



**DASNY**

Dormitory Authority  
of the State of New York



# **The City University of New York (CUNY) Hunter College - Escalator Replacement**

## **Construction Manager-Build Project #400057**

### **Request for Qualifications RFQ #7637**

August 19, 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 City University of New York (CUNY)**

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

### **1.3 Introduction to Hunter College**

Hunter College, founded in 1870 and located at 695 Park Avenue on Manhattan’s Upper East Side, is a public institution within the City University of New York (CUNY) system. It offers more than one hundred undergraduate and postgraduate fields across five schools, three campuses in New York City and several satellite facilities throughout Manhattan.

### **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 Proposer 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 at the Client's discretion.
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 for ongoing inclusion in project discussions, including those discussions determining budget and scheduling, and
5. Document all concepts, calculations, decisions, and product selections used to meet established Sustainable Design and Climate Change Mitigation goals in the project's Basis of Design (BOD) document.
6. If the client wishes, develop and document the projected annual electric savings (kWh), fossil fuel savings (MMBtu), GHG emissions reduction (MTeCO<sub>2</sub>), and annual cost avoidance result from project implementation in PMWeb to measure progress and inform future policy revisions. Document this information in the Post Design Input Form required at the end of design.
7. If the client wishes, facilitate the pursuit of energy efficiency, beneficial electrification, and renewable energy incentives or tax rebates by providing data and documentation as requested.

8. For projects that meet the predesignated thresholds, provide Executive Order 22 related data through the below documents:

| Phase        | Form                                                              | Threshold                                                  |
|--------------|-------------------------------------------------------------------|------------------------------------------------------------|
| Design       | Post Design Input Form                                            | No threshold; all projects                                 |
| Design       | Owner’s Project Requirements                                      | Over \$250,000; non-emergency projects                     |
| Design       | Decarbonization and Climate Resiliency Design Guide Minimums Form | Over \$20 million                                          |
| Construction | Environmental Product Declarations Reporting Form                 | Over \$1 million and material specific quantity thresholds |
| Construction | Construction Debris Reporting Form                                | Over \$1 million                                           |

## 1.5 Purpose

DASNY issues this Request for Qualifications (RFQ) seeking a responsive Statement of Qualifications (“SOQ”) from qualified Construction Managers (“CM or CM’s”) capable of providing professional construction management services during the design, bid, and construction phase and for the administration of general conditions for the CUNY Hunter College – Escalator Replacement project located at 695 Park Ave, New York, NY 10065 (the “Project”) using a Construction Manager-Build (“CM-Build”) project delivery method.

A CM-Build project delivery method is similar to a Construction Manager-at-Risk project delivery method, in that the Construction Manager is involved during the design phase of the project, procures the construction phase trade contracts, and manages the construction phase of the project. However, in a CM-Build delivery method, a Guaranteed Maximum Price is not provided prior to bidding the trade packages, rather a Maximum Contract Price (“MCP”) is established after the Construction Manager procures the trade packages. The CM-Build Contractor (hereinafter referred to as the “Construction Manager” or “CM”) is a Construction Manager who will contract with DASNY to submit an MCP.

Following receipt of the submitted SOQs, an established Evaluation Committee will then identify a shortlist of Construction Managers that will continue with the development process for the Project. The shortlisted Construction Managers will be provided with a future Request for Proposal (“RFP”) for the overall Project on which to fully develop a response to the RFP.

## 1.6 Project Background

This project involves Phase 1 of a comprehensive escalator replacement program in the West and East buildings at the college's main campus. The original construction date of the two buildings is estimated to be around the 1950s-60s. The intent of the work envisioned in Phase 1 is to prioritize the replacement of the most critical escalators to ensure safe, reliable, and code compliant vertical circulation for students, faculty and staff. This includes sixteen (16) escalator runs in the West building from the basement level to the 7th floor, and two (2) escalator runs from the street level to the second-floor level in the East building for a total of 18 escalators. Original escalators were installed at the time the buildings were built in the 1960s. The existing escalators were last renovated approximately 20 years ago and are outdated, frequently malfunctioning, and no longer meet current safety, accessibility, or energy efficiency standards. In the long run, this project will lay the groundwork for a campus-wide escalator modernization strategy through phased implementation.

### Construction Budget

The total construction budget of the Project is approximately \$24,000,000.00. Further refinement of this budget, if required, will be provided with the future RFP to all Teams that are selected to be shortlisted.

### Project Timeline

|                                     |               |
|-------------------------------------|---------------|
| Design Phase Start                  | November 2026 |
| Anticipated Engagement of CM        | March 2027    |
| Anticipated Construction Start      | November 2027 |
| Anticipated Construction Completion | February 2031 |

## **1.7 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                                  | 08/19/2026             |
| Deadline for RFQ Questions                       | 08/26/2026 (3:00 p.m.) |
| Post Responses to RFQ Questions                  | 09/08/2026             |
| SOQ Due Date                                     | 09/11/2026 (3:00 p.m.) |
| Selection of Shortlisted CM's (not earlier than) | 10/14/2026             |
| RFP issued to Shortlisted CM's (anticipated)     | 10/28/2026             |
| RFP Proposals Due (anticipated)                  | 11/25/2026             |

## **1.8 Inquiries**

All inquiries concerning this RFQ or any other aspects of this procurement must be submitted in writing to the designated representative for this procurement at [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.

## **1.9 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 at least three (3) Construction Managers depending on the submittals received, provided, however, DASNY reserves the right to increase or decrease the number of shortlisted Construction Manager's if deemed necessary.

The shortlisted Construction Managers will be provided with a future RFP for the overall Project and will include additional language regarding scope, budget, and schedule.

The Construction Managers responding to the future RFP will be expected to provide a response that demonstrates that they have substantial experience and a proven track record in providing construction management services including project management and administration, constructability analysis, value analysis, cost estimation and scheduling, change order mitigation and management, and supervision and inspection. Throughout this RFQ, we may refer to the Construction Managers as "Respondent" or "Proposer" depending on the context.

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

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

#### **West Building Escalators:**

- Complete replacement of sixteen (16) escalator runs from the basement level to the 7th floor, including steps, motor, switches, balustrade, handrail, and deck plate with the exceptions of the Truss.
- Existing escalator trusses and the wellway opening size to remain.
- Existing gypsum board ceiling and light fixtures above each of the two escalator runs at each floor shall be removed and replaced to facilitate demolition and modernization of the escalators.
- Finishes at walls abutting the sides of the escalators at each floor shall be removed, patched and finished to match existing as required.
- Acoustic tile ceiling above escalator landings shall be removed and reinstalled to facilitate demolition and modernization of the escalators.
- Escalator truss intersection head (apex) safety guards glass and Plexi panels at wing walls of each escalator shall be removed and replaced.
- Smoke baffles at ceiling of each escalator shall be removed and reinstalled
- Reconfiguration of landing areas by installing guardrails to improve directional flow of users and mitigate overcrowding at escalator landings thus reducing fault-based shutdowns.
- A temporary construction partition shall be erected around the wellway two floors at a time while replacing each escalator.
- The college would prefer the installation of UV cleaning mechanism for handrails within the Balustrade system. The feasibility and workability of the same will have to be further evaluated during schematic design and design development.

### **East Building Escalators:**

- Complete replacement of two (2) escalator runs from the street level to the second-floor level in the East building, including steps, motor, switches, balustrade, handrail, and deck plate with the exceptions of the Truss.
- Existing escalator trusses and the wellway opening size to remain.
- Existing gypsum board ceiling and light fixtures above each of the two-escalator runs shall be removed and replaced to facilitate demolition and modernization of the escalators.
- Finishes at walls abutting the sides of the escalators shall be patched and finished to match existing as required.
- Acoustic tile ceiling above escalator landings shall be removed and reinstalled to facilitate demolition and modernization of the escalators.
- Smoke baffles at ceiling at the top and bottom of each escalator run shall be removed and reinstalled.
- A temporary construction partition shall be erected around the wellway at every two floors at a time while replacing each escalator.
- The college would prefer the installation of UV cleaning mechanism for handrails within the Balustrade system. The feasibility and workability of the same will have to be further evaluated during schematic design and design development.
- Reconfigure layout at the street level entrance vestibule and lobby to relieve congestion at the base of the escalator.
  - Replace turnstiles
  - Existing paving at the entrance slopes towards the building entrance. Moving the building entrance out further North will allow the entrance to the building to be at higher elevation and create a larger vestibule.
  - The change in elevation allows for fewer treads and risers at the entrance vestibule to go up to the first-floor level of the building.
  - The Storefront and two pairs of glazed doors at the lobby can thus be moved further North to then allow additional space in front of the turnstiles.
  - Additionally, the exterior wall at the lobby and vestibule has been bumped out to house a heater, which we suspect may be excessive. A probe into the wall will reveal the possibility of reducing the bump out to further widen the vestibule and lobby.
  - The turnstiles and Security desk can also be replaced with slimer more efficient designs to better fit the space

