

REQUEST FOR PROPOSALS FOR
ENGINEERING AND
ARCHITECTURAL SERVICES

MONTGOMERY COUNTY SHARED
MUNICIPAL FACILITY

Issue Date: April 8, 2019

Proposals due: May 8, 2019 4:00 PM

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1. INVITATION TO PROPOSE

Montgomery County, through its Purchasing Department, is seeking proposals from well-qualified engineering firms to provide building design and construction administration services for the development of a new government office facility to be shared by the County's Department of Public Works (DPW) and the Montgomery County Business Development Center (MCBDC). Uses include storage and maintenance facilities for DPW fleet and equipment, and general office space for both departments. This project will be referred to as the "shared facility". The services will be full-design assuming a single-bid document package with a General Contractor procured through a public bidding process.

Montgomery County is an equal opportunity provider, and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

All proposers must comply with the provisions of the General Municipal Law and all other applicable laws. Montgomery County reserves the right to award all or part of the project and to reject any or all proposals.

Proposals should be secured in a sealed envelope with the notation "PROPOSAL: DESIGN SERVICES". One original and five complete copies are required to be delivered to the County along with a pdf on a thumb drive or disc.

2. BACKGROUND

Through the support of the New York State Department of Environmental Conservation (NYSDEC), Montgomery County has secured grant funding in order to relocate the climate-vulnerable DPW and MCBDC operations out of the flood zone. Montgomery County intends to engage a qualified team to assist in the construction/construction management of the relocation project. The shared facility project will move the existing DPW complex and create a new facility, in the Town of Glen.

The current MCBDC offices in the Old Montgomery County Courthouse exist in the flood zone. The offices and facilities used by DPW also currently exist in the flood zone. The Department of Public Works uses man hours relocating equipment every time there is a threat of flooding or storms. Equipment that is stored at the current DPW facilities is vulnerable to damage. This shared facility will optimize cross department collaboration and use of resources by having a consolidated facility with appropriate equipment storage and maintenance facilities. The new building will be built on one story allowing for ADA compliance and accessibility.

Pursuant to New York State Executive Law Article 15-A, the State recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority- and women-owned business enterprises and the employment of minority group members and women in the performance of State contracts. Accordingly, Montgomery County encourages the submission of proposals by MWBE firms to meet the State-established overall goal of 20% for MWBE participation, and 10% under Equal Employment Opportunity (EEO); with contract goals of 10% Minority Labor Force Participation, and 10% Female Labor Force Participation.

3. SITE PLANNING TO DATE

The proposed site is located in the Glen Canal View Business Park on County owned property located at Park Drive, Glen, New York. The parcel is currently vacant and served by public water, sewer, gas and electric.

4. BUILDING PROGRAM

Based on the concept site plans, the facility will have the following features:

1. Business Development Center offices (Approx. 3,800 sq. ft)
2. Dept. of Public Works (DPW) offices (Approx. 6,800 sq. ft.)
3. DPW highway maintenance facility (Approx. 34,400 sq. ft. for remaining features 3-5)
4. DPW vehicle repair garage
5. DPW stock room
6. Civil-site development (including fuel island)

Site work will involve grading, utilities, stormwater drainage, and site lighting. Montgomery County DPW may perform clearing, rough grading, and utility work to control project costs.

Site facilities include:

1. Staff Parking
2. Storm water management, utilities, and site lighting

5. SCOPE OF ENGINEERING AND ARCHITECTURAL SERVICES

Engineering and architectural services will involve Design Development, Construction Documents, Bidding and Construction Administration; including preparing local site plan review documents and environmental quality review documents as needed.

The Engineer will provide the following professional services:

1. Building Design
2. Structural Engineering
3. Civil Engineering
4. HVAC Engineering
5. Plumbing
6. Electrical Engineering
7. Construction Management
8. Environmental review
9. Site plan review

Design Development

1. Development of building sections, elevations and typical wall assemblies.
2. Finalize site facility requirements, sizing, layout, and product lines.
3. Selection and specification of fixed equipment within the Building.
4. Geotechnical exploration for foundation design.
5. Foundations analysis and design criteria, based on Geotechnical report.
6. Building Engineering: structural, HVAC, electrical, plumbing. Selection and sizing of systems.
7. Updated building cost estimates.
8. Provide Topographic Survey of the site.
9. Civil engineering to include: grading, paving, stormwater drainage, utilities, and erosion control.
10. Review existing documents and make any necessary adjustments to site plan.
11. Final Stormwater Management plan to Town of Glen and Montgomery County.
12. Preliminary specifications.
13. Client review and progress meetings as needed, no limit.
14. Site plan review process for the Town of Glen.

