**Project Overview:**
This Event is issued by the Research Foundation of the State University of New York at Stony Brook to solicit proposals for the *Scope of Work for Inventory and Quality Survey of Stony Brook University’s Research Space and Facilities* for the State University of New York at Stony Brook, Stony Brook, NY 11794 services, in accordance with Research Foundation of the State University of New York at Stony Brook RFP 21/22-036RF and Exhibit X and attached hereto and made part of this proposal.

This is needed to begin on or about February 01, 2022.

**Background:**
The Research Foundation for The State University of New York (RF) is the largest comprehensive university-connected research foundation in the country. It exists to serve the State University of New York (SUNY) by providing essential administrative services that enable SUNY faculty to focus their efforts on the education of students and the performance of life-changing research across a wide range of disciplines including medicine, engineering, physical sciences, energy, computer science, and social sciences. The RF is a private non-profit education corporation that is tax-exempt under Internal Revenue Code (IRC) Section 501(c) (3).

Stony Brook University, part of the State University of New York system, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to almost 26,000 undergraduate, graduate, and doctoral students and more than 14,500 faculty and staff. Stony Brook University is a comprehensive research-intensive university and a member of the prestigious Association of American Universities (AAU). It consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the Long Island region. Stony Brook University offers more than 200 undergraduate programs, more than 100 master’s programs and more than 40 doctoral programs.

Notable facts about Stony Brook University’s student population (Fall 2016):
Total students– 25,734:
Undergraduates – 17,026

- 21,277 full time
- 4,457 part time

Ratio estimated 55% male/45% female

Graduates – 8,708

Additional information about Stony Brook University and its students can be found at the following website: [http://www.stonybrook.edu/](http://www.stonybrook.edu/)

**Scope of Services for the Facilities and Administrative Consultant Proposal:**

Areas to cover:

1) Manage project for campus deliverables (Structure of project, timeline and deliverables)
2) Manage space use inventory, equipment inventory and support cost review
Project Specifications and Overview to be provided:

The Strategic Budget Initiative (“Leveraging Existing Infrastructure” workgroup) conducted in AY 2020/2021 identified the assessment of research space and facilities as a critical activity necessary for supporting the growth of Stony Brook University (SBU) research enterprise.

Specifically, the following problems have been identified as needing prompt attention:

1) Incomplete inventory of STEM research space available and its current distribution.
2) Aging infrastructure, with a large portion of our research space and facilities in need of rehabilitation and modernization.
3) Absence of “swing” space for allocating to investigators during renovations.
4) Inefficiencies and delays in laboratory renovations for new hires.
5) Gaps in space management policies, governance, and management.

Stony Brook University would like to undertake a project and hire a consulting firm to address these concerns. The proposed project will involve the following activities:

1) Conduct a preliminary assessment of the vision, priorities, challenges, and expectations of executive leadership and campus stakeholders.
2) Collect data on research space and facilities.
3) Assess the condition and quality of current research space and facilities.
4) Assess occupancy and efficiency of research use of space and facilities.
5) Document existing policies, governance, and building management, and provide recommendations for more effective approaches.
6) Provide potential fund sources and timeline for renovations, and provide recommendations for minimizing disruption of ongoing research activities.

Preliminary assessment of the vision, priorities, challenges and expectations of executive leadership and campus stakeholders. This initial stage will involve interviews with executive leadership to: a) assess current and future research priorities, b) define existing research precincts, c) understand the current challenges and needs in relation to research, space, and facilities, and d) define the parameters for data collection. Engage with the Facilities and Space Management (FSM) Committee for additional information on c) and d).

Collect data on research space and facilities. This stage will require engagement with the FSM, and facilities leadership and management to: a) refine parameter definitions and desired reporting outcomes, b) evaluate the existing space management system (AiM) and identify data gaps, c) collect data on rooms, buildings, major equipment shared across the university, and precincts.

Assess the condition and quality of current research space and facilities. This activity will involve engagement with FSM regarding quality and condition metrics. A condition assessment of rooms, buildings, and major research facilities will be conducted, focusing on infrastructure, services, furniture, specialized spaces, and major equipment. A map of laboratory space and buildings in need of major renovation will be created, with estimates of potential costs.

