

**State University Construction Fund
Request for Qualifications (RFQ)**

SUCF Project No. 32446

Project Title: HSC Deck Rehab
State University of New York at Stony Brook –
Health Science Center

The State University Construction Fund (the “Fund”) is seeking Statements of Qualifications from consultants to provide design and construction oversight of the rehabilitation of the existing roof decks for the Health Science Center Complex. The construction may be in multiple phases.

Project Justification:

The existing Health and Basic Science Center roof decks are over 30 years old and are experiencing water penetration. In addition, the fasteners at column and lintel covers are resting and creating a potential unsafe condition. The roof decks and column and lintel covers have reached the end of their useful life and are in need of rehabilitation.

Scope of Service:

Rehabilitate existing Health and Basic Science Centers roof deck 3E, 3W, 4E, 4C, 4W, 5E and 5W. Include rehabilitation of associated column and lintel covers.

Statement of Qualifications from interested firms will be accepted until the close of business on July 20, 2009. Responding firms must provide five (5) original submissions to the following address:

**State University Construction Fund
Attn: Ms. Dotty Barger
State University Plaza
353 Broadway
Albany, New York 12246**

The lower left of the envelope shall clearly indicate the above Project Number and Title.

Format of Response:

Interested firms must provide five copies of a Statement of Qualifications (SOQ) that are clear, concise and FORMATTED AS NOTED BELOW. The SOQ should describe the respondent's specific understanding of and its ability to meet the requirements for the Project.

Questions regarding this request for SOQs shall be directed to one of the following persons only. Failure to adhere to this provision may result in the disqualification of your firm under the NYS Procurement Lobbying Act. Please refer to the Fund's website (www.sucf.suny.edu/business/policy.htm) for more information on the Procurement Lobbying Act.

Ms. Joanne Fazioli (518) 689-2537

Ms. Dotty Barger (518) 689-2577

Ms. Doreen Bottieri (518) 320-1127

Ms. Lois McLaughlin (518) 689-2581 (M/WBE Issues Only)

SOQ submissions shall be organized into the following sections:

Cover Letter:

A signed transmittal letter expressing your firm's interest in contracting with the Fund for the services indicated and your understanding of the scope of services to be provided. The cover letter shall also include the name, title, address, phone number and email address of the contact person for your firm in relation to this Request for Qualifications.

Section 1:

Indicate the experience of your firm that relates to the scope of the Project. Include a list of five (5) unique projects completed by your firm that are similar in scope to the Project. Provide the following information for each project listed:

- The client; **including the name, title and telephone number** of the client's representative that served as the day-to-day liaison during the project. If the liaison is no longer with the client's firm, please provide a contact person that is familiar with the project and your firm's work on such project. Please make sure that the contact information provided is current and accurate.
- A brief description of both the construction scope of work and the design and construction phase services provided.
- A comparison of estimated vs. actual construction cost at the time of bid and the final construction cost inclusive of all changes.
- A comparison of the project schedule vs. actual completion dates.
- Specific techniques that your firm employed to explore design options; to determine estimated construction costs; to proactively monitor construction activities of contractors; and maintain overall control of schedule, costs and quality for the client, etc.

Section 2:

Provide resumes giving the experience and expertise of the key and senior personnel that will be involved in the Project, including their experience with similar projects.

Section 3:

Provide a list of proposed subconsultant firms that will be employed in the execution

of services arising from this contract. All proposed subconsultants must be summarized on the "Subconsultant Staffing List and Basic Fee Payment Reporting Form" which is available on the Fund's web site (www.sucf.suny.edu/design/desfrm.shtml).

Designate the services for which subconsultants would be utilized and the firms that would be subcontracted for these services.

Also note in this section if your firm is a New York State Minority or Woman-Owned Business Enterprise and how your firm will meet the Fund's Minority and Woman-Owned Business Enterprise (M/WBE) goals through your subcontracting plan. The M/WBE goals for the Fund are 8% MBE and 4% WBE for upstate projects and 10% MBE and 4% WBE for downstate projects. Firms must be NYS certified as MWBE. The NYS Directory of Certified MWBE Firms are listed at www.nylovesmwbe.ny.gov. It should be noted that pursuant to NYS statute, the Fund seriously considers the good faith efforts of a firm in providing meaningful opportunities for M/WBE firms. The Fund will not contract with any firm that fails to demonstrate such effort. Firms requiring assistance in this effort are free to contact Ms. Lois McLaughlin at (518) 689- 2581.

Section 4:

Describe in written form and graphic representation, the proposed project organization of staff including responsibilities and lines of authority and communication for key and senior personnel. Indicate the estimated percent of time these individuals will be involved in the project for design and planning.

Section 5:

Firms must include in their submittal the following forms obtained from the Fund's website (www.sucf.suny.edu/design/desfrm.shtml):

- Offerer Certification of Compliance
- Offerer Disclosure of Prior Non-Responsibility Determinations
- Offerer Affirmation of Understanding.

Evaluation of SOQs:

Incomplete SOQs will be considered non-responsive and may be rejected. The firms' SOQs shall be reviewed and evaluated to determine a Short List of firms. A contract will be awarded by the Fund to the firm that, in the judgment of the Fund, is deemed the most highly qualified to provide the scope of services for the Project. The SOQs will be evaluated based upon the following general criteria. Note that the professional judgment of the Fund in this regard shall be deemed final.

Evaluation Criteria**Firm Qualifications and Experience**

The demonstrated qualifications and experience of the firm in successfully completing projects of the indicated scope and magnitude.

Qualifications and Experience of the Personnel to be Assigned

The demonstrated qualifications and experience of the individual personnel that the firm has proposed for the Project.

Previous Experience with Work Specific to Project Scope

The firm's previous experience on projects with similar contexts, standards, systems and features.

Capability and Approach to Providing the Required Services

The demonstrated approach of the firm to provide the required services in a qualified and competent manner, including; the understanding of the scope of work, the ability of the firm to complete the scope of work, the manner in which the firm addresses the requirements of this RFQ, including, but not limited to, the demonstrated good-faith effort in providing meaningful participation to NYS certified MWBE firms.

References and SOQ Submittal

The references of the firm, including projects (listed or not listed) that were previously completed for the Fund.

Integrity Hotline

As part of its Corporate Integrity Program, the Fund operates an Integrity Hotline 24-hours a day, seven-days a week. If you have knowledge of or suspect fraudulent, unethical, or other misconduct on a Fund project, please call the Hotline toll-free at (866) 543-8107 or in the Albany, NY, area at (518) 320-1290. All calls will be received and reviewed only by the Corporate Integrity Officer. Calls can be made anonymously or on a confidential basis. The identity of confidential callers will be fully protected. The Hotline is not equipped with Caller ID and no effort will be made to identify anonymous callers.

If you have any questions regarding the Hotline, please call the Fund's Corporate Integrity Officer, Michael P. Smith, at 518-689-2566.