Construction and Bidding Documents

1. Final construction documents for all disciplines including plans, details, and schedules.
2. Final review of products, materials and equipment.
3. Finalize technical specifications.
4. Final Civil Engineering of site including: grading, utilities, stormwater drainage, erosion control.
5. Writing of General Conditions and Bid Invitation documents.
6. Final cost estimate.
7. Value engineering options.
8. Client review and progress meetings as needed, no limit.
9. Town Board or Committee presentation, up to two.

Bidding & Construction Administration Services

1. Preparation of bid announcement.
2. Bidding issuance, walk-through, and issuance of addenda.
3. Review, tabulation and recommendation of bids, attending bid opening, and re-issuing bid if necessary.
4. Final GC contract writing.
5. Construction kick-off meeting.
6. Review of Contractor's schedule, work plan.
7. Review of shop drawings and other submittals.
8. Construction Observation / On-site inspection for critical activities (i.e. foundation and structural components). Please include your inspector's hourly rate as well as the number of hours you anticipate the work will take.
9. Change Orders and Clarifications.

10. Punch list review.
11. Project Closeout, provide contract administration services at least two months after Substantial Completion.
12. Start-up and balancing of mechanical equipment.
13. Warranties, operation manuals and as built plans.

6. PROJECT SCHEDULE

Please provide an estimated schedule for the following project milestones assuming your firm is awarded the contract on May 28, 2019.

1. Start of Design Development
2. Site plan review, appropriate SEQR documentation
3. Start of Construction Documents
4. Complete Plan and Bid Documents
 5. Receive Bids
 6. Provide Bid Recommendations
7. Begin Construction – Spring 2020
8. Construction Substantial completion

7. PROPOSAL REQUIREMENTS

Engineering firms are to provide a lump-sum fee to provide the base services described above. This base fee is to be broken down by design Phases of Design Development, Construction & Bidding Documents, Bidding Assistance and Construction Administration.

In addition, provide an Hourly Rate by category for any negotiated time and material work.

Allowable reimbursables will include any governmental application fees, bid document printing and printing of documents for Town, County, and public distribution. Please provide an estimate of reimbursable expenses. Please appropriately complete attached forms A-F

8. PROPOSAL FORMAT

The following is what is expected in each of the major sections of your proposal:

Section A – Introduction:

This section should contain an Executive Summary which demonstrates your understanding of the project goals and objectives for the project.

Section B – Company Profile and History:

- Name, phone number, and e-mail address of the individual Montgomery County should contact with any questions on the proposal;
- The name and title of person submitting the proposal;
- Project team members and qualifications;

- Documentation of firm history, including capabilities in the area of services to be provided, number of years in business, number of years doing business in New York State, size and scope of the operation;
- Type of organization (corporation, partnership or sole proprietorship);
- Year founded and year that CM services were first performed for a municipality.
- Name of individual designated as the Project Manager for the project and a resume for this individual identifying past experience on similar projects.

Section C – Reference Related Materials:

Respondents should provide the following information with the proposal:

- Current client list;
- Any services that will be subcontracted and the name of the subcontractor;
 - Any subcontractor to be included in the proposal must submit their qualifications and a client list on similar projects.
- At least three (3) references that can provide an informed evaluation of your firm’s capacity to undertake this project and identify engagements with other municipalities or local government agencies within the past five years.
- Original project budget and completed cost with percent (%) variance.
- Original project schedule, final schedule, and variance in months, noting year of completion.

Section D – Work Plan must include the following elements:

Project Coordination Meeting

Montgomery County/MCBDC will hold a project meeting with the consultant and other project partners as appropriate, to review project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant which would assist in completion of the project. The consultant shall prepare and distribute a brief meeting summary clearly indicating the agreements/understandings reached at the meeting. Work on subsequent tasks shall not proceed prior to Department approval of the proposed approach as outlined in the meeting summary.

