



Dormitory Authority – State of New York

Request for Proposal (RFP)

Table of Contents

<u>Name</u>	<u>Attachments</u>
RFP Instructions	1
DASNY Contract Chapter One, Chapter Two & Chapter Three	2, 3, 4
Code of Business Ethics – Certification	5
Consultant's Utilization Plan	6
Base & Total Cost	7
Employee Wage Rate Schedule	8
Certificates of Insurance	9
Workers Compensation and Disability Coverage Requirements	10
W-9	11
2005 Procurement Lobbying Law – Certification	12
NYS Vendor Responsibility Questionnaire For-Profit Business Entity (Non-Construction)	13
Feasibility Study	14
Supplemental Report	15
Proposed Schedule	16
Directions	17

Section 1: General RFP Information:

1.1 Introduction to the Dormitory Authority – State of New York:

The Dormitory Authority of the State of New York (“DASNY” or “Authority”) is a public benefit corporation of the State of New York empowered by Titles 4 and 4-B of the Public Authorities Law (the “Act”), to provide design and project management services to, and to issue its bonds, notes and other obligations, for not-for-profit institutions for public purposes. Under the Act, DASNY provides services 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 and Community Colleges; Boards of Cooperative Educational Services; Cities and Counties with respect to Court Facilities and combined occupancy structures, as defined by law; the New York State Departments of Health, Education and Mental Hygiene with respect to certain facilities under their 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 other not-for-profit organizations specifically described in the Act.

1.2 DASNY Policy on Sustainability:

DASNY promotes and supports sustainable design approaches and construction practices. Our internal processes shall facilitate integrated design and recognition of sustainable opportunities in every project, regardless of size or complexity, using all the tools available to us. Initial programming meetings for every project shall define specific sustainable goals which will be included in all discussions, including those determining budget and scheduling.

In addition, as of January 1, 2008, all projects that are new construction, additions, or significant renovations shall include submission to the US Green Building Council (USGBC) for a LEED Silver rating. Each project will therefore, at minimum, include these requirements:

1. DASNY will register and pay the registration fee to the USGBC at the start of the project.
2. Require Energy Modeling in the schematic design, design development and construction document phases of the project. This modeling shall inform design.
3. Require the use of a third-party Commissioning Authority as part of the project team at the start of design through construction completion.
4. Track, measure and prepare all LEED documentation for a complete submission to the USGBC for certification. This shall be included in the design and construction process, regardless of nature of the project.
5. Provide coordination and submittals, including the required energy model for New York State Energy Research and Development Authority’s incentives for public institutions regarding reduction of energy usage.

Section 2: Project Information:

2.1 Project Background:

In 2009, The State University at New Paltz, (SUNY New Paltz) completed a Feasibility Study and Supplemental Report for the construction of a 200-bed residence hall to be built on their campus in Ulster County, NY. A copy of this Feasibility Study and the Supplemental Report is included as an attachment to this RFP.

From the options in the Supplemental Report, SUNY New Paltz chose Option 3, a 200-bed residence hall, in a quad-style layout, with double rooms arranged around bathroom facilities and services grouped in a central core. The new residence hall will be constructed at Site A, currently used as an at-grade parking lot on the campus. The parking at site A will be relocated to existing tennis courts where a new at-grade parking lot will be constructed.

2.2 Project Scope of Work:

The Scope of Work for this Project consists of the design and construction of a minimum 200-bed residence hall, which shall include, but not be limited to, relocation of the existing parking, site planning and utilities.

The new at-grade parking lot, located at the existing tennis courts will account for approximately 270 spaces.

Refer to the Feasibility Study and Supplemental Report, attached, for further information of the construction type, size and programming of the proposed residence hall. The Feasibility Study and Supplemental Report are for information purposes only and should not be construed as a design.

The residence hall shall be designed, documented and submitted to the USGBC to achieve LEED Silver Certification and Building Information Modeling (BIM) shall be used as a tool for project delivery from design through construction.

2.3 Design Professional Scope of Services:

The Design Professional's scope of the services to be provided for this project is included within Chapter Two of the sample contract.

2.4 Project Construction Budget:

The estimated construction budget for this project is \$15.8 million.

2.5 SEQRA:

Information regarding the SEQRA status of this Project is contained below.