Assess occupancy and efficiency of research use of space and facilities. This activity will create a survey of the population occupying research spaces (i.e., PI, postdoc, staff, and students), document the lifespan of each research group (i.e., date of establishment), identify critical infrastructural needs, and map research group size, funding, and collaborations.

Document existing policies, governance, building management and provide recommendations for more effective approaches. This activity will involve a) a review of existing policies and governance for STEM
research space, facilities, and buildings, focusing on space assignment, b) a review of policies and practices for laboratory renovations, including those for new PIs, c) a review of building management structures and their governance, and d) suggest improved policies.

Provide a potential timeline for renovations and provide recommendations for minimizing disruption of ongoing research activities. Given the evaluation of research space and facilities, the assessment of buildings conditions, and the analysis of occupancy, this activity will provide: a) a timeline for prioritizing major facilities or building renovations, and b) plans for minimizing disruption of ongoing research, including identifying swing space (on and off campus), relocation of research groups in swing space, and upgrades of existing swing space.

The deliverable will be the following:
1) A prioritized analysis of space needs and availability for relocating laboratories affected by the Chemistry building construction.
2) An updated research space, space occupancy, and space condition database (within AiM).
3) The identification of fund sources, costs, and an estimated timeline for new research labs, facilities, and building renovations.
4) The identification of potential spaces which could be designated as swing space.
5) Proposals for space management and renovation policies.

Some of the areas that need to be evaluated are:
- College of Arts and Sciences (Physics, Earth & Space Science, Van der Graff, Life Science, CMM, Chemistry, Psych A & Psych B, Math)
- Renaissance School of Medicine (Health Science Center, Basic Science Tower, MART, Life Science, CMM, Bioengineering Bldg)
- The College of Engineering and Applied Sciences (New Computer Science, Computer Science, CEWIT, Engineering Building, Heavy Engineering, AERTC, Light Engineering, Suffolk Hall)
- The School of Marine and Atmospheric Sciences (Discovery, Endeavor, Challenger & Dana Halls, Flax Pond Lab and Southampton Marine Station)
- The School of Dental Medicine (Westchester and Dutchess)
- The School of Health Technology and Management
- R&D space in Gyrodine

**Payment Schedule:**
*Payment terms are applicable.*
- 20% due on or about - on completion of project initiation and start of the survey
- 30% due on or about at 50% completion of space survey
- 40% due on completion of space survey
- 10% due on completion of the full cost proposal

**Weighted Technical Evaluation Criteria:**

**Criteria A – Bidder’s Previous Experience with Project Specifications**

*Weight: 25 %*

Please provide responses to the following questions:
1. Describe your knowledge and experience working with the Project Specifications
2. Describe your experience performing the services for similar sized entities
3. Describe your experience performing the services for entities that have a complex environment. Explain how your previous experience compares to The Research Foundation of the State University of New York at Stony Brook environment.
4. Describe your experience performing the services for higher education, public sector or government agency clients
Criteria B – Proposed Staff Experience with Project Specifications

Weight: 20 %

Please provide responses to the following questions:

1. Provide current resumes with staff title for key staff members that will be assigned to the work with narrative to explain how their experience/expertise are relevant to the Project Specifications.

2. Describe the role that key staff members will perform for the project along with the estimated percentage of time each key staff member will be committed to the work.

Criteria C – Project Plan and Timeline

Weight: 15 %

Please provide responses to the following questions:

1. Provide an outline of your proposed project plan and timeline for completion of the work within the allotted timeframe with indication of the payment schedule.

2. Describe your approach to performing the work, including a description of the technology and/or methodology to ensure the accuracy of the work.

Criteria D – Proposed Project Staffing Plan

Weight: 10 %

Please provide a response to the following questions:

1. Provide an estimate of the number of hours that will be committed to the work. This should be broken down by staff title for each category of work contained in the Project Specifications. Any estimated travel and living expenses needs to be included in the fixed fee, do not exceed price.

