthouse Consolidation, Design Build Services – Admin - Enter your Firm's Name – DOS
  - Click "Upload" or drag and drop
  - Save file as: RFQ#7630 – Staten Island Family Courthouse Consolidation, Design Build Services – Admin - Enter your Firm's Name – Statement
  - Click "Upload" or drag and drop
- f. Once your documents are uploaded, DO NOT OPEN. The document submitted must be your final submission and cannot be modified.
- i. If you open your documents after they are submitted, the system will show it as "modified".
  - ii. The submitted document will remain private and will not be visible to the other proposers throughout the procurement process.
- g. The SharePoint site Name site will close at 3:01 PM on the SOQ Due Date. Any questions or issues on submitting must be addressed to the Designated Representative for the procurement prior to the expiration of the site. Please provide enough time to upload all required files.

**Section 7 - Important Information Affecting Respondents:**

**7.1 Statement of Qualifications Requirements**

- a. All inquiries regarding this RFQ shall be addressed to the following individual:

David Fenichel  
E-mail: [downstaterfpcoordinator@dasny.org](mailto:downstaterfpcoordinator@dasny.org)

- b. All questions shall be submitted by email to the Designated Representative, citing the particular RFQ section and paragraph number, by the Deadline for RFQ Questions to be considered by DASNY, and are to be resolved prior to the submission of a response to this RFQ. A list of all inquiries received with relevant responses will be posted on DASNY's website, [www.dasny.org](http://www.dasny.org). Respondents are solely responsible for obtaining all such interpretations and supplemental instructions that have been issued.
- c. A Respondent may withdraw an SOQ any time prior to the final due date and time by written notification, signed by an authorized agent, to the contact person identified in Section 7, Item 7.1, a. The SOQ 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.
- d. If a Respondent discovers an ambiguity, conflict, discrepancy, omission or other error in this RFQ, the proposer should immediately notify the contact person identified in Section 7, Item 7.1, a. Notice of such error or omission should be submitted prior to the final due date and time for submission of SOQs. Modifications shall be made by addenda to this RFQ.
- e. If a Respondent fails, prior to the final due date and time for submission of SOQs, 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.
- f. No Respondent is entitled to rely upon any oral interpretation by DASNY or its Consultant(s) or their respective representatives or employees concerning the meaning of this RFQ.
- g. DASNY may, from time to time, issue one or more written addenda to this RFQ on the DASNY website. Failure of any Proposer to receive any addenda issued by DASNY shall not relieve the Proposer from any obligation, requirement, or other matters addressed therein. Each Proposer must acknowledge in its SOQ receipt of each addendum that has been issued by DASNY. If no addenda have been received, then the SOQ shall so acknowledge.
- h. A Respondent indicates its acceptance of the provisions and conditions enumerated in this RFQ by submitting an SOQ.

## **7.2 DASNY Requirements**

- a. By submitting an SOQ, the Respondent covenants that the Respondent 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.
- b. Issuance of this RFQ, your submission of an SOQ in response, and the evaluation of your SOQ by DASNY does not commit DASNY to award a contract. Only the execution of a written agreement between DASNY and the successful Respondent following the future-issued RFP and RFP evaluation period will obligate DASNY in accordance with the terms and conditions contained in such agreement.

- c. This RFQ does not commit or obligate DASNY to pay any expenses incurred by the Respondent in the preparation of its response. All such expenses are solely at the risk of the Respondent. By submitting a response, the Respondent agrees that all responses, and associated documents, to this RFQ shall become the property of DASNY.
- d. DASNY shall not be liable for any cost incurred by the Respondent in SOQ preparation or in activities related to the review of this RFQ or any interview costs.
- e. Communications made by the Respondent to DASNY employees other than the Designated Representative about this process may subject the Respondent to disqualification. Other than the Designated Representative, prospective Proposers shall not approach DASNY employees during the period of this RFQ process about any matters related to this RFQ or any SOQ's submitted pursuant thereto.

### **7.3 DASNY Rights and Prerogatives**

DASNY reserves the right to exercise the following prerogatives:

- a. To accept or reject any or all SOQ's and amend, modify or withdraw this RFQ.
- b. To change the final due date and time for SOQ's.
- c. To accept or reject any of the Design-Build Team's employees or proposed sub-contractors assigned to provide services on this Project and to require their replacement at any time. The Respondent shall obtain the written approval of DASNY of changes to the SOQ after it is submitted, including any changes with respect to sub-contractors. DASNY shall have the right to reject any proposed change to the Respondent's SOQ.
- d. DASNY reserves the sole right to accept any response to this RFQ that DASNY believes best meets its requirements. DASNY reserves the right to waive any irregularity, informality, or non-compliance in information received. This will in no way modify the RFQ documents or excuse the Respondent from full compliance with its requirements.
- e. DASNY reserves the right to share any information as necessary with its employees, subject matter experts, consultants, representatives, and its partners including, but not limited to, the [insert client and any other stakeholders].
- f. To consider modifications to SOQ's at any time before the award is made, if such action is in the best interest of DASNY.
- g. To interview Respondents prior to selection.
- h. To reject any SOQ containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the Respondent.
- i. To shortlist firms as DASNY feels necessary to advance this procurement.

### **Section 8 - 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 shortlisted firm(s) will be posted on DASNY's website.

### **Section 9 – Insurance**

The successful proposer will be required to comply with the Insurance requirements located in Article 15 of Attachment d “General Conditions of the Work for Standard Design Build Contracts”, and Attachment d “Sample Insurance Certificate” of this RFQ.

### **Section 10 – Vendor Integrity and Executive Order 16**

#### **Vendor Responsibility:**

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](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](mailto:ciohelpdesk@osc.state.ny.us).

#### **Executive Order 16:**

On March 17, 2022, Governor Kathy Hochul issued Executive Order No. 16 (EO 16), which states: “All Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” Pursuant to EO 16, the Proposer is required to certify that the Proposer is not an ‘entity conducting business operations in Russia.’ Please confirm by completing and signing the Omnibus Certification included in this RFQ as an Attachment.

### **Section 11 - Freedom of Information Law and Public Disclosure**

This RFQ and all information submitted in response to this RFQ 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 SOQ 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 SOQ from disclosure.

**Section 12 - 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>.**