- ☒ DASNY's Office of Environmental Affairs (OEA) will conduct a SEQRA review of this project utilizing a term Environmental Consultant to complete DASNY's Environmental Assessment Form – Part I and any required technical information (e.g., traffic study), as determined by OEA. The Design Professional is anticipated to participate in the following SEQRA activities:
1. ☒ Preparation of a detailed written narrative describing the architectural elements of the Project.
 2. ☒ Development of drawings, schematics, and plans in a format and size suitable for use by DASNY's Environmental Consultants.
 3. ☒ Coordination and interface by the Design Professional with DASNY's OEA Environmental Consultants, Construction Manager, and/or Engineer may also be required at the direction of the Environmental Manager and Project Manager.
 4. ☒ Prepare and conduct a presentation of the project at a public hearing.

2.6 Project Permitting:

The Construction Permitting Agency for this project will be:

- ☒ The Dormitory Authority – State of New York

2.7 Applicable Codes, Rules & Regulations:

The project shall comply with all applicable codes, rules and regulations. It is the Design Professional's responsibility to ensure compliance with the applicable codes, rules and regulations. The Design Professional shall identify in the proposal all the applicable codes, rules and regulations.

2.8 Interior Design Services:

- ☒ Interior Design Services are not required for this project.

2.9 Project Schedule:

The proposed schedule is as follows:

Event	Date	
Issuance of RFP	June 3, 2011	
Site Visit/Proposers Conference	June 14, 2011	(10:00 AM)
Deadline for RFP Questions	June 16, 2011	(5:00 PM)
Post Responses to RFP Questions	June 21, 2011	
Proposal Due Date	July 1, 2011	(5:00 PM)
Interviews	July 22, 2011	
Notice of Award	July 29, 2011	

Design Kickoff Meeting	September 20, 2011	
SEQRA Review Complete (Projected)	March 20, 2012	
Design Complete / Project out to bid	October 9, 2012	
Construction Start (Projected)	January 21, 2013	
Construction Complete (Projected)	July 9, 2014	

2.10 Project Management Software:

Primavera P6™ (current version) will be utilized as the scheduling tool and Primavera Contract Manager™ (current version) will be utilized as the management tool to plan, track, and record all project-related schedules, correspondence, submittals, transmittals, meeting minutes, requests for information, daily logs, project costs, change management, and reporting. In addition, the Dormitory Authority at their option, will deploy these systems from available web-based and/or ASP (Application Service Provider) system(s). Firms responding to this Request For Proposal shall engage these systems, hereinafter referred to as The Project Management System, for all project deliverables.

2.11 Contract:

A sample copy of DASNY's contract is included as an attachment to this RFP. The specific provisions related to the Scope of Services are included within Chapter Two of the sample Contract.

Section 3: Content and Format of the Technical Proposal:

Following is a listing of the information required to be provided by the proposer. A technical proposal that does not provide all the information requested below may be subject to rejection. Provide the information in the same order in which it is requested. Your technical proposal must contain sufficient information to assure the Authority of its accuracy. Proposals shall be bound with tabs for each subsection, consist of the following information and organized as follows:

Tab 1: Cover Letter -- Include in a cover letter, that will be considered an integral part of the proposal, the following items:

1. The firm's name, address, telephone number, fax number, email address and web site address, if applicable.
2. The name, title, telephone number, fax number and email address of the individual within the firm who will be the Authority's primary contact concerning the proposal.
3. A statement to the effect that the firm is willing to perform all Mandatory Services identified in Section 2.3 above and will abide by the terms of the RFP, including all attachments.

4. The proposer must agree to provide the Authority 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.
5. The proposal submitted must contain a representation that the proposer is willing and ready to provide any services requested or required in a timely manner.
6. Disclose any potential conflicts of interest (refer to the "Code of Business Ethics - Certification" attached).
7. The cover letter must be signed by the individual(s) authorized to bind the firm contractually. Indicate the title or position that the signer holds within the firm. The Dormitory Authority reserves the right to reject a technical proposal that contains an unsigned cover letter.

Tab 2: Executive Summary of why your firm should be selected for this project (1-page limit).

Tab 3: Your firm's relevant project experience in residence halls of the same dollar value, size, and project scope (20-page limit). Include three (3) project examples of recent, residence hall projects of similar size, scope and complexity, with references. Project examples must include the following information:

1. Official project name and number of beds
2. The design consultant of record (if other than the submitting firm)
3. Overall project value
4. The value of the work designed by the firm, and
5. The time frame in which the work was performed.

References for each project must include the following information:

1. Owner's name, contact person, title, address, and telephone number
2. Design professional's name, contact person, title, address, and telephone number (if other than the submitting firm) and
3. Name, contact person, title, address, and telephone number of the contractor(s) who performed the work.