2. Provide your proposed hourly billing rates by staff title.

3. Describe the Bidder’s depth of staff and ability to replace personnel if required.

Key Events:

<table>
<thead>
<tr>
<th>Bidder Questions:</th>
<th>Tuesday December 07, 2021 at 12:00 p.m. (E.S.T.)</th>
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</thead>
<tbody>
<tr>
<td>Proposals Due Date and Time:</td>
<td>Friday December 17, 2021 at 12:00 p.m. (E.S.T.)</td>
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<td>(Any proposal received after the deadline will not be considered)</td>
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Acceptance of Bid Content: The contents of the Bid and the Bidder’s response to this Bid shall become contractual obligations if a contract ensues. Failure of the Bidder to accept these obligations may result in the rejection of the Bidder’s response.

Any additional vendor terms which are attached or referenced with a submission shall not be considered part of the bid or proposal but shall be deemed included for informational purposes only.

Research Foundation of the State University of New York at Stony Brook reserves the right, in its sole discretion, to modify the above schedule. Bidders will be notified via email of any changes in a timely manner.

Bidder Questions:

Questions regarding the electronic bidding process should be directed to the:

DESIGNATED CONTACT:
All questions need to be submitted on the Q&A Board citing the particular event section where applicable. Bidders should make efforts to ensure all questions are submitted no later than the date listed in the Key Events section as questions received after the closing date for questions may not be responded to prior to the proposal due date.

Bidder identifying information will not be included in the response.

Only answers posted on the Q&A Board are official. Responses to inquiries that substantially change or clarify the event in a substantial manner will be posted as an addendum.

It is the responsibility of the Bidder to inquire about any requirement of this event that is not understood.

Research Foundation of the State University of New York at Stony Brook will not be bound by oral responses to inquiries or written responses other than addenda.

Official responses to all questions posed will be answered through the Q&A Board.

Bid Opening:
Research Foundation of the State University of New York at Stony Brook reserves the right to not hold a public bid opening or at any time to postpone or cancel a scheduled bid opening. In the event a public bid opening is scheduled, Bidders will be notified. If a public bid opening is not held, the University will release the names of the companies that submitted a bid and the unaudited total of each bid.

Method of Award (RFP):

This RFP is part of a competitive procurement process designed to serve the best interests of the Research Foundation of the State University of New York at Stony Brook. It is also designed to provide all bidders with a fair and even opportunity to have their products and services considered. Research Foundation of the State University of New York at Stony Brook will conduct a comprehensive review of each responsive bid submitted in accordance with the terms of this RFP. Proposals will be evaluated on the basis of “best value”, by an evaluation committee comprised of Research Foundation of the State University of New York at Stony Brook representatives, and shall be conducted in the following steps:

Administrative Review: Each proposal received by the due date and time will be screened for completeness and conformance with requirements for proposal submission in accordance with this RFP.

Minimum Bidder Qualifications Review: Each proposal remaining after Administrative Review will advance to a committee to review the response to the Minimum Bidder Qualifications.
Information provided in the proposal will be used to validate Minimum Bidder Qualifications and Research Foundation of the State University of New York at Stony Brook reserves the right to contact client references to validate required experience. If review of responses determine the Bidder does not Minimum Bidder Qualifications, the proposal will be deemed inadequate and will not be considered further.

**Technical Evaluation:** Each bid remaining after Minimum Bidder Qualifications Review will advance for review and independent evaluation and scoring by the technical review evaluation committee. If the technical evaluation determines the Bidder's proposal does not meet any mandatory requirements, the proposal will be deemed inadequate and will not be considered further.

**Cost Evaluation:** The Cost Proposals of each bid remaining after the Technical Evaluation will be independently evaluated and scored by the designated contract officer.

**Cost Proposal Submission Instructions:**
Bidder must respond to all items as requested with a numerical value, otherwise the University reserves the right to consider the bid submission as non-responsive.

**No modifications may be made to the Cost Proposal Submission Form.** As the Cost Proposal Form and Bidders are encouraged to seek clarification. Modifications to the Cost Proposal Response Form may result in disqualification.