Deliverable -- summary of meeting, including basic decisions regarding roles, processes, protocols, etc.

Site Plan and Environmental Quality Review

The consultant shall prepare all documents necessary to comply with the State Environmental Quality Review Act (SEQRA) through determination of significance and obtain Site Plan Approval through the Town of Glen Planning Board.

*Deliverable -- Preparation of accompanying SEQRA documentation
Site Plan Approval*

Architectural, Engineering and CM Services and described in Section 5. Scope of Engineering and Architectural Services

Describe fully the CM methodology to be utilized in achieving the County’s goal of completing this project within budget, on schedule, and without unexpected construction phase difficulties. Items to be addressed include:

- Detailed description of method used in each phase (design, construction documents, bid, construction administration) to ensure a quality product, within budget and on schedule.
- Detailed description of design phase services, including your role in:
 - Value engineering
 - Building system selection
 - Ongoing cost estimating and budget review
 - Project scheduling
 - Design committee meetings and presentations
- Detailed description of construction document phase services, including your role in:
 - Value engineering
 - Building system selection
 - Construction detail development
 - Construction specification development
 - Coordination of dividing the documents into multiple sub-contracts
 - Development of temporary facility specifications
 - Ongoing cost estimating and budget review
 - Project scheduling
 - Regulatory review and approval (local, state, federal)
- Detailed description of bid phase services, including your role in:
 - Bidder interest activities
 - Issuance of addenda
 - Pre-bid meetings
 - Bid openings.
 - Contractor qualifications
 - Contractor award
- Detailed description of construction phase services, including your role in:
 - Pre-construction meetings.
 - Full-time on-site supervision. Project scheduling.
 - Coordination of multiple contractors
 - Documentation of construction progress
 - Contractor requests for information
 - Change order management
 - Shop drawing review
 - Coordination of testing and inspection
 - Weekly project meetings
 - Contractor payment requests
 - Progress reports to the County
 - Punch list coordination
 - Project closeout and post construction services

Section E - Pricing Format:

Break it down by primary work elements and other significant costs associated with the engagement.

Itemize your proposed fees as follows:

1. *Pre-construction Phase Services* – Provide a fixed stipulated sum fee (not a percentage of construction cost fee) for the scope of pre-construction service described in the project approach section.
2. *Construction Phase Services* – Provide a fixed stipulated sum fee (not a percentage of construction cost fee) for the Construction Phase services described in the project approach section.
3. *Expenses* – Provide an itemized not-to-exceed estimate for any anticipated reimbursable or general condition expenses not otherwise included in each of the above fees. All lump sum fees are to include all reimbursable expenses. The consultant shall also submit a schedule of hourly rates that may apply for work performed that is beyond the original scope. All hourly rates shall include cost plus mark-up not to exceed 10%, and they shall apply for the duration of the project.

Section F-MWBE Goals and Reporting

Montgomery County “County” will finance portions of this project using grant funding provided by the New York State Department of Environmental Conservation (NYSDEC). NYSDEC has established Minority and Women-owned Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) goals for use when procuring goods or services. These goals reflect the Department's objective to obtain a "fair share" of its needs from small, minority and women-owned businesses and to comply with Executive Law Article 15-A, Economic Development Law Article 4-A and 5NYCRR Parts 140-144, Rules and Regulations of the Minority and Women's Business Development Program.

Respondents must document “good faith efforts” to provide meaningful participation by MWBEs as subcontractors and/or suppliers in the performance of this project. All respondents should reference the directory of New York State Certified M/WBEs at the following website: <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>.

CONTRACT GOAL

Montgomery County, NYS funded portions of the project, requires 20% Minority and Women Participation by the contractors and subcontractors on this project.

Overall M/WBE Participation Goal = 20%

MBE – is defined as any United States business wherein the minority group member(s) or stockholder(s) have at least 51% ownership interest in the business and possess control over management, capital and earnings. A minority classification is characterized as a person of Black, Hispanic, Asian or Pacific Islander, or American Indian or Alaskan Native descent. MBE certification must be with New York State Division of Minority and Women Owned Business Development.