Tab 4: DASNY Project Experience – Provide a list of all of the projects the firm and/or significant subconsultants have performed for DASNY within the past five (5) years. Include the project location, title, DASNY/JDE Project number, DASNY PM and Design Professional's PM (5-page limit).

Tab 5: SUNY Residence Hall Project Experience – Provide a list of all of the projects the firm and/or significant subconsultants have performed for SUNY within the past five (5) years. Include the project location, title, and contact information (5-page limit).

- Tab 6: Standard SF 330 Form, limited to the last five years.
- Tab 7: Project Organization Chart/proposed Professional's Personnel Chart, as per Appendix B of Chapter 1 of the proposed Contract for Professional Services, including designation of the Professional's proposed project manager and subconsultants (1-page limit). Include a description of how the firm will monitor the allotment and performance of work in order to achieve an efficient administration of the project (1-page limit).
- Tab 8: Resumes of project personnel to be assigned to this project, including the status of their registration or licensure in New York State and the allocation of each individual's time to be devoted to this project.
- Tab 9: Demonstrate compliance with the following Certification Requirements as they may apply to this project:
1. Registered Architects
 2. Professional Engineers
 3. LEED™ Accredited Professionals
- Provide license numbers or copies of registration certificates, as appropriate. Business entities proposing to provide Professional Engineering Services must possess a Certificate of Authorization to provide Engineering Services in New York State from the State Education Department. Include a copy of this Certificate in your response if proposing engineering services.
- Tab 10: Subconsultant qualifications, relevant project experience, personnel, and project role. Include resumes as appropriate. (10-page limit, per subconsultant).
- Tab 11: A completed Utilization Plan, included in this RFP as an attachment, listing all proposed sub-contractors including ESDC Certified M/WBE firms you "may" use if selected for this contract. The goals for this contract are 5% MBE & 5% WBE. The goals refer to the percentage of utilization of your M/WBE sub-contractors.
- Tab 12: Demonstrate the design professional's knowledge and experience in this project type by identifying the codes to be considered for compliance. In addition, describe the design professional's approach to code compliance, construction permitting and SEQRA activities, including experience with these codes and the code permitting agency(ies) (5-page limit).
- Tab 13: Critique of the proposed Scope of the Work. The critique may propose adjustments to the scope of work in order to meet the project budget or schedule (2-page limit).

- Tab 14: Critique of the proposed Project Budget. Provide a proposed Project Budget, or concurrence with the Owner's Project Budget (2-page limit).
- Tab 15: Critique of the proposed Project Schedule (2-page limit). The final design, bidding, and construction schedule shall be as mutually agreed to by the Design Professional, the Dormitory Authority and the Owner.
- Tab 16: Critique of the proposed Design Professional Scope of Services. The critique may propose deletion of tasks, or addition of tasks as required to achieve the project objectives (2-page limit).
- Tab 17: The Design Professional's Quality Control Program, as per Chapter 2, Article 1.5 of the sample Contract. Provide a one-page executive summary of the firm's program. The successful firm will be required to submit its full program (1-page limit).
- Tab 18: Develop a Building Information Modeling (BIM) Plan for the design and construction process using BIM software as a tool to inform the project. The plan will outline the planning, programming, design, preconstruction, construction and closeout phases. The plan will also outline how information will be developed, distributed and organized between project team members as well as other entities during the construction process as well as project closeout as it relates to project deliverables. Review some of the additional dimensional features that may be provided within the modeling effort such as scheduling and cost. Clearly outline the BIM software that will be utilized by all team members. Demonstrate the BIM software by outlining the proposed team, how the information will be developed, distributed and organized. Demonstrate SUNY New Paltz's benefits to using this type of software (5-page limit).

(Do not provide proposed plans, drawings or renderings in response to this RFP. At the time of interviews, the selected consultants may then provide this information.)

Section 4: Pre-Proposal Meeting and Site Visit:

4.1 Pre-Proposal Meeting:

A mandatory **Pre-Proposal Meeting will be held at SUNY New Paltz on June 14, 2011 at 10:00 AM in the DASNY Construction Trailer.** Directions are included as an attachment to this RFP.

The purpose of this meeting is to describe the project, goals and to answer any questions presented by the proposers. Representatives of the Dormitory Authority and SUNY New Paltz will be available to answer questions regarding this RFP. Immediately following the Pre-Proposal Meeting, a tour of the site will be conducted.

Firms attending the pre-proposal meeting must submit the name(s) of the participating individuals to the RFP Coordinator via e-mail (RFPCoordinator@dasny.org) no later than Friday, June 10, 2011. Due to space limitations, firms are requested to limit the number of attendees.

