



Modified Request for Proposal (RFP)

SUNY Oneonta – Ford Hall Renovations

Table of Contents

Section 1.	General Information
Section 2.	Engagement Requirements
Section 3.	Content of Technical Proposal
Section 4.	Content of Cost Proposal
Section 5.	Evaluation of Proposals
Section 6.	Submission of Proposals
Section 7.	Important Information Affecting Term Consultants
Section 8.	Negotiation
Section 9.	Notification

Attachment 1 – Parking Guide and Campus Map

Attachment 2 – Huntington Hall Design Documents

Attachment 3 - Utilization Plan

Attachment 4 - Use of Service-Disabled Veteran-Owned Business Enterprises

Attachment 5 – Diversity Questionnaire

Attachment 6 - Base and Total Cost Form

Attachment 7 - Classification & Rate Form

Attachment 8 - DASNY Multiplier Form

Attachment 9 – DASNY Standard Cost Proposal (SCP) Form

Section 1. General Information

1.1 Background

The Dormitory Authority State of New York (DASNY) has previously contracted with Consultants to provide term architectural or engineering services for its various client programs. However, for particular projects DASNY may solicit project specific proposals from its list of Term Consultants prior to issuing a Work Authorization specific to a Project. Unlike the general RFP used to initially select a firm, this modified RFP is used to select a consultant by evaluating their design approach to a particular project(s). The selected firm(s) will be issued a Work Authorization per the conditions of the original term contract.

1.2 Purpose

DASNY seeks proposals from Term Consultants to provide architectural and engineering design, bid and construction administration services to renovate Ford Hall on the campus of SUNY Oneonta.

1.3 Key Events and Dates

<u>Event</u>	<u>Date</u>
Issuance of RFP	10/9/19
<u>Mandatory</u> Pre-Proposal Meeting/Site Visit	10/15/19 (10:00AM)
Deadline for RFP Questions	10/22/19(5:00 PM)
Responses to RFP Questions	10/24/19
Proposal Due Date	11/1/19(5:00 PM)
Interviews/Presentation (not earlier than)	11/18/19
Projected Notice of Award (not earlier than)	11/20/19

A Mandatory Pre-Proposal Meeting will be held at SUNY Oneonta, Ford Hall (main entrance) on October 15, 2019 at 10:00 AM. A campus map is included as an attachment to this RFP. For parking purposes please provide your vehicle make, model and license number, in advance, to Lachlan Squair at lachlan.squair@oneonta.edu.

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

Section 2. Engagement Requirements

2.1 Scope of Services

The Design Professional shall provide all services necessary to perform the Project, which shall include, but not be limited to:

- a) All required programming, pre-design, design, and engineering services, as described in and required by the Design Professional's term contract agreement.
- b) All drawings, specifications, surveys, studies, and other items necessary or appropriate for the final and complete design, as described in and required by the Design Professional's term contract agreement.
- c) Document submissions for review and approval by DASNY and the campus, as described in the Design Professional's Submission Requirements and the Design Professional's term contract agreement.
- d) Bidding and construction phase services, as described in and required by the Design Professional's term contract agreement.
- e) Post-construction deliverables, as described in and required by the Design Professional's term contract agreement. A Post Occupancy Evaluation (POE) may be considered at a future date.
- f) DASNY will engage a Construction Manager at Risk (CM@R) to bid and construct the project. The CM@R will be a participant in the design phase as well. The Design Professional shall coordinate its services with the CM@R.
- g) Deep Energy Retrofit considerations:
 - a. Envelope and energy system retrofit solutions shall explore replicability at other SUNY residence halls, whether undergoing rehabilitation or not.
 - b. Energy system retrofit solutions shall explore satellite systems vs. continued connection to the existing boiler plant, with the assumption that the existing plant may be converted to operate on renewable fuels at a future date or offset equipment installed at the central plant.
 - c. The design scope for envelope and energy system retrofit solutions shall be finalized as part of the approval of the Schematic Design submission.
 - d. Design of some energy efficiency retrofit solutions may be advanced as add alternates to the base project.