WBE – is defined as any United States business wherein the women group member(s) or stockholder(s) have at least 51% ownership interest in the business and possess control over management, capital and earnings. WBE certification must be with New York State Division of Minority and Women Owned Business Development.

Equal Employment Opportunity (EEO) Participation Goal

EEO Female Workforce Participation Goals= 10%

EEO Minority Work Force Participation Goals= 10%

M/WBE COMPLIANCE DOCUMENTATION

To comply with your contract and the applicable regulations, your company and subcontractors will be required to prepare, maintain and submit the following documentation and forms on a regular and timely basis. All required documentation must be submitted to Alex Kuttesch, Senior Planner, Montgomery County Business Development, 9 Park Street, Fonda, NY 12068.

Consultant/Contractor Detailed M/WBE-EEO Utilization Plan (Form E)

Contractors and Sub-Contractors performing work on the Project are required to submit a staffing plan to document the composition of the proposed workforce to be utilized in the performance of the Project by the specified categories listed, including ethnic background, gender, and Federal occupational categories. *All proposers must submit Form E with proposal.*

Consultant/Contractor Quarterly Report (Form F)

The Quarterly Payment Report is completed by the prime contractor on a quarterly basis, identifying payments made to all M/WBE subcontractor(s) and supplier(s)/vendor(s) ONLY. This report must be submitted to **Alex Kuttesch, Senior Planner, Montgomery County Business Development Center, 9 Park Street, Fonda, NY 12068** within [five] (5) days of the end of each [quarter].

9. INDEMNITY AND INSURANCE REQUIREMENTS

The consultant shall be responsible for all damage due to negligent acts, errors or omissions of the consultant, his subcontractors, agents or employees in the performance of his service under this agreement. Further, it is expressly understood that the consultant shall indemnify and save harmless the county for claims, suits, actions, damages and costs of every name and description resulting from the negligent performance of the services of the consultant under this agreement, and such indemnity shall not be limited by reasons of enumeration of any insurance coverage herein provided. Negligent performance of service, within the meaning of this article, shall include, in addition to negligence founded on tort, negligence based upon the consultant's failure to meet professional standards and resulting in obvious or patent errors in the progression of his work. Nothing in this article shall create or give to third parties any claim or right of action against the county and consultant beyond such as may legally exist irrespective of this article.

The consultant shall procure and maintain for the duration of the work for this project, professional liability insurance in the amount of One Million Dollars (\$2,000,000.00) per project issued to and covering damage for liability imposed on the consultant by this project or law arising out of and negligent act, error, or omission in the rendering of or failure to render professional services required by this project. The consultant shall supply any certificates of insurance required by the county and adhere to any additional requirements concerning insurance.

The consultant shall provide the county with proof of general liability insurance issued by a company authorized to do business in the State of New York. The policy's minimum coverage shall be \$1MM Combined Single Limit (CSL) and shall be subject to the approval of the County Attorney. The certificate holder must be listed as the County of Montgomery, 20 Park St. Fonda, NY 12068. This insurance certificate must also name the County of Montgomery as Additional Insured on an occurrence based, Primary Non-Contributory basis with a waiver of subrogation and the consultant shall provide the county with proof of insurance which includes notification of any renewals and of cancellation at least 30 days prior to that renewal or cancellation.

The consultant shall be in compliance with the provisions of the Workers Compensation Law, and shall secure compensation for the benefit of and keep insured during the life of this project such employees as are required to be insured according to law.

The above insurance is not, and shall not be construed as a limitation upon the consultant's obligation to indemnify the county.

10. CONTRACT AND PAYMENT OF FEE

Contract - Montgomery County will enter into an agreement with the consultant that will cover the complete scope of professional services for this project on a phase-by-phase basis. The agreement will be project specific and include; this RFP, Consultants proposal, Consultants insurance certificate(s), Montgomery County resolution, fee schedule and / or hourly rates. Montgomery County reserves the right to terminate, suspend, or abandon the project at the end of each phase without termination expenses.

