

The Dormitory Authority State of New York (DASNY) is seeking Expressions of Interests (EOI) from firms with experience in relocation management to provide relocation management and Furniture, Fixtures & Equipment (FF&E) services in support of DASNY during the design and construction phases for a new \$1.7 billion state-of-the-art public health laboratory on the Harriman State Office Campus in Albany, NY to serve New York State's public health needs. The project delivery method is Design/Build. Design is currently underway, and construction is planned to begin in the first quarter of 2025 with planned substantial completion in fourth quarter of 2029.

The following is a description of the scope of services to be provided by the Consultant:

1.0 INTRODUCTION

The Relocation Consulting and FF&E Management scope of services involves the planning and implementation required to assist the New York State Department of Health (NYS DOH) in successfully receiving newly purchased FF&E and also relocating the FF&E from existing facilities into the new space.

2.0 OBJECTIVE

The CONSULTANT may be responsible for planning, overseeing and coordinating all moves as well as managing the schedule and work of the physical mover providing the moving services. The CONSULTANT shall either contract with the physical mover directly or work with the physical mover DASNY hires.

The CONSULTANT shall provide the required planning, coordination, and vendor management services associated with new and/or existing FF&E needed to complete the new space.

The CONSULTANT may be responsible for the scheduling, coordinating, and receiving of FF&E.

3.0 DESCRIPTION OF SERVICES

- 3.0.1 Preparation and development including establishing specific goals, identifying necessary resources, anticipating potential issues, and developing associated plans to achieve intended results.
- 3.0.2 Coordination and communication with DASNY and/or Design Builder, contractors, and vendors as necessary in relation to scheduling, access and logistics, documentation, and protection of premises, furniture, and equipment, etc.
- 3.0.3 Managing and overseeing all activities associated with a relocation or setup of a space including moving, cleaning, and FF&E delivery, receipt, and training.

The scope of services that may be required by the CONSULTANT during each phase of a project are outlined as follows:

3.1 Staffing Requirements

- 3.1.1 Provide the appropriate staffing for the duration of the Contract engagement.
- 3.1.2 Designate one person as Project Manager for each assignment/project. The CONSULTANT's Project Manager will be on-site as deemed necessary by the assignment.
- 3.1.3 Maintain continuity of the CONSULTANT team throughout the course of the assignment/project. Changes in staffing must be approved by DASNY and/or Design Builder in advance. Replacement employees are expected to have comparable skills thereby creating minimal disruption to the project and/or schedule.

3.2 Planning Phase

Floor Plans will be provided to Awarded Firm after signature of a Non-Disclosure Agreement. Firms should refer to Attachments B and C for facility information.

- 3.2.1 Establish goals with NYS DOH, DASNY and/or Design Builder.
- 3.2.2 Develop strategic plan for meeting established goals.
- 3.2.3 Develop the scope as it relates to all relocation or FF&E activities throughout the duration of the assignment/project.
- 3.2.4 Develop and issue an integrated set of procedural documents associated with all aspects of requested services.
- 3.2.5 Develop master schedule for all relocation or FF&E activities consistent with the overall schedule for the project.
- 3.2.6 Ensure schedule allows for flexibility and minimizes cost.
- 3.2.7 Develop contingency plans should the original schedule be revised.
- 3.2.8 Develop mitigation plan associated with potential issues and/or conflicts.
- 3.2.9 Identify any staffing needs required and forecast the need for additional staff.
- 3.2.10 Prepare estimate for moving, cleaning, and other vendor required activities.
- 3.2.11 Determine, establish, and define responsibilities ahead of time per meetings carried out with NYS DOH, DASNY, and/or Design Builder and document the conversations with meeting minutes.
- 3.2.12 Determine all necessary internal and external coordination required for FF&E and associated tasks/activities including managing relocation and/or delivery of new FF&E. Conduct project meetings as necessary to coordinate all inter-related activities.
- 3.2.13 Develop schedule management plan for the relocation including but not limited to the following:
 - a. Scheduling coordination between internal management, technical support, and commercial vendors to establish clear lines of communication.
 - b. Coordinating with NYS DOH, DASNY and/or Design Builder and vendors, to provide a clear understanding of all roles and responsibilities.
 - c. Establishing weekly or bi-weekly meetings, as appropriate, to ensure all requirements and schedules are confirmed.
 - d. Preparing written move plans for all personnel and equipment.

3.3 Pre-Move/Pre-Set Up Phase

Anticipated start and end date of complete move services is Quarter 4 of 2029 to Quarter 1 of 2031.

