

ADDENDUM No. 01

Date: 01/30/2023

DORMITORY AUTHORITY - STATE OF NEW YORK
Staten Island Family Court Consolidation
Bridging Consultant Services
Solicitation 7593

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 shall remain in force except as noted by this **ADDENDUM No. 01**. The purpose of Addendum No. 01 is to issue the following RFP attachments and revise the following RFP sections:

- Attachment a. Sample Contract*
- Attachment d. Base and Total Cost Form**

* 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.

** The Base and Total Cost Form is unlocked and editable. Subconsultants must go through the Prime and follow the instructions in the RFP. Please do not send this form separately.

Section 2 – Engagement Information:

2.9 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	01/03/2023
*Virtual Pre-Proposal Meeting	01/18/2023 (11:30 AM)
Deadline for RFP Questions	01/20/2023 (5:00 PM)
Post Responses to RFP Questions	01/24/2023
Proposal Due Date	01/31/2023 02/07/2023 (3:00 PM)
**Interviews/Presentations (no earlier than)	03/01/2023
Notice of Award (no earlier than)	03/15/2023

2.10 Qualifications, Experience and Licensure Requirements

Please note that the successful qualified architectural firm and its **principal** subconsultants for this engagement will not be eligible to participate on the Design-Build team for the construction of the Staten Island Family Courthouse Consolidation Project.

Section 7 - Submission of Proposals:

7.1 Submission of Technical and Cost Proposal

DASNY will be accepting electronic proposals only. Proposals will be accepted electronically on or before **3:00 pm on ~~January 31, 2023~~ February 7, 2023**. Follow the directions below to upload your proposal electronically. Any technical issues or questions should be directed to the Designated Representative for the Project via email prior to the due date of the RFP. **It is strongly encouraged to request access to the site at least 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.

1. Email DownstateRFPcoordinator@dasny.org with the subject line: "RFP Request Access-Firm Name."
 - a. 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. Please request access at a minimum of 48 hours in advance and ensure access to the site works correctly.
 - c. Provide the name and email address of any additional contacts (if any) from your firm that may require access to submit the RFP responses through the SharePoint site.
2. You will receive an email from the Designated Representative with a link to a Microsoft SharePoint site: "SIFCH Bridging Consultant RFP 7593."
 - a. Please confirm receipt of this email and ability to access the SharePoint site.
3. Click on the link.
 - a. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the RFP "Documents" page.
 - b. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
4. Three files will need to be uploaded and include:
 - a. Technical Proposal
 - b. Cost Proposal
 - c. Administrative Proposal

All files must be saved in PDF format and labeled as directed below:

- a. Technical Proposal:
 - i. Save file as: RFP 7593 - Tech-firm name
 - i. Click "Upload" or drag and drop
- b. Cost proposal:
 - i. Save file as: RFP 7593 - Cost-firm name
 - ii. Click "Upload" or drag and drop
- c. Administrative Proposal:
 - i. Save file as: RFP 7593 - Administrative-firm name

- ii. Click “Upload” or drag and drop
5. Once your documents are uploaded, DO NOT OPEN. The document submitted must be your final submission and cannot be modified.
 - a. If you open your files after they are submitted, the system will show it as “modified”.
 - b. The submitted files will remain in a “pending” status so that they remain private and will not be visible to the other proposers throughout the procurement process.
 6. The Bridging Consultant Services RFP site will close at **3:01 PM on ~~January 31, 2023~~ February 7, 2023**. Any questions or issues on submitting must be addressed to the Designated Representative for the Project before that time using the email in Bullet 1. Please ensure you give yourself enough time for uploading all files.

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