2.2 Project Description

The estimated construction budget for the Project is \$19 million, based on a recent renovation of a similar sized residence hall; and the scope, budget, and schedule will be reevaluated at the submission of 30% Schematic Design. The anticipated schedule for the Project is as follows:

- Design Start –December 2019
- 30% review for approach, cost and determination of potential add alternate scope – February 2020
- Design Completion – August 2020
- Bid Phase – October 2020-February 2021
- Construction Start – May 2021
- Construction Completion – July 2022

Ford Hall is an existing 55,000 square foot residence hall on the campus of the State University of New York (SUNY) College at Oneonta, located at 108 Ravine Parkway, Oneonta, New York 13820 (the "Project"). The Project includes the design and construction of the following:

1. A gut-rehabilitation of Ford Hall to provide 300 beds in a new configuration, modeled on the project to rehabilitate Huntington Hall. (Design documents for the Huntington Hall project attached.)
2. Addition of approximately 6,000 square feet for additional programmatic space, modeled on the project to rehabilitate Huntington Hall. (Design documents for the Huntington Hall project attached.)
3. A deep energy retrofit to meet or exceed SUNY's goals for the rehabilitation of existing buildings.

Project requirements include, but are not limited to:

1. Occupancy beginning in August of 2022.
2. Delivery of the project on-time and on-budget.
3. Site Energy Use Intensity (EUI) in the range of 40 to 50 kBtu/ft²/year.
 - a. Illustration of this goal is expected through predictive Energy Modeling aligned with ASHRAE Standard 209
 - b. Retrofit to the existing building envelope and energy systems to achieve the site EUI goal.

2.3 Qualifications and Certification Requirements

- extensive relevant experience providing similar services with projects and building types, specifically college and university residence halls;
- relevant experience with rehabilitation of existing buildings;
- relevant experience with deep energy retrofit of existing buildings;
- employ experienced staff with through knowledge of their area(s) of expertise;
- ability to meet deadlines;
- ability to subcontract services, if required, for any particular engagement;
- have at least one New York State licensed architect, engineer or land surveyor if providing design services;
- ability to show evidence of Professional Liability, General Liability, Disability and Workers Compensation Insurances upon issuance of a contract, if selected and required.

Section 3. Content of Technical Proposal

3.1 Information to be Provided by Consultant

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

Tab 1. Include a **cover letter** with the following items:

- a. The name, title, telephone number, fax number and email address of the individual within the firm who will be DASNY's primary contact concerning this RFP.

- b. The primary contact name, title, telephone number, fax number and email address for each sub-consultant who will perform work under this Work Authorization.
 - c. The identities of the primary staff proposed to provide services relating to this RFP.
 - d. The cover letter must be signed by the individual(s) authorized to bind your firm contractually. Indicate the title or position that the signer holds within your firm. DASNY reserves the right to reject a technical proposal that contains an unsigned cover letter.
- Tab 2. Provide a description of your firm’s qualifications for completing the project and a statement as to why your firm should be selected.
- Tab 3. Provide a detailed description of your firm’s approach to providing the requested scope of services. Include a timeline and schedule for completion of all aspects of the engagement, including a preliminary project schedule.
- Tab 4. Provide a description of your firm’s organization, team makeup including sub-consultants and the resumes of partners, principals, associates, and other key staff proposed to provide services to DASNY.
- Tab 5. Provide three (3) project examples of your firm’s experience providing similar services as described in Section 2.1 Scope of Services and Section 2.2 Project Description. Project examples must include the following information:
- a. Official project name;
 - b. The professional of record (if other than the submitting firm);
 - c. Overall project value;
 - d. Achieved EUI;
 - e. The value of the work designed by your firm;
 - f. The timeframe in which the work was performed;
 - g. A summary of the services provided; and
 - h. A reference excluding DASNY employees with the name, title, and phone number.
- Tab 5. Provide a completed Utilization Plan included in this RFP as ”**Attachment 3**”, listing all proposed sub-consultants including ESD Certified M/WBE firms you “may” use if selected for this project pursuant to the goals established in your current Term Contract.
- Tab 6. Provide a completed Use of Service-Disabled Veteran-Owned Businesses Plan, included in this RFP as “**Attachment 4**” listing all proposed sub-consultants including OGS Certified Service-Disabled Veteran-Owned Businesses (SDVOB) that are of equal quality to those that may be obtained from non-SDVOBs if selected for this contract. Certified SDVOBs can be identified at http://ogs.ny.gov/core/docs/CertifiedNYS_SDVOB.pdf. **No dollar amounts**