- 3.3.1 Conduct a physical survey of any existing equipment and furniture to be re-used and/or relocated and determine compatibility with the new building/location.
- 3.3.2 Assist DASNY and/or Design Builder in resolving any conflicts and/or deficiencies with existing furniture and equipment.

- 3.3.3 Determine the most efficient routing for the various moves and utilization requirements of elevators, loading docks, stairwells, points of egress, etc. Survey move routes, building access, loading docks, elevator capacities, security, etc.
- 3.3.4 Establish in consultation with DASNY and/or Design Builder and the NYS DOH, the sequence of any departmental moves including logistics, time frames, and project team/mover responsibilities.
- 3.3.5 Inspect project site for move readiness including but not limited to:
 - a. Construction status, technology services, building services, laboratory services, and backup facilities and amenities.
 - b. Conducting regular site inspections to review programs and keep all participants involved and informed.
- 3.3.6 Prepare and/or assist with budgets and monitor budgets.
- 3.3.7 Coordinate plan for movement of goods/inventory into and out of staging areas.
- 3.3.8 Prepare a comprehensive “Logistics Management Schedule” including scheduling and coordination of the following components:
 - a. Packing of existing FF&E.
 - b. Delivery and installation of systems furniture.
 - c. Manufacturer participation in the disconnecting from building services, securing, packing, moving, commissioning, and testing of existing technical, medical, and/or laboratory equipment.
 - d. Moving and installation of existing assets and property.
 - e. Delivery and installation dates in relation to the construction schedule, DASNY and/or Design Builder punch lists, and final cleaning.
 - f. Installation of wall mounted FF&E.
 - g. Tagging and inventory functions.
 - h. DASNY and/or Design Builder on-site review and acceptance walk through.
 - i. Manufacturer follow-up for remedy of deficiencies.
 - j. Closeout meeting.
- 3.3.9 Review and refine relocation plans with NYS DOH, DASNY and/or Design Builder, internal staff, and vendors.
- 3.3.10 Engage or coordinate the services of a moving company when directed by DASNY.
 - a. Coordinate de-installation and re-installation of specialized equipment with specialty vendors and moving company to schedule the relocation and/or delivery of new medical, pharmaceutical, technology or other specialty type equipment to the new site.

- b. Review with DASNY and/or Design Builder any interpretation on their part that a project complies with the effect of Project Labor Agreement.
 - c. If moving company is engaged by the CONSULTANT, a list of potential bidders shall be submitted to DASNY for review and CONSULTANT and DASNY may hold a pre-bid meeting to answer questions prior to award. DASNY may attend bid opening.
 - d. Determine the lowest responsible bidder and assemble a recommendation to award package to DASNY Project Manager for approval including a memorandum describing the bid review and evaluation process and the rationale for proceeding with the selection.
 - e. CONSULTANT shall not enter into any agreement for any sub service (i.e. physical movers) without DASNY approval.
- 3.3.11 Conduct vendor walk-throughs for field verification purposes prior to move or FF&E deliveries.
- 3.3.12 If requested by DASNY, develop a Request for Proposal (RFP) for the deinstallation and reinstallation of any medical and/or laboratory equipment, PC's, LAN, printers, faxes, and other computer related equipment. RFP's must be issued only to authorized resellers of the product being deinstalled and reinstalled to avoid product warranty issues. Scope of services described in the RFP may include:
- a. De-installation and re-installation of specialty equipment during the relocation and/or delivery of FF&E such as new or existing technology or other specialty type equipment to the site.
 - b. Planning procedures to make specialty equipment ready for use and operational following the move.
- 3.3.13 Coordinate and schedule the installation of furniture and equipment with the moving company and installer.
- 3.3.14 Coordinate any needs related to existing specialized equipment with manufacturers or vendors. Specialized equipment shall be moved by an approved manufacturer's vendor and certified by the manufacture for relocation of the specialized equipment. A complete list of the specialized equipment is not yet available.

3.4 Move/Setup Phase

Programs that require winter move (off season):

- Rabies, Arbovirology, Tick, Environmental Biology, Parasitology

Programs that require move in seasonal shifts based on seasonality of sub-program testing:

- Virology, Bacteriology

Programs that require space in new lab registered before moving:

- Biodefense, Arbovirology - select agent registration
- Clinical labs - CLIA/CLEP registration
- Environmental labs – National Environmental Laboratory Accreditation Program (NELAP), NYS Environmental Laboratory Approval Program (ELAP), United States Environmental Protection Agency (US EPA), and NYS Office for Cannabis Management (OCM) registration, DEA and DOH analytical licenses for Controlled substances.