- **Items:** Price shall be in accordance with the items listed or on the Cost Proposal Submission Form. No other charges, other than those listed in the items or on the Financial Proposal Submission Form shall be allowable under the agreement.
- **Preparation Costs:** Bidder is responsible for all costs, direct or indirect, that it incurs related to the preparation and submission of a proposal in response to this event.
- **Pricing:** All prices and conditions must be included in the original proposal. Prices and conditions not included in the original proposal will be rejected.
- **Quote Hold:** The submission of a proposal constitutes a non-revocable, binding offer to perform and provide said services. Such binding offer shall be firm and not revocable for a period of ninety (90) days from event close date. Subsequent to such ninety (90) days, the proposal is subject to withdrawal communicated in writing and signed by the Bidder.
- **Tax Exempt:** Research Foundation of the State University of New York at Stony Brook is exempt from sales tax. All prices should be quoted without the sales tax.

**Cost Specifications:** Is worth 30% of the bid. Bidders must use the supplied “Pricing Page Submission Form” provided in the “Cost Proposal Section” when submitting your pricing. You must provide complete pricing.

The total will be calculated, evaluated, and scored. The University will use the score from the cost sections and the technical evaluation for a total composite score of cost and technical. The evaluative criteria will include vendor responses to sections Technical: Bid Criteria.

**Technical Specifications** Is worth 70% in total as follows. You will receive one (1) technical score after the four (4) weighted technical bid criteria A-D listed below are evaluated. Your technical score will be added to the score from your cost evaluation for a total composite score of cost and technical.

**Presentation:** The top three (3) Bidder/s receiving the highest combined Technical and Financial scores may be invited to make a presentation to discuss their proposal. If such presentations are to be held, Research Foundation of the State University of New York at Stony Brook will notify the Bidders and schedule the time and if applicable location. The presentation will provide an opportunity for these bidders
to clarify or elaborate on their proposals, but shall in no way change their original proposals. All costs associated with the Bidder’s attendance will be borne by the Bidder.

Selection:
Proposals will be evaluated on the basis of “best value” by an evaluation committee comprised of Research Foundation of the State University of New York at Stony Brook representatives, utilizing an evaluation methodology that considers the following factors:

<table>
<thead>
<tr>
<th>Technical Proposal:</th>
<th>% Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criteria A. Bidder’s Previous Experience with Project Specifications</td>
<td>25%</td>
</tr>
<tr>
<td>Criteria B. Proposed Staff Experience with Project Specifications</td>
<td>20%</td>
</tr>
<tr>
<td>Criteria C. Project Plan and Timeline</td>
<td>15%</td>
</tr>
<tr>
<td>Criteria D. Proposed Project Staffing Plan</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Technical Score</strong></td>
<td><strong>70%</strong></td>
</tr>
<tr>
<td><strong>Financial Proposal</strong></td>
<td><strong>30%</strong></td>
</tr>
<tr>
<td><strong>Total for Technical and Cost</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

The Bidder earning the highest final composite score (technical proposal and financial scores) will be selected to contract with Research Foundation of the State University of New York at Stony Brook and will be notified by Research Foundation of the State University of New York at Stony Brook. Tentative award of the contract shall consist of written notice of the contract award by Research Foundation of the State University of New York at Stony Brook to the successful bidder, who shall thereupon be obligated to execute a formal contract.

Technical Proposal Scoring Instructions:

The criteria above will be evaluated and scored by the University on a scale of 1-5, with 5 being the highest using the following proportion tool:

<table>
<thead>
<tr>
<th>Scale-Key</th>
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<tbody>
<tr>
<td>1=20%</td>
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<tr>
<td>2=40%</td>
</tr>
<tr>
<td>3=60%</td>
</tr>
<tr>
<td>4=80%</td>
</tr>
<tr>
<td>5=100%</td>
</tr>
</tbody>
</table>

The University will add the results from “Cost” plus the results from “Technical” together to come up with the “Composite” score for each bidder.

THE AWARD WILL GO TO THE BIDDER WHO SCORES THE HIGHEST COMPOSITE SCORE.

Travel: All travel and per diem expenses are to be included in the fixed fee, do not exceed price and are responsibility of awarded Contractor and the University will not reimburse separately for these charges.
**Contract Period:** The University anticipates that any contract awarded under this RFP shall be effective by approximately February 1, 2022.

