

**ADDENDUM No. 02**

Date: 01/11/2023

**DORMITORY AUTHORITY - STATE OF NEW YORK**  
**Architectural and Engineering Term**  
**Consultants**  
**Solicitation 7592**

This **ADDENDUM** is hereby included in and made part of the Contract whether or not attached thereto. All requirements of the original Request for Proposal and Addendum No. 1 shall remain in force except as noted by this **ADDENDUM No. 02**. The purpose of Addendum No. 2 is to issue the following RFP attachments and revise the following RFP sections:

- Attachment a1. Sample Contract (Chapter One)
- Attachment a2. Sample Contract (Chapter Two)
- Attachment a3. Sample Contract (Chapter Three)
- Section 1 – General Information – 1.5 Key Events and Dates
- Section 1 – General Information – 1.6 Inquiries
- Section 2 – Engagement Information – 2.2 Scope of Services
- Section 3 – Content of Technical Proposal – 3.1 Information to be Provided by Proposers
- Section 4 – Content of Cost Proposal – 4.1 Information to be Provided by Proposers
- Section 5 – Content of Administrative Proposal
- Section 7 – Submission of Proposals

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**Section 1 – General Information**

**1.5 Key Events and Dates**

Provided below is a schedule of milestones for this RFP. DASNY reserves the right to change any or all of these dates as it deems necessary or convenient in its discretion. In the event of a change, such modifications will be posted on the DASNY website at [www.dasny.org](http://www.dasny.org) by issue of an addendum

<u>Event</u>	<u>Date</u>
RFP Release	12/21/2022
Deadline for RFP Questions	<del>01/16/2023</del> 01/20/2023 (3:00 PM)
Post Responses to RFP Questions	<del>01/23/2023</del> 01/24/2023
Proposal Due Date	02/03/2023 (3:00 PM)
Notice of Award (not earlier than)	04/05/2023

**1.6 Inquiries**

All inquiries concerning this RFP or any other aspects of this procurement must be submitted through the following website <https://forms.office.com/r/nk7jCwPup7> 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 ~~January 16, 2023~~ **January 20, 2023**. Responses to questions will be

periodically posted to DASNY's website during the Q&A period. A final record of the questions and associated responses will be posted to DASNY's website, [www.dasny.org](http://www.dasny.org) on ~~January 23, 2023~~ **January 24, 2023**. **Proposers responding to this RFP shall be solely responsible for checking the website throughout the RFP process for responses to questions, and no individualized notices shall be provided.**

## **Section 2 – Engagement Information:**

### **2.2 Scope of Services**

A detailed scope of services is included in Chapter 2 of the attached Sample Contract. **The Sample Contract is a representative sample of the terms and conditions that the firm should expect to execute. DASNY reserves the right to modify, amend, or change the terms and provisions of the final Contract as may be required.**

## **Section 3 - Content of Technical Proposal:**

### **3.1 Information to be Provided by Proposers**

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

**Failure to meet or to provide the required information in this Section 3 may result in a proposal being rejected and a consultant disqualified from further consideration.**

#### **Tab 1. Cover Letter**

Include a cover letter with the following items:

- a. The name, title, telephone number, and email address of the individual within your firm who will be DASNY's primary contact concerning this RFP.
- b. The primary contact's name, title, telephone number, and email address for each subconsultant who will perform work under this contract.
- c. The name and job titles of the primary staff proposed to provide services relating to this RFP.
- d. A statement to the effect that your firm is willing to perform ~~all services identified in Section 2.1 above and~~ **professional design and construction phase services**, as outlined in Chapter 2 of the attached Sample Contract and will abide by the terms of the RFP, including all attachments.
- e. Your firm's main office and other office locations.

## **Section 4 – Content of Cost Proposal:**

### **4.1 Information to be Provided by Proposers**

The following is a list of required information that must be provided by the proposer. Provide your response in the same order in which it is requested ~~using numbered side tabs with cover pages~~ that

correspond with each of the numbered tabs below. Your cost proposal must contain sufficient information to assure DASNY of its accuracy.

### **Section 5 – Content of Administrative Proposal:**

The following is a list of required information that must be provided by the proposer **as separate, individual electronic files**. The forms must contain sufficient information to assure DASNY of its accuracy.