should be entered at this time. Upon selection, a new plan with dollar amounts will be required.

- Tab 7. Provide a completed Diversity Questionnaire, included in this RFP as "**Attachment 3**",. It is the goal of DASNY to utilize firms that have a demonstrated history of hiring, training, developing, promoting and retaining minority and women staff and to encourage participation by certified MWBE firms. This questionnaire elicits information about each responding firm in order to verify that its work environment demonstrates a strong commitment to diversity.

Section 4. Content of Cost Proposal

4.1 Information to be provided by Term Consultants

The following is a list of required information that must be provided by the Term Consultant in response to this Modified RFP. Provide your response in the same order in which it is requested using numbered side tabs that correspond with each of the numbered tabs below. Your cost proposal must contain sufficient information to assure DASNY of its accuracy.

- Tab 1. Include a cover letter signed by the individual(s) authorized to contractually bind your firm. Indicate the title or position that the signer holds within your firm. DASNY reserves the right to reject a technical proposal that contains an unsigned cover letter. The **cover letter** shall also contain the following items:
- a. The name, title, telephone number, fax number and email address of the individual within the firm who will be DASNY's primary contact concerning this Modified RFP.
 - b. A statement to the effect that the price quoted is an irrevocable offer good for 120 days.
- Tab 2. Provide a DASNY Standard Costs Proposal associated with performing the identified Scope of Services. Such DASNY Standard Costs Proposal shall be in form and substance as attached hereto as "**Attachment 9**" and as previously approved by DASNY (the "**Approved DASNY Standard Cost Proposal Form**")
- Tab 3. Provide an Approved DASNY Standard Costs Proposal Form for each sub-consultant. If a sub-consultant does not have an Approved DASNY Standard Costs Proposal Form, provide a Base and Total Cost Form, a form of which is attached hereto as "**Attachment 6**", with **one** of the following:
- a. Provide the Classification & Rate Form, a form of which is attached hereto as "**Attachment 6**" and a statement that the firm will accept a multiplier of 2.5 or less; or
 - b. Provide the Classification & Rate Form, a form of which is attached hereto as "**Attachment 6**" and the DASNY Multiplier Form, the form of which is attached hereto as "**Attachment 8**" with the firm's most current financial statement for a multiplier greater than 2.5; or

- c. Provide the Classification & Rate Form, the form of which is attached hereto as "**Attachment 7**" and a letter from another State Agency (within the last three years) showing the firm's approved multiplier.

4.2 Information to be Provided by Consultants

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

Tab 1. Include a **cover letter** with the following items:

- c. The name, title, telephone number, fax number and email address of the individual within the firm who will be DASNY's primary contact concerning this RFP.
- d. A statement to the effect that the price quoted is an irrevocable offer good for 120 days.
- e. 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. DASNY reserves the right to reject a cost proposal that contains an unsigned cover letter.

Tab 2. Provide an already approved DASNY Standard Costs Proposal Form associated with performing the identified Scope of Services.

Tab 3. Provide an already approved DASNY Standard Costs Proposal Form for each sub-consultant. If a sub-consultant does not have an already approved DASNY Standard Costs Proposal Form provide the attached Base and Total Cost Form with **one** of the following:

- d. Provide the attached Classification & Rate Form and a statement that the firm will accept a multiplier of 2.5 or less.
- e. Provide the attached Classification & Rate Form and the DASNY Multiplier Form with the firm's most current financial statement for a multiplier greater than 2.5.
- f. Provide the attached Classification & Rate Form and a letter from another State Agency (within the last three years) showing the firm's approved multiplier.

Section 5. Evaluation of Proposals

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; and (2) to identify the firm that has the highest probability of satisfactorily performing the scope of services as defined herein. The evaluation process will

be conducted in a comprehensive and impartial manner. The evaluation will be conducted as set forth herein.

5.1 Preliminary Review

DASNY reserves the right to reject and return 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 4. Incomplete proposals may be rejected.

5.2 Evaluation

Proposals will undergo an evaluation process conducted by a Committee selected by DASNY. The Committee will evaluate the proposals based upon the criteria for selection set forth below.

5.3 Criteria for Selection

The criteria for selection shall be based on the qualifications required by Sections 2 and 3 of this RFP.

5.4 Interviews

DASNY reserves the right to determine whether interviews will be necessary. The purpose of the interview is to further document the consultant'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 consultant in its written response to this RFP and any other information requested by the Committee prior to the interview.

Section 6. Submission of Proposals

6.1 Submission of Technical and Cost Proposal

One (1) double-sided copy of your technical proposal, and one (1) double-sided copy of your cost proposal, and one (1) electronic copy of both should be submitted on or before 5:00 p.m. on November 1, 2019 to:

Nicole White
RFP Coordinator
DASNY
515 Broadway
Albany, New York 12207-2964

* Firms are encouraged to submit environmentally-friendly proposals.

Section 7. Important Information Affecting Consultants

7.1 Proposal Requirements

1. All inquiries regarding this RFP should be addressed as follows:

Nicole White
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. Consultants 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. A list of all substantive inquiries received with relevant responses will be posted on DASNY's website, www.dasny.org.

2. A consultant 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 consultant discovers an ambiguity, conflict, discrepancy, omission or other error in this RFP, the consultant 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 consultant fails, prior to the final due date and time for submission of proposals, to notify DASNY of a known error or an error that reasonably should have been known, the consultant shall assume the risk of proposing. If issued a Work Authorization, the consultant shall not be entitled to additional compensation or time by reason of the error or its late correction.
5. A consultant indicates its acceptance of the provisions and conditions enumerated in this RFP by submitting a proposal.

7.2 DASNY Requirements

1. By submitting a proposal, the consultant covenants that the consultant 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. DASNY shall not be liable for any cost incurred by the consultant 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 consultants shall not approach DASNY employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

7.3 DASNY Rights and Prerogatives

DASNY 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 assigned to provide services on this project and to require their replacement at any time. The consultant shall obtain the written approval of DASNY of changes to the technical proposal after it is submitted, including any changes with respect to employees. DASNY shall have the right to reject any proposed change to the consultant's technical proposal.
5. To waive or modify any irregularities in proposals received after prior notification to the consultant. This will in no way modify the RFP documents or excuse the consultant 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 DASNY.
7. To request a revised cost proposal from firms selected as finalists (if applicable).
8. To accept a proposal for the engagement containing other than the lowest cost proposal (if applicable).
9. To interview consultants 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 consultant.
11. To begin negotiations with the next most responsive consultant to this RFP should DASNY be unsuccessful in negotiating (if applicable) a Work Authorization with the selected consultant within a reasonable time frame.
12. To select more than one firm to receive a Work Authorization (if applicable).

Section 8. Negotiation

After completion of the selection process, DASNY will commence finalization of the project scope and fee negotiations with the selected firm(s), if applicable.

Section 9. Notification

Upon completion of the selection process, DASNY will notify all firms of its decision. Notification will be sent to the primary contact only.