- 3.4.1 Oversee the move to ensure a timely and efficient relocation process.

- 3.4.2 Advise the project team of any problems encountered and report on the status/progress of the move on a weekly basis.
- 3.4.3 Ensure the premises are protected. Furnish and install appropriate materials to protect floors, walls, and elevator cabs of the building during moves and the installation of FF&E.
- 3.4.4 Allocate crew size based on FF&E scope and associated schedule.
- 3.4.5 Coordinate and monitor crew size and activities.
- 3.4.6 Log timing of crews to verify billing for payment purposes when submitting to DASNY.
- 3.4.7 Provide on-site supervision for all move-related activities.
- 3.4.8 Respond to problems and changes as required by DASNY and/or Design Builder and NYS DOH.
- 3.4.9 Monitor and supervise the mover for contractual compliance at both origin and destination.
- 3.4.10 Work with the NYS DOH's telecommunications liaison to coordinate the installation and testing of all voice and data lines for connectivity. If the NYS DOH decides to install new telephone instruments, work with the supplier/manufacturer to deliver and install these instruments at the time the lines are tested.
- 3.4.11 Coordinate with NYS DOH to arrange elevator time for any FF&E deliveries, and/or moving of reused equipment.
- 3.4.12 Maintain proper preventions to ensure safety of all NYS DOH and facility staff, residents, DASNY staff, etc. during delivery of furniture and equipment.
- 3.4.13 Duplicity of services may be necessary to keep a facility functional as directed by DASNY.
- 3.4.14 Supervise the de-installation and re-installation of specialty equipment by specialty vendors.
- 3.4.15 Assure coordination between the activities in the building, including the construction trades, furniture and equipment deliveries, technology deliveries and miscellaneous vendors and consultants.
- 3.4.16 Oversee the implementation of DASNY and NYS DOH purchase orders that relocate equipment.
- 3.4.17 Monitor and supervise contractual obligations of the vendors.
- 3.4.18 Coordinate the moving, installation, and testing/readiness of equipment and furniture, both new and existing.
- 3.4.19 Equipment pre-validation: Clinical and environmental programs will require equipment to be purchased, installed, certified and validated in new lab before the program can move in its entirety, most prominent among them being Newborn Screening, which will need to relocate in a single weekend. See Attachment A – Relocation Data.

3.5 Post-Move Management

- 3.5.1 Provide on-site post move coordination to respond to start-up problems.

- 3.5.2 Develop a list and action plan for repairs and replacement of missing items.
- 3.5.3 Audit carrier time sheets and invoices prior to submission of payment applications to DASNY. Review and approve all vendor invoices and payments for accuracy and ensure all necessary backup is provided.
- 3.5.4 Assist with insurance claims if requested.
- 3.5.5 Identify and resolve any post-move difficulties and ensure all appropriate parties are aware of the issues identified.
- 3.5.6 Arrange, direct, and supervise cleaning of the vacated site, if requested.
- 3.5.7 Notify DASNY Purchasing and/or DASNY Interior Design of issues with FF&E items in need of corrective action and/or repair. Follow-up on completion with appropriate vendors or internal contacts.
- 3.5.8 Coordinate with DASNY and facility regarding receipt of Day Two FF&E items, if requested.

3.6 Receiving/Inspecting/Set-in-Place/New FF&E

See Attachment A – Relocation Data for current information on new equipment and relocation equipment items.

- 3.6.1 Coordinate, schedule, and supervise the delivery and installation of furniture, furniture systems, technology equipment and any other FF&E items included as part of the project.
- 3.6.2 Advise DASNY and/or Design Builder of completed assemblies and installations. Notify product end users where applicable and/or product specifier after deliveries are made. Seek approval from end user and/or specifier prior to advising DASNY Accounts Payable of authorization to pay vendor. Record any damages and deficiencies. Follow-up with DASNY Purchasing Coordinator assigned to the Purchase Order regarding any deficiencies so they may communicate issues to the manufacturers for remedies, as required.
- 3.6.3 Review shipping documents and make notations of discrepancies or deficiencies prior to accepting products.
- 3.6.4 For equipment purchased and installed by the vendor (set-in-place, unpackage, uncrate, and remove all debris) the CONSULTANT shall:
 - a. Direct the vendor regarding placing equipment in proper room locations according to approved layouts.
 - b. Make certain that the equipment installed fits the description noted on the purchase order (model/style, dimensions, colors, etc.).
 - c. Direct the vendor to remove any damaged equipment and replace it within a reasonable time frame. Notify DASNY Purchasing of any damaged equipment.
 - d. Supervise and coordinate testing of all equipment with vendor and end user(s) to ensure that it is in working condition post-move. NYS DOH and/or end user must be present during testing activities to ensure the product works and has been re-installed by specialty vendor per manufacturer's installation specifications and/or the NYS DOH's requirements and obtain sign-off from end users to verify and document that equipment is operational after re-installation.