- a. Proposers shall submit a Vendor Responsibility Questionnaire (“VRQ”) in accordance with Section 9 of this RFP. DASNY requires vendors to file the VRQ online via the New York State VendRep System (the “System”). Proposers must provide a copy of the certification page to DASNY. To enroll in and use the System, see the System Instructions at [http://www.osc.state.ny.us/vendrep/vendor\\_index.htm](http://www.osc.state.ny.us/vendrep/vendor_index.htm) or go directly to the VendRep System online at <https://portal.osc.state.ny.us>.
- b. A completed Omnibus Certification form included in this RFP as an attachment.
- c. Provide a completed W-9 Form, included in this RFP as an attachment. If the proposer is a joint venture, provide a W-9 in the name of the joint venture and provide a copy of the executed joint venture agreement.
- d. Proof of registration to do business in New York State with New York State Department of State (DOS) or a copy of the application filing and Accounts Payable voucher confirming your firm’s registration with DOS is in progress.
- e. Provide a one-page profile of your firm. The firm profile should summarize the following: core competencies, number of employees, firm’s office locations, and staff by office and discipline. The purpose of this vendor profile is to provide DASNY staff a clear and concise document to review the background of the firm.

The following is a list of required information that must be provided by the proposer ~~as separate, individual electronic files~~ **within the Administrative Proposal**.

- ~~f~~**a.** Identify any questions, comments, and objections to the Scope of Services outlined in Chapter 2 of the attached Sample Contract, for DASNY’s review and consideration.
- ~~g~~**b.** 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 proposal submitted must contain a representation that the Proposer is willing and ready to provide any services requested or required in a timely manner.
  - iii. Disclose any potential conflicts of interest (refer to Exhibit A, “Code of Business Ethics - Certification” included in the attached DASNY Omnibus Certification).

### **Section 7 – Submission of Proposals:**

DASNY will be accepting electronic proposals only. Proposals will be accepted electronically on or before 3:00 pm on February 3, 2023. Follow the directions below to upload your proposal electronically. Any technical issues or questions should be directed to the Designated Representative for the procurement

via email prior to the due date of the RFP. **It is strongly encouraged to request access to the site 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. Please navigate to the following link to request access to RFP 7592 SharePoint Site:  
<https://forms.office.com/r/RpPi21cbpn>
  - i. Provide the requested information through the form including firm name, contact name, contact email, and additional contacts (if any) from your firm that may require access to submit the RFP responses through the SharePoint site.
  - ii. Please request access at a minimum of 48 hours in advance and ensure access to the site works correctly.
  - iii. Please note that an expression of interest does not qualify as a request for access. Please ensure that your firm explicitly requests access using the described procedure.

You will receive an email from SharePoint with a link to the Microsoft SharePoint site: “Statewide AE RFP.” You will also receive an email from the Designated Representative, Maria McNeil at [UpstateRFPCoordinator@dasny.org](mailto:UpstateRFPCoordinator@dasny.org) to confirm receipt of the SharePoint email and the ability to access the SharePoint site.

- b. 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 Statewide AE RFP “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.
- c. Upload all required documents in PDF Format to the folder library of the appropriate panel you wish to propose to. There are four (4) libraries identified as “Downstate Architects”, “Downstate Engineers”, “Upstate Architects”, and “Upstate Engineers.”
- d. Within each of the four (4) libraries are three (3) folders for each type of proposal. Please save each proposal as follows to the applicable subfolder:
  - i. Technical Proposal
    - i. Save file as: Technical Proposal-firm name
    - ii. Click “Upload” or drag and drop
  - ii. Cost Proposal
    - i. Save file as: Cost Proposal-firm name
    - ii. Click “Upload” or drag and drop
  - iii. Administrative Proposal
    - i. Save file as: Administrative Proposal-firm name
    - ii. Click “Upload” or drag and drop
      - i. **VRQ**
        - i. **Save file as: Administrative Proposal-firm name-VRQ**
        - ii. **Click “Upload” or drag and drop**

- ii. **Omnibus Certification**
        - i. Save file as: Administrative Proposal-firm name-Omnibus Certification
        - ii. Click “Upload” or drag and drop
      - iii. **W-9**
        - i. Save file as: Administrative Proposal-firm name-W-9
        - ii. Click “Upload” or drag and drop
      - iv. **NYSDOS Registration**
        - i. Save file as: Administrative Proposal-firm name-NYSDOS Registration
        - ii. Click “Upload” or drag and drop
      - v. **One-Page Profile**
        - i. Save file as: Administrative Proposal-firm name-One-Page Profile
        - ii. Click “Upload” or drag and drop
- e. 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 the file as “modified”.
  - ii. The submitted document will remain in a pending status so they will remain private and will not be visible to the other proposers throughout the procurement process.
- f. The Statewide AE RFP SharePoint site will close at 3:01 PM on February 3, 2023. 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.

**End of Document**