4.2 Pre-Proposal Meeting Questions:

Questions to be addressed at the Pre-Proposal Meeting must be emailed to the attention of the contact person identified in Section 7.1.1 by Friday, June 10, 2011. Questions emailed prior to the Pre-Proposal Meeting will be addressed at the Pre-Proposal Meeting; questions not emailed prior to the Pre-Proposal Meeting are not guaranteed a response.

Section 5: Evaluation Process and Selection:

5.1 Evaluation of Proposals:

This is a Qualifications Based Selection (QBS).

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

5.2 Preliminary Review:

The Authority reserves the right to reject and return to the proposer all proposals received after the RFP due date and time. All proposals will be reviewed to determine if they contain all required submittals specified in Sections 3 and 5. Incomplete proposals may be rejected.

5.3 Evaluation:

Proposals will undergo an evaluation process conducted by a Committee selected by the Authority. The Committee consists of representatives of the Dormitory Authority's Project Management, Procurement, Opportunity Programs, working in conjunction with Owner representatives. The Committee will evaluate the proposals based upon the criteria for selection set forth below.

5.4 Criteria for Selection:

Proposals will be evaluated based upon the information required to be submitted in Section 3 of this RFP.

5.5 Interviews:

Following the receipt of proposals, the Authority may request some or all of the firms submitting proposals to provide a presentation of their proposal in order to complete the evaluation and selection of firms. The Authority reserves the right to determine whether interviews will be necessary. The purpose of the interview is to further document the proposer's ability to provide the required services, and to impart to the Committee an understanding of how specific services will be furnished. The proposed lead principal, as well all other key personnel proposed to provide the services must be present and participate in the interview. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the proposer in its written response to this RFP and any other information requested by the Committee prior to the interview.

5.6 Negotiation:

After completion of consultant selection, DASNY will commence finalization of the project scope and fee negotiations with the first ranked Professional. Upon execution of a contract with the successful Professional, DASNY will notify the other firms.

Section 6: Content and Format of the Cost Proposal:

Following is a listing of the information required to be provided by the proposer. A cost proposal that does not provide all the information requested below may be subject to rejection. Provide the information in the same order in which it is requested. Your cost proposal must contain sufficient information to assure the Authority of its accuracy.

Tab 1: Cover Letter -- Include in a cover letter, that will be considered an integral part of the proposal, the following items:

1. The firm's name, address, telephone number, fax number, email address and web site address, if applicable.
2. The name, title, telephone number, fax number and email address of the individual within the firm who will be the Authority's primary contact concerning the proposal.
3. A statement to the effect that the price quoted is an irrevocable offer good for 120 days.
4. The cover letter must be signed by the individual(s) authorized to bind the firm contractually. Indicate the title or position that the signer holds within the firm. The Authority reserves the right to reject a cost proposal that contains an unsigned cover letter.

Tab 2: Provide estimated manpower requirements and costs associated with performing the identified Scope of Services, as per the Base & Total Cost Spreadsheet, included as an attachment to this RFP.

- Tab 3: Provide direct salary rates for staff that will be providing services under this contract. Complete the attached Employee Wage Rate Schedule Form to support the unloaded salaries and rates of your employees.
- Tab 4: Provide documentation indicating your firm's Overhead and Profit Multiplier and that of your subconsultants (if any). The calculation should include all direct labor expenses, indirect and operating expenses and proposed profit. Identify the expenses associated with the Geotechnical Services as reimbursable expenses.
- Tab 5: Provide Certificates of Insurance per the sample Contract including evidence of professional liability insurance. The professional liability requirement for this project is \$2,000,000.00. Refer to sample certificates and additional requirements included as an attachment to this RFP. Please note that the policies must include the Dormitory Authority State of New York and State University of New York as additional insureds.
- Tab 6: Provide a completed W-9 form, included in this RFP as an attachment.

2005 Procurement Lobbying Law – **Submit one (1) original unbound completed 2005 Procurement Lobbying Law – Certification Form: Pursuant to SFL § 139-j and § 139-k included in this RFP as an attachment with original signature.** The form must be signed by the individual authorized to bind the firm contractually. Do not include this form in your cost proposal.

NYS Vendor Responsibility Questionnaire For-Profit Business Entity (Non-Construction) - **Submit one (1) original unbound completed NYS Vendor Responsibility Questionnaire For-Profit Business Entity (Non-Construction) included in this RFP as an attachment with original ink signatures.** Do not include this form in your cost proposal. The NYS Vendor Responsibility Questionnaire must be notarized and signed by the individual authorized to bind the firm contractually. Indicate the title or position that the signer holds within the firm.