- 3.6.5 Receive dock deliveries when indicated on Purchase Order.
- 3.6.6 Set any FF&E items in place per the FF&E layout if indicated on the Purchase Order.
- 3.6.7 All equipment received by the CONSULTANT shall be under its care, custody, and control until it is accepted by DASNY and/or the NYS DOH. Any loss or damage of equipment shall be borne by the CONSULTANT until such time as it is accepted by DASNY and/or the NYS DOH.
- 3.6.8 Maintain receiving information daily and submit receiving log to DASNY Purchasing Unit and/or the NYS DOH. The log shall contain the following information:
 - a. Purchase Order Number
 - b. Date received.
 - c. Shipper.
 - d. Number of items and quantities received.
 - e. Condition.
 - f. Any damage, missing quantities, wrong colors, etc. are to be noted on all receiving slips before signing off.
 - g. Confirm receiving and/or completion of services via email to DASNY Accounts Payable as PO's are partially and/or fully satisfied to comply with DASNY's NET 30 Payment Terms.
- 3.6.9 Provide all end users with product warranty information collected from vendors when deliveries were made.

3.7 Tagging/Inventory

- 3.7.1 Develop and oversee a tagging program that would accommodate a NYS DOH move (e.g., color coded tags etc.).
- 3.7.2 If requested, affix bar coded asset tags provided by the NYS DOH on all new FF&E received and installed. Any tags attached to the FF&E must be done without the use of mastic and without marring the surfaces of the FF&E. DASNY and/or the NYS DOH will provide asset tags for this purpose and designate their preferred placement consistent with tagging on existing assets.
- 3.7.3 If requested, affix bar coded room tags provided by the NYS DOH on all spaces to receive FF&E in the building. The NYS DOH will provide asset tags for this purpose and designate their preferred placement location.
- 3.7.4 Manage implementation of inventory systems ensuring all items to be moved are properly tagged.
- 3.7.5 The NYS DOH will be responsible for scanning assets and recoding room inventory information.

3.8 Cleaning

- 3.8.1 If requested by DASNY, engage a cleaning vendor to assist with post construction clean-up.
- 3.8.2 If requested by DASNY, engage a vendor to provide specialty cleaning including but not limited to data, equipment, or clinical cleaning. Specialty cleaning vendors must be qualified to perform specialty cleaning requested and able to produce the appropriate insurance documentation.

- 3.8.3 Schedule, supervise, and oversee the performance of cleaning services and schedule FF&E activities to coordinate with the cleaning activities.
- 3.8.4 Coordinate and address all deficiencies to the satisfaction of DASNY and/or the NYS DOH.

3.9 Final Sign-Off

- 3.9.1 Conduct a room-by-room walk through. When notified, DASNY Interior Design and/or NYS DOH will conduct room-by-room assessment and establish final punch list.
- 3.9.2 Address all punch list items to the satisfaction of DASNY and/or NYS DOH.

3.10 Communication

- 3.10.1 Instruct NYS DOH on how to prepare for the relocation, including preparation of a detailed packing guide and packing instructions for distribution.
- 3.10.2 Ensure NYS DOH is kept aware of the project status, FF&E manufacturing and/or delivery delays, and any new policies or procedures that may affect them.
- 3.10.3 On a regular basis, provide information on the move and inform NYS DOH of significant events and ongoing construction that may impact their work environment.
- 3.10.4 Coordinate with DASNY and NYS DOH, and conduct regularly scheduled status meetings, keeping everyone apprised of the status of the move by acting as the single point of contact for all logistics issues.
- 3.10.5 Communicate with all FF&E vendors and movers regarding logistics and communicate information to the NYS DOH.
- 3.10.6 Address NYS DOH concerns gathered from the mover.
- 3.10.7 Communicate with equipment and technology services project teams as necessary. These teams will represent both the information technology and the telecommunications aspect of the move/set up.

Interested firms must meet the following requirements: (1) have relevant experience with projects of similar size, scope and budget; and (2) employ or team with experienced staff with thorough knowledge of the area(s) of expertise required for the project.