Payment of Fee – Monthly lump sum progress payments will be based on percent completion of each of the two phases. Should the project be delayed, postponed, or cancelled for reasons beyond the control of the consultant, or if work beyond the scope of services is required, all authorized work will be done on a mutually agreed upon lump sum basis or hourly basis based upon the hourly rates defined in the proposal and subsequent contract. All additional work must be approved by Montgomery County prior to performing the work.

11. ADDITIONAL INFORMATION

- An increase in the consultant fee will not be allowed unless there is a substantial change in the scope of services required.
- It is the intent of this RFP to describe the professional services required for a complete “turnkey” project. Items of work unintentionally omitted but required for a complete project are to be included in the proposal.
- All services, plans, and specifications are to be provided in full accordance with all applicable Local, State, and Federal laws.
- Proposals are to include a complete description of all assumptions and exclusions.

12. CONSULTANT SELECTION -- ASSESSMENT AND SCORING

The Advisory Committee and Montgomery County shall review all proposals received as a result of the RFP. The following criteria will be used in evaluating consultant responses:

- The firm's quality and completeness of the response.
- The firm's experience working with NYS-funded capital projects.
- The firm's understanding of the proposed work plan.
- Applicability of proposed alternatives or enhancements to information requested.
- The firm's cost-effectiveness of the proposal.
- The firm's qualifications and relevant experience with respect to the tasks to be performed.
- The firm's reputation among previous clients.
- The firm's ability to complete all project tasks within the allotted time and budget.
- The firm's ability to meet the 30% Minority and Women Owned Business Combined Goal and the Equal Employment Opportunity (EEO) Participation Goals of 10% Female Workforce Participation and 10% Minority Workforce Participation.

Evaluation: The proposals shall be evaluated and subsequently ranked based upon a combination of qualifications, technical merit, comprehensiveness, and fee.

Right to Award: The County reserves the right to award all or part of the project and to reject any or all proposals.

Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration.

All respondents will be notified of the selection as soon as possible after the submission deadline. The County may conduct interviews with one or more proposers. The County reserves the right to reject all proposals.

13. INFORMATION, SUBMISSION AND DEADLINE

One (1) original and five (5) hard copies of the proposal must be submitted by 4pm Wednesday, May 8, 2019. Additionally, proposers must submit one copy in PDF format by thumb drive or disc. Proposers are advised not to rely on next day mail services. Proposals must be received in the office of the County Purchasing Agent before the above specified date and time. Faxes and electronic transmissions are not accepted.

For More Information Contact:

Alex Kuttesch
Senior Planner/GIS Specialist
9 Park Street, P.O. Box 1500
Fonda, NY 12068
Phone: 518.853.8202
akuttesch@co.montgomery.ny.us

Submit Proposals to:

Scott Surento
Buyer
20 Park Street, P.O. Box 1500
Fonda, NY 12068
(518) 853-3351
ssurento@co.montgomery.ny.us
s

FORM A
CHECKLIST

Answer
Yes or No

1. I have read ALL of the instructions and specifications. _____

2. I have filled in ALL blank spaces and supplied one original and 10 copies of the proposal. _____

3. I have furnished all required information.

- Form A – Checklist _____
- Form B – Proposal Form _____
- Form C – Non-Collusion Certification _____
- Form D- Receipt of Addenda _____

4. I have signed the Non-Collusion Certification, Forms B and C _____

5. I am an officer of the company. _____

6. I have the express authority to obligate my company under the laws of the State of New York. _____

7. I am returning the original Proposal sheet. _____

8. I have made copies for my record. _____

9. References _____

(Name)

(Address)

(Contact Number)

(Name)

(Address)

(Contact Number)

10. Exceptions/substitutions: (explain, or attach sheets as necessary)

11. If successful, the "Insurance Requirements Certificate", from an insurance company licensed to do business by New York State, will be provided within ten working days after notification of the award. (If applicable)

SIGNATURE: _____

DATE: _____

NAME: (TYPE OR PRINT) _____

TITLE: _____

TELEPHONE NO: _____

FAX NO: _____

E-MAIL ADDRESS: _____

END OF SECTION-FORM A

FORM B
PROPOSAL FORM

**TO: MONTGOMERY COUNTY PURCHASING BUYER
COUNTY ANNEX BUILDING, ROOM 104
20 PARK STREET, P.O. BOX 1500
FONDA, NY 12068**

The undersigned, having a principal place of business as indicated below, and being responsible for the same, agrees to furnish to Montgomery County the services listed at the price(s) herein stated, in accordance with the specifications annexed to the proposal.