## **2.2 Qualifications and Certification Requirements**

### **Qualifications:**

- Employ an experienced staff with thorough knowledge of their area(s) of expertise;
- Experience with major capital projects for both new construction and renovations of similar size, dollar value, scope and complexity;

### **Certifications and Requirements:**

- Personnel of the selected firm or its sub-consultants shall possess applicable OSHA certifications as needed to perform the functions being provided on this project.
- Comply with all applicable codes, including NYS Building Code; and
- Comply with the National Fire Protection Association (NFPA) 101 Life Safety Code.

### **2.3 Project Labor Agreement**

The New York City downstate PLA will be required for this Project.

### **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 you be selected.
- c. If different from the above, the primary contact name, title, telephone number, and email address for each Respondent) that will perform work under this contract.
- d. A statement to the effect 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 including subconsultants and subcontractors for this Project.
- b. Provide a description of your firm's experience providing similar services including recent relevant project experience, for the public and private sector. Provide five (5) projects your firm completed or substantially completed within the last ten (10) years in a CM, CM-at-Risk, CM-Build, or other Alternative Project Delivery capacity with the same or similar size and complexity as this project. For each project provide: the project location, a brief description of the project, the total cost of construction, and the start and completion dates of the projects.

**Tab 3. Project Approach**

- a. A detailed description of your firm's approach to providing the requested scope of services. Provide a timeline and schedule for completion of all aspects of the engagement. Provide three (3) sample project schedules (8 ½" x 11" paper) that were utilized on previous CM construction projects of similar size and complexity that fosters a highly collaborative and effective project team and provides a pathway to cost reduction while maintaining the schedule.

**Tab 4. Bonding Capacity**

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

**Tab 5. Safety**

- a. Provide a summary of your firm's safety and accident prevention program for the construction-related team members.
- b. Detail the Firm and each of its individual team members' Experience Modification Rate for the construction-related team members for the past three (3) years.

**Tab 6. 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 Firm 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 7. 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 and 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 anticipated goals for the project 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. Goals are anticipated to be met through the aggregate utilization of M/WBE and SDVOB firms under both the Pre-construction and Construction Phase Contracts. 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 Construction Managers commitment to utilizing M/WBE and SDVOB's by providing the following:

- a. A description of Construction Management-Build or other types of alternative delivery projects of similar size, scope, and complexity where the Construction Managers met or exceeded the M/WBE and SDVOB utilization goals for the project and how the Construction Manager was able to achieve those specific goals.
- b. A description of Construction Management-Build or other types of alternative delivery projects of similar size, scope, and complexity where the Construction Managers requested a reduction in M/WBE and SDVOB utilization goals.
- c. An explanation of the Construction Managers anticipated approach to maximizing M/WBE and SDVOB participation in both the Preconstruction 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. Provide a list of any programs the Construction Manager has implemented to promote the use of M/WBE and SDVOB firms.

- d. An explanation of the Construction Managers' 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.

#### **Tab 8. 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 Construction Manager by providing the following:

- a. A narrative explaining the Construction Manager's approach and commitment to diversity within the work environment.
- b. An overview of the Construction Managers' current programs in diversity/inclusion.
- c. By responding to this RFQ, the firm acknowledges that:
  - i. The Firm will not discriminate against any employee or applicant for employment because of race, creed, color, gender, religion, national origin, military status, age, disability, genetic disposition or carrier status, domestic violence victim status, or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and will make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on contracts with DASNY.
  - ii. The Firm will state in all solicitations or advertisements for employees that, in the performance of this Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, gender, religion, national origin, military status, age, disability, genetic disposition or carrier status, domestic violence victim status, or marital status.

#### **Section 4 - 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 Construction Managers.
  - 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 listed in the attached Sample Insurance Certificate and Requirements.
  - 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 Respondents 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 Section 5.3 will be used by the Evaluation Committee in reviewing the SOQs in order to achieve the desired shortlist of Construction Managers.

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

- **Respondent's Experience (60%)**
  - Resumes of key staff demonstrate experience, ability, and commitment to successfully completing the requested services – 30pts.

- Firm's experience providing similar services on projects of similar size, scope and complexity demonstrate the ability to provide the requested services – 30pts.
- **Project Approach (10%)**
  - Firm's overall project approach to and understanding of the Scope of Work fosters a highly collaborative and effective project team and provides a pathway to cost reduction while maintaining the schedule – 10pts.
- **Safety (10%)**
  - Firm's safety and accident prevention program and Experience Modification Rate demonstrate ability and commitment to successfully complete the requested services – 10pts.
- **M/WBE and SDVOB History and Approach (10%)**
  - Firm's history and anticipated approach demonstrate a commitment to utilization M/WBE and SDVOB firms and meeting the goals assigned to this procurement – 10pts.
- **Diversity and Inclusion (10%)**
  - Firm's approach and commitment to diversity and current programs in diversity and inclusion demonstrates a history of hiring, training, developing, promoting and retaining minority and women staff in various job categories, illustrating a strong commitment to diversity – 10pts.

## **5.4 Final Evaluation**

Upon conclusion of the evaluation process, the Construction Managers 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.

## **5.5 Recommendation and Approval**

The Evaluation Committee will make a recommendation for shortlisting the Construction Managers. 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 [DownstateRFPCoordinator@dasny.org](mailto:DownstateRFPCoordinator@dasny.org) with the subject line: RFQ7637 - CUNY Hunter College - Escalator Replacement - CM-Build - 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.
- b. You will receive an email from [DownstateRFPCoordinator@dasny.org](mailto:DownstateRFPCoordinator@dasny.org) with a link to a Microsoft SharePoint site: RFQ7637 - CUNY Hunter College - Escalator Replacement - CM-Build. 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: RFQ7637 - CUNY Hunter College - Escalator Replacement - CM-Build "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: RFQ7637 - CUNY Hunter College - Escalator Replacement - CM-Build – SOQ - Enter Firm's Name
    - Click "Upload" or drag and drop
  - ii. Administrative Documentation:
    - Save file as: RFQ7637 - CUNY Hunter College - Escalator Replacement - CM-Build – Admin - Enter Firm's Name -VRQ
    - Click "Upload" or drag and drop
    - Save file as: RFQ7637 - CUNY Hunter College - Escalator Replacement - CM-Build – Admin - Enter Firm's Name – Omnibus
    - Click "Upload" or drag and drop
    - Save file as: RFQ7637 - CUNY Hunter College - Escalator Replacement - CM-Build – Admin - Enter Firm's Name - W9

- Click “Upload” or drag and drop
  - Save file as: RFQ7637 - CUNY Hunter College - Escalator Replacement - CM-Build – Admin - Enter Firm’s Name – DOS
  - Click “Upload” or drag and drop
  - Save file as: RFQ7637 - CUNY Hunter College - Escalator Replacement - CM-Build – Admin - Enter 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:

Designated Representative: Sara Miner and Lisa Willard  
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 Respondent'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 City of New York Hunter College.
- 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 Respondents as DASNY feels necessary to advance this procurement.

#### **Section 8 - Notification**

Upon completion of the selection process, DASNY will notify all Respondents of its decision. Notification will be sent to the primary contact only. Shortly after notification the shortlisted Respondent(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 the sample insurance requirements included in the RFQ as an Attachment.

#### **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 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 accepted from disclosure. DASNY will not honor any attempt, by a Respondent, 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>.**