Section 7: Submission of Proposals:

7.1 Submission of Technical Proposal:

Seven (7) copies of your technical proposal should be submitted on or before the time and date indicated in Section 2.9 to:

Nicole White
RFP Coordinator
Dormitory Authority – State of New York
515 Broadway
Albany, New York 12207-2964

7.2 Submission of Cost Proposal:

Three (3) copies of your cost proposal should be submitted on or before the time and date indicated in Section 2.9 to:

Nicole White
RFP Coordinator
Dormitory Authority – State of New York
515 Broadway
Albany, New York 12207-2964

Section 8: Important Information Affecting Proposers:

8.1 Proposal Requirements:

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

Nicole White
RFP Coordinator – 3rd Floor
Dormitory Authority – State of New York
515 Broadway
Albany, New York 12207-2964
Email: RFPCoordinator@dasny.org

All questions must be submitted in writing to the RFP Coordinator by email, citing the particular proposal section and paragraph number. Proposers should note that all clarifications and exceptions, including those related to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal. Answers to all questions of a substantive nature will be given to all recipients of this RFP in the form of a formal addendum, which will be annexed to and become part of the resultant contract.

2. A proposer may withdraw a proposal anytime prior to the final due date and time by written notification, signed by an authorized agent, to the contact person identified in Section 7.1.1 above. The proposal may thereafter be resubmitted, but not after the final due date and time. Modifications offered in any other manner, oral or written, will not be considered.

3. If a proposer discovers an ambiguity, conflict, discrepancy, omission or other error in this RFP, the proposer should immediately notify the contact person identified in Section 7.1.1 above. Notice of such error or omission should be submitted prior to the final due date and time for submission of proposals. Modifications shall be made by addenda to this RFP. Such clarifications will be given by written notice to all parties who have received this RFP.
4. If a proposer fails, prior to the final due date and time for submission of proposals, to notify the Authority of a known error or an error that reasonably should have been known, the proposer shall assume the risk of proposing. If awarded the contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its late correction.
5. A proposer recognizes that the information provided by DASNY as part of this RFP is, to the best of its knowledge, true and accurate. However, DASNY makes no warranties with respect to said information.
6. A proposer indicates its acceptance of the provisions and conditions enumerated in this RFP by submitting a proposal.
7. All proposals shall become the property of DASNY and will not be returned.

8.2 Dormitory Authority Requirements:

1. By submitting a proposal, the proposer covenants that the proposer will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of lack of information.
2. The Authority shall not be obligated for any cost incurred by the proposer in proposal preparation or in activities related to the review of this RFP or any interview costs.
3. Other than the contact person identified in Section 7.1.1 above, or their designee(s), prospective proposers shall not approach Authority employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

8.3 Dormitory Authority Rights and Prerogatives:

The Authority reserves the right to exercise the following prerogatives:

1. To accept or reject any or all proposals and amend, modify or withdraw this RFP.
2. To correct any arithmetic errors in the proposals.
3. To change the final due date and time for proposals.

4. To accept or reject any of the firm's employees or proposed subconsultants assigned to provide services on this project and to require their replacement at anytime. The Professional shall obtain the written approval of the Owner of changes to the technical proposal after it is submitted, including any changes with respect to subconsultants. The Owner shall have the right to reject any proposed change to the Professional's technical proposal.
5. To waive or modify any irregularities or non-material defects in proposals received after prior notification to the proposer. This will in no way modify the RFP documents or excuse the proposer from full compliance with its requirements.
6. To consider modifications to proposals at any time before the award is made, if such action is in the best interest of the Authority.
7. To request a revised cost proposal from firms selected as finalists.
8. To accept a proposal for the engagement containing other than the lowest cost proposal.
9. To interview proposers prior to selection.
10. To reject any proposal containing false or misleading statements, or that provides references that do not support an attribute or condition claimed by the proposer.
11. To begin negotiations with the next most responsive proposer to this RFP should the Authority be unsuccessful in negotiating a contract with the selected proposer within a reasonable timeframe.

8.4 Contractual Requirements:

8.4.1 Contract:

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

8.4.2 Modification of Contract:

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

8.4.3 Termination of Contract:

The contract may be terminated by the Authority upon thirty days written notice for any reason, or immediately for cause. In the event of such termination, the successful proposer will be entitled to reasonable compensation for acceptable services performed through the date of termination.

8.4.4 Interpretation:

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

8.4.5 Public Announcements:

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