- Please sign and attach the Non-Collusion Certification to the proposal.
- All proposals must be firm for 120 days
- Delivery to be within the time specified herein, after receipt of notification of award.
- The County reserves the right to reject any or all proposals.

I, _____, doing business as, _____,
(Owner's name) (Business Name)

and located at _____, in the _____ of _____
(Business street address) (City, Town, Village)

and the state of New York, do hereby submit this proposal in the amount of \$_____ in response to an invitation to a request for proposal for engineering services, architectural and construction management services for a Shared Municipal facility, and in the agreement with the scope of work as described in the request for proposal. I hereby understand that the County of Montgomery reserves the right to reject any or all proposals.

By: Name _____
Signature _____
Company _____
Title _____

END OF SECTION-FORM B

FORM C
NON-COLLUSION CERTIFICATION

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Proposer Company: _____

By: _____
Name/Title

END OF SECTION-FORM C

FORM D
Receipt of Addenda

By signing the following statement, the Proposer acknowledges receipt of addenda concerning this RFP. Any addenda issued by Montgomery County will be transmitted to all Proposers on the County's List of Proposers receiving this RFP and any other party requesting a copy of the RFP.

Failure to receive addenda does not relieve the Proposer from responsibility of complying with all terms and conditions set forth in this RFP and subsequent addenda.

Addenda #1 Date: _____ Signed: _____

Addenda #2 Date: _____ Signed: _____

Addenda #3 Date: _____ Signed: _____

END OF SECTION-FORM D

Form E

Consultant/Contractor Detailed M/WBE-EEO Utilization Plan

New York State Department Of Environmental Conservation

Division of Management and Budget Services - Minority and Women's Business Program

625 Broadway, 10th Floor, Albany, New York 12233-5028

Phone: 518.402.9240 Fax: 518.402.9023

Website: www.dec.ny.gov Email: MWBE@dec.ny.gov



Version 7

Consultant / Contractor Detailed M/WBE-EEO Utilization Plan

Contractor Name:

NYSDEC Contract No: Contractor Federal ID:

Contract Start Date: Contract End Date: Date Submitted:

Contractor Address:

City: State: Zip Code

Contractor E-mail: Contractor Phone Number:

Contract Type:

Project County:

Authorized Representative Name:

Authorized Representative Title:

M/WBE Contract Summary	%	Amount	EEO Contract Summary	%	No of Employees
1. NYSDEC Contract Amount	(A)	<input type="text"/>	7. Total Employees in this project	100 %	<input type="text"/>
2. Recipient Share (If Applicable)	(B)	<input type="text"/>	8. Total Goal -Minority Employees %	<input type="text" value="10"/>	<input type="text"/>
3. Total Project Amount (A + B) *	100 %	<input type="text"/>	9. Total Goal - Female Employees %	<input type="text" value="10"/>	<input type="text"/>
4. MWBE Project Goal %	<input type="text"/>	<input type="text" value="\$.00"/>	10. EEO Combined Totals %	<input type="text"/>	<input type="text"/>
5. (Only if needed) N/A	<input type="text"/>	<input type="text" value="\$.00"/>	Please note: The overall goal for MWBE Participation is 30%. The actual participation between MBE and WBE will vary depending on statewide availability.		
6. MWBE Total %	<input type="text"/>	<input type="text" value="\$.00"/>			

Section II - EEO Information: In order to achieve the EEO Goals, Minorities and Females are expected to be employed in the following job categories. Please provide breakdown of **Minority and Female Employees assigned to this project only**. If the EEO goals are not met, please provide an explanation in the comments area.