**Contract Term:** The anticipated term for any Resulting Agreement is nine to twelve (9-12) months based on the dates above and subject to any termination options provided for in the Resulting Agreement. The terms and conditions of this RFP specification shall be incorporated into an agreement developed by the University as well as the successful Bidder’s response, and shall become part of any agreement award. Failure of Bidder to accept these obligations shall result in the rejection of Bidder’s response.

**Responsibility:** University will not be held responsible for any service made without prior authorization by University via a purchase order number. Contractor shall perform only those services and/or provide only those materials as authorized by the University. University will not be held responsible for any additional costs other than for the services outlined herein or for any work performed or materials delivered which has not been properly authorized.

**Legislature Changes:** In the event any governmental restrictions are imposed which would necessitate alteration of the material, quality, workmanship or performance of the items and/or services offered in this proposal whatsoever, prior to their delivery or thereafter, it shall be the responsibility of the successful bidder to immediately notify the University in writing of the specific regulation which requires alteration. Upon acceptance of such alteration by the University, it shall be the responsibility of the successful bidder to give effect to such alterations in accordance with terms and conditions of the agreement entered into hereinafter. Any price adjustments occasioned due to any alterations shall be subject to the approval of the University.

**Report of Contract Purchases:** If applicable, the contractor shall furnish quarterly data and contract spend reports to Marie Titone, Contract Officer. Reports shall be broken out to match the items contained on the pricing page of this solicitation and shall be delivered in accordance with the following schedule:

- **1st Quarter (April 1 – June 30)** Due July 05
- **2nd Quarter (July 1 – Sept 30)** Due Oct 05
- **3rd Quarter (Oct 1 – Dec 31)** Due Jan 05
- **4th Quarter (Jan 1 – March 31)** Due April 05

The report is to be submitted electronically in Microsoft Excel and shall reference the Contract Number, sales period, and contractor's, subcontractor (or other authorized agent) name.

The outlined sales report is the minimum information required. Additional related sales information, such as monthly reports, and/or detailed user purchases may be required and must be supplied upon request. Reports are a deliverable of the contract.

The University reserves the right to withhold payment if a vendor is delinquent in report submittal.

**Termination of Contract:** Failure of firm to meet the requirements of the contract shall constitute default. In such event, the Research Foundation of the State of New York at Stony Brook University reserves the right to cancel the contract on written notice. By 30 day written notice, the agreement may be cancelled for convenience. If the agreement is so terminated, the Research Foundation of the State of New York at Stony Brook shall be liable only for payment in accordance with the payment provisions of the agreement for services rendered prior to the effective date of termination. The Research Foundation of the State of New York at Stony Brook may also terminate the agreement IMMEDIATELY FOR CAUSE.
Payment Terms: Payments to contractor will be made upon completion of service and receipt of properly detailed invoices with appropriate purchase order number indicated and submitted to the attention of Accounts Payable at the Research Foundation of the State University of New York at Stony Brook for payment. All instructions to the successful firm shall come from an authorized University representative/s, who shall approve invoices for payment. Work not specified in the contract shall not be authorized except by specific approval of the Procurement Department of the Research Foundation of the State University of New York at Stony Brook. Invoices shall be original invoices on the firm’s letterhead making reference to purchase order number.

Research Foundation’s PO terms and conditions can be found at:

Reserved Rights:
Research Foundation of the State University of New York at Stony Brook reserves the right to:
1. Reject any and all bids and to award in its best interests. Purchasing will be the interpreter of the contract documents.
2. Request any additional information which will help determine the bidder that will best fit the needs of the University, as defined in the request for proposal.

Miscellaneous:
A. Failure of contractor to familiarize him/herself with each separate location will not relieve contractor from responsibilities under the resulting contract award.
B. Security of contractor’s material and equipment shall be the responsibility of the contractor.

In order to access the bid documents you will need to register your company on our web-based solution powered by Jaggaer:

Jaggaer Supplier Registration:
https://solutions.sciques.com/apps/Router/SupplierLogin

Public Site URL:

Tutorial Video on registration process
https://www.youtube.com/watch?v=EPwSanSotkw

Current Bid Opportunities/Vendor Database Portal
https://www.asa.stonybrook.edu/Procurement/CurrentBidOpportunities/Vendors/Account/Login

SUNY RF - Request for Goods and Services