DASNY contributes to the economic development of New York State by assisting and supporting Minority- and Women-Owned Business Enterprises and Service-Disabled Veteran-Owned Businesses (MWBE/SDVOB) through its procurement process. As part of this EOI, and consistent with Executive Laws Article 15A and Article 3 of the New York State Veterans Services Law. DASNY strongly encourages all firms to submit proposals that utilize partnerships, joint ventures or sub-consultant arrangements with New York State certified MWBE & SDVOB firms for this procurement. To identify New York State (NYS) Certified MWBE firms contact Empire State Development at www.esd.ny.gov/doing-business-ny/mwbe , for NYS Certified SDVOB firms contact www.ogs.ny.gov/veterans or for further assistance review DASNY MWSBE Registry at www.dasny.org. It is the goal of DASNY to encourage participation by qualified and certified Minority- and Woman-Owned-Business Enterprises (MWBE) and Service-Disabled Veteran-Owned Businesses (SDVOB) as part of your team with meaningful roles to the maximum extent practical and consistent with legal requirements.

Firms interested in responding to this solicitation must submit one (1) electronic copy of an Expression of Interest (EOI) to the designated representative noted below no later than **3:00pm on October 21, 2024**. EOI's received after

this date and time will not be considered. EOI's must include the following information in the same tab order as described below:

Tab 1 – Provide a cover letter with your firm's name, address and telephone number along with the name, title, telephone number and email address of the individual within the firm who will be DASNY's primary contact concerning this EOI.

Tab 2 – Provide resumes for all proposed staff, including subconsultants, demonstrating your firm and proposed team's experience with laboratory and technical facilities and/or research & development facilities and experience providing the above-referenced scope of services.

Tab 3 – Provide examples of projects completed by your firm within the past ten years that were similar in size, scope and complexity. For each project provide: the project name, cost of construction, a description of specific services performed by your firm and the construction start and completion dates.

Tab 4 – Explain your firm's anticipated approach to maximizing MWBE participation in the construction phases of the Project and provide summaries showing the firm's and the subconsultants' performance meeting MWBE goals on past projects.

Tab 5 – Provide a completed Diversity Questionnaire, included in this ad as an attachment. It is the goal of DASNY to use qualified firms that have a demonstrated history of hiring, training, developing, promoting, and retaining minority and women staff and, encouraging participation by certified MWBE firms. This questionnaire elicits information about each responding firm to verify that its work environment demonstrates a strong commitment to diversity and diversity inclusion in the firm's design and construction team.

Please note that while no final determination has been made at this stage, the aspirational goals for the proposed contract are 18% MBE, 12% WBE, 6% SDVOB.

Complete the NYS Vendor Responsibility Questionnaire online at <http://www.osc.state.ny.us/vendrep> and submit a copy of the certification page to the designated representative listed below. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at <http://www.osc.state.ny.us/vendrep/index.htm> or go directly to the VendRep System online at <https://portal.osc.state.ny.us/>

Pursuant to Executive Order No. 170.1 – Uniform Guidelines for Responsibility Determinations, Executive Order No. 125 – NYS Vendor Responsibility Questionnaire and Executive Order No. 192 – Continuing Vendor Integrity, DASNY may only award a contract to a responsible proposer. A responsible proposer must have the integrity to justify the award of public dollars and the capacity to perform the requirements of the contract fully. The proposer must file a vendor responsibility questionnaire with DASNY. The questionnaire provides the proposer an opportunity to self-disclose any issues and provide necessary information, which DASNY will use as part of its determination.

Based on the information received, the firms deemed qualified by review of their respective EOI's will be short-listed and issued a request for proposal (RFP). Once selected, the short-listed firms will be posted on DASNY's website.

In accordance with State Finance Law § 139-j and § 139-k, this solicitation includes and imposes certain restrictions on communications between DASNY personnel and an Offerer during the procurement process. The designated representative for this procurement is **David Fenichel, Contract Administrator (ph:518-257-3358, Email: UpstateRFPCoordinator@dasny.org)**. Contacts made to other DASNY personnel regarding this procurement may disqualify the Offerer and affect future procurements with governmental entities in the State of New York. Please refer to DASNY's website (www.dasny.org) for Authority policy and procedures regarding this law, or the Office of General Services (OGS) website <https://www.ogs.state.ny.us/> for more information about this law. All proposers, domestic and foreign, must be in compliance with New York State business registration requirements. Contact the NYS Department of State regarding compliance. In addition, business entities proposing to provide professional engineering services must obtain a Certificate of Authorization to Provide Engineering Services in New York State from the State Education Department. Proposals must be submitted in the full legal name of the proposer, or the full legal name plus a registered assumed name of the proposer, if any.