Job Categories	Total Count of Minority Employees	Breakdown of Total Count of Minority Employees by Gender		Breakdown of Total Count of Minority Employees by Ethnicity				
		Male	Female	African American	Asian	Native American	Hispanic	White
Officials/Managers								
Professionals								
Technicians								
Sales Workers								
Office/Clerical								
Craftsman								
Laborers								
Service / Workers								
Totals								

Comments:

Please don't remove previous comments

Section III - M/WBE Information: In order to achieve the M/WBE Goals, New York State Certified Minority/Women-owned firms are expected to participate in the following manner:

Important: If there is no M/WBE Vendor participation, please provide brief summary of Good Faith Efforts in the comments section on page 2. Do not enter NA or NONE in Vendor Name.

M/WBE Vendor Name	Federal ID	Vendor Status	Subcontract Amount	Start Date	End Date	Payment Date	Work Description
	Total Subcontract Amount						

By printing name below, Contractor: 1.Certifies that the above information is true and complete as of this date. 2. If required, will provide Good Faith Effort documentation to NYSDEC.

Important: Please don't attach this form manually to E-Mail, instead Click "Submit by E-mail" button to send form via E-Mail.

Authorized Representative Signature (Print Name)

FOR NYSDEC MWBE UNIT USE ONLY

Approved By:

Approved Date:

Form F
Consultant/Contractor Quarterly Report

New York State Department Of Environmental Conservation

Division of Management and Budget Services - Minority and Women's Business Program

625 Broadway, 10th Floor, Albany, New York 12233-5028

Phone: 518.402.9240 Fax: 518.402.9023

Website: www.dec.ny.gov Email: mwbe@dec.ny.gov



Consultant/Contractor Quarterly Report

Version 7

1st Quarter (Apr 1-Jun 30) 2nd Quarter (Jul 1-Sep 30) 3rd Quarter (Oct 1-Dec 31) 4th Quarter (Jan 1-Mar 31)

Year (4 digit)

The following information indicates the payment amounts made to the contractor by the NYSDEC and the payments made to the NYS certified MWBE's by the contractor on this project. The payments as shown made to them are in compliance with contract documents for the below referenced project.

Contractor Name:	<input type="text"/>				
NYSDEC Contract Number:	<input type="text"/>	Contractor Federal Id:	<input type="text"/>	Date Submitted:	<input type="text"/>
Contract Start Date:	<input type="text"/>	Contract End Date:	<input type="text"/>	Project County:	<input type="text"/>
Contractor E-mail:	<input type="text"/>		Phone Number:	<input type="text"/>	

NYSDEC Contract Amount (A):	<input type="text"/>
Recipient Share Amount (If Applicable) (B)	<input type="text"/>
Total Project Amount (A+B) *	<input type="text"/>
Contract Type:	<input type="text"/>

MWBE Goal%	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
M/WBE Total %	<input type="text"/>	<input type="text"/>

Please note: The overall goal for MWBE Participation is 30%. Actual participation between MBE and WBE will vary depending on statewide availability.

Paid to Contractor this Quarter:	<input type="text"/>	Total Paid to Contractor to Date including paid to Contractor this Quarter:	<input type="text"/>
Is this a Final Report ?	<input type="radio"/> No <input type="radio"/> Yes		

Authorized Representative Name:	<input type="text"/>	Representative Title:	<input type="text"/>
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Comments:

Please don't remove previous comments

Important:
If there is no M/WBE participation,
please provide brief description of
Good Faith Effort's in comments.

Consultant / Contractor Quarterly Report

Important: If there is no M/WBE participation, please provide brief description of Good Faith Effort's in comments. Please do not enter NA or None in vendor name. If you need to delete a row, click the X button on the left.

	M/WBE Subcontractor / Vendor Name	Federal ID	Product Code	Vendor Type	Vendor Status	Contract Type	Subcontractor Contract Amount	Payment made this Quarter	Total Payments made to Date (Including this Quarter)
	Total Amount								

By printing name below, Contractor: 1. Certifies that the above information is true and complete as of this date. 2. If required, Will Provide Proof of Payments to Subcontractor(s) to NYSDEC MWBE Unit.

Important: Please do not attach this form manually to your E-mail, Instead click "Submit by E-mail" to send it electronically to NYSDEC.

Authorized Representative Signature (Print Name)

FOR NYSDEC MWBE UNIT USE ONLY

Approved By:

Approved Date: