



**THE CENTER FOR NEW YORK CITY NEIGHBORHOODS,
INC.**

Request for Statements of Qualifications and Cost Proposals

**Residential Backwater Valve Installation Program
Professional Engineering Services for Bidding Process Support**

New York State Governor's Office of Storm Recovery (GOSR)-Funded Disaster Recovery

Date Issued: June 4, 2019

Proposals Due: June 18, 2019 by 5:00 PM



**Governor's Office of
Storm Recovery**

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1.0 Introduction and Overview

The Center for NYC Neighborhoods has received Community Development Block Grant—Disaster Recovery (CDBG-DR) funding to implement its “Residential Backwater Valve Installation (RBVI) Program.” Funding is being delivered through the NY Rising Community Reconstruction (NYRCR) Program, within the New York State Governor’s Office of Storm Recovery (GOSR). Accordingly, Respondents are obligated to comply with applicable federal and state laws and regulations, conditions set forth in Attachment 1 Supplementary Conditions for Contracts, as well as with the Center’s Procurement Policy and Procedures. In addition, Respondents are obligated to comply with all municipal codes, ordinances, and regulations.

Procurement shall be conducted only with responsible firms who have the technical and financial competence to perform as well as an exemplary record of integrity. Prior to firm selection, the Center intends to review the federal and state lists of firms excluded or suspended from procurement processes. Contracts shall not be awarded to debarred, suspended, or ineligible firms. Accordingly, responses to this Solicitation must include a completed NYS Vendor Responsibility Questionnaire and notarized certification, along with verification that a completed NYS Vendor Responsibility Questionnaire has been filed with the NYS Office of the State Comptroller: <http://www.osc.state.ny.us/vendrep/>. (See Attachment 4)

In accordance with New York State General Municipal Law Section 104-b, this Solicitation is designed to identify the firm best suited to provide professional engineering services for bidding process support for the RBVI Program. The selected respondent shall be appropriately experienced, bonded, and insured and shall meet all local, state, and federal requirements as well as the minimum requirements applicable for contract work as defined by GOSR. The Center intends to select two (2) firms to provide the “Professional Engineering Services for Bidding Process Support” and as such, expects that the successful respondents will have the ability to serve the entire anticipated volume of RBVI Program participants, which is anticipated to be approximately 200 over the next two (2) years with the potential to increase based on grant renewal. Respondents should detail their capacity to provide services at this volume and to provide services that meet the requirements outlined in this solicitation in a timely manner.

The Center will select the respondents whose proposals receive the greatest number of points based on the formula set forth in the “Selection Process” section below. The Center will only open or evaluate Cost Proposals from those firms that it has determined are qualified on the basis of the Technical factors for this solicitation. Respondents will be first evaluated on the Technical Factors for selection. Those respondents deemed technically qualified, will then be evaluated on the cost proposal submitted. The Cost Proposal template is contained in Attachment 6—Cost Proposal.

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The Center will compensate the firm based on a fixed unit price per task.

2.0 Purpose of the Solicitation

Through this solicitation, the Center for New York City Neighborhoods, Inc. (the Center) is seeking qualified A/E firms to provide professional engineering services for the bidding process support for approximately 200 sewer backwater valve installations and appurtenant work in eligible New York City neighborhoods as part of the Residential Backwater Valve Installation (RBVI) Program.

The Center reserves the rights to:

- Reject any and all responses wither in whole or in part;
- Modify the project description;
- Modify the terms of this solicitation at any time in its sole discretion;
- Amend, modify, or withdraw this solicitation;
- Revise any requirements of this solicitation;
- Require supplemental statements or information from any respondent;
- Extend the deadline for submission of responses hereto;
- Negotiate or hold discussions with any respondent to correct deficient responses which do not conform to the instructions contained herein;
- Cancel, or reissue in whole or in part, this solicitation, if the Center determines in its sole discretion that it is in its best interest to do so;
- Extend the term of any agreement on terms consistent with this procurement; and
- Select multiple firms to provide the requested services if deemed appropriate by the Center.

The Center makes no representations or warranties regarding the accuracy of information provided in this solicitation and will have no liability or obligation with regard to its contents. Respondents will not be reimbursed for costs incurred in the preparation of the proposal.

3.0 Background Information

In late October 2012, Superstorm Sandy, the largest storm in New York's recorded history, swept ashore. Sandy's effect was devastating, causing widespread damage to lives, homes, businesses, and core infrastructure. Fourteen (14) counties were declared Federal disaster areas. Sixty (60) New Yorkers died and two million customers lost power with some blackouts lasting up to three (3) weeks. The storm damaged or destroyed as many as 300,000 housing units, affected or closed over 2,000 miles of roads, produced catastrophic flooding in subways and tunnels, and damaged major power transmission and communication systems. Sandy followed closely on the heels of Tropical Storm Lee and Hurricane Irene, which caused unprecedented and catastrophic damage to Upstate New York.

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In January 2013, President Obama signed into law the Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2), pursuant to which the U.S. Congress appropriated \$16,000,000,000 to HUD for the CDBG-DR program, so that the agency could provide funds to address community recovery needs resulting from disasters that occurred in the United States in 2012 and 2013. This included all areas impacted by Superstorm Sandy, Hurricane Irene, and Tropical Storm Lee.

Storm surge and inundation damaged many homes in New York City. Many of the homes experienced flooding as a result of sewer overflow via sanitary, stormwater, and/or combined sewage pipes connecting homes to the city sewer. The installation of backwater valves is needed to mitigate this type of future flood impact. The RBVI Program will provide direct financial assistance to fund the installation of sewer backwater valves on low-to-moderate income residential properties located in the 100 and 500-year floodplain in the eligible neighborhoods of Howard Beach, Canarsie, Gerritsen Beach & Sheepshead Bay, South Brooklyn Peninsula, Rockaway East, Southeast Brooklyn Waterfront, Lower Manhattan, Gravesend & Bensonhurst, and Red Hook.

4.0 Program Description

The Center, under its RBVI Program, will provide direct CDBG-DR assistance to low-to-moderate income homeowners to cover 100% of the cost (less any benefits already received) to complete a resiliency audit and all work required in the installation of a sewer backwater valve to their residence. The purpose of the RBVI Program is to increase the resiliency of low-to-moderate income households against future storms. The Center anticipates approximately 200 residences will be included in the RBVI Program, with the Program spanning a period of two (2) years.

To participate in the RBVI Program, a Homeowner will undergo a home resiliency audit conducted by the program's home resiliency audit vendors and attend a resiliency counseling session. During the home resiliency audit the program's assigned home resiliency audit vendor visits the home to assess risk for flood damage. The home resiliency audit vendor generates an Elevation Certificate and a personalized report for the participant that outlines recommendations for home mitigation. If a backwater valve installation is one of the recommended mitigation options, the home resiliency audit vendor will prepare design drawings and a cost estimate for the installation.

During each resiliency counseling session, homeowners meet with a resiliency counselor to learn about their flood risk, and strategies that can increase resiliency and potentially lower flood insurance rates. Counselors also advise homeowners on what financial preparations they can take to retrofit their homes if necessary.

For homeowners who may be eligible for a backwater valve installation and wish to proceed, the Center will solicit bids from those plumbing firms that are a part of a pre-qualified pool of vendors to complete the backwater valve installation. The Center intends to issue bid packages containing a group of homeowners in a similar geographic location who may be eligible for the RBVI Program.

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The bidding process support vendor(s) hired under this solicitation will review bids received and recommend lowest responsible bid received for award. The bidding process support vendor will also provide technical assistance upon the Center's request related to the bidding process.

The Center will then award a construction contract to the winning bidder.

At minimum, the successful respondents will provide the following services, which are further defined in Section 5—Scope of Services:

- Review the backwater valve installation bids from plumbing firms and recommend to the Center the lowest responsible bid received for award, if appropriate.
- Provide technical assistance to assist the Center with resolving any questions or concerns that arise during the backwater valve installation bidding process.

5.0 Scope of Services

As previously stated herein, the Center seeks to procure one or more qualified firms to complete the services requested herein. The selected firms must also possess the capacity/qualification to complete related administration tasks required in the Program. This section provides a detailed description of the scope of services. Please refer to this section when completing Attachment 6—Cost Proposal that must be included in the response to this solicitation.

Task 1.0 - Bid Support Services

Bid Analysis & Recommendation

Upon request by the Center, the vendor shall conduct a review of bids received by plumbing firms for the completion of one or more backwater valve installations. The successful respondent(s) shall prepare documents necessary to assist the Center in the selection of winning bidder(s), including a written recommendation and bid tabulation for each solicitation.

Technical Assistance

Upon request by the Center, the Subcontractor shall provide technical assistance related to the bidding process to assist the Center in successfully administering the bidding process for backwater valve installations. Technical assistance may include, but is not limited to, providing advice and information at the Center's request related to backwater valve installation process, the bidding process, and plumbing contractor requirements.

All deliverables shall be subject to review and approval by the Center prior to payment, and vendor shall make revisions requested by the Center up to two (2) times per deliverable if the initial deliverable is not satisfactory. Deliverable and other work shall conform with the Engineer's Job Aid, which is subject to change by the Center.

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6.0 Required Minimum Qualifications

The Vendor must be identified as a professional engineering firm. Only responsible firms possessing the technical and financial competence to perform, as well as an exemplary record of integrity, will be considered for selection under this solicitation. Before selecting a vendor, the Center intends to review the federal and state lists of firms excluded from procurement participation. Contracts shall not be awarded to debarred, suspended, or otherwise ineligible firms. Accordingly, **responses to this Request for Proposals must include a completed NYS Vendor Responsibility Questionnaire and notarized certification, along with verification that a completed NYS Vendor Responsibility Questionnaire has been filed with the NYS Office of the State Comptroller: <http://www.osc.state.ny.us/vendrep/>. (See Attachment 4—NYS Vendor Responsibility Questionnaire for Profit Business)**

The following are required minimum qualifications for selection:

- Neither respondent nor any person or entity associated or partnering with respondent has been the subject of any adverse findings that may prevent the Center from selecting respondent. Such adverse findings include, but are not limited to, the following:
 - Negative findings from the New York State Inspector General, a federal Inspector General or from the U.S. Government Accountability Office, or from an Inspector General in another state;
 - Pending or unresolved legal action from the U.S. Attorney General or from an attorney general in New York or another state;
 - Pending litigation with New York State, any other state, or a municipality located in New York or another state;
 - Arson conviction or pending case;
 - Harassment conviction or pending case;
 - Local, State, Federal or private mortgage arrears, default, or foreclosure proceedings;
 - In rem foreclosure;
 - Sale of tax lien or substantial tax arrears;
 - Fair Housing violations or current litigation;
 - Defaults under any Federal, State or locally sponsored program;
 - A record of substantial building code violations or litigation against properties owned and/or managed by respondent or by any entity or individual that comprises respondent;
 - Past or pending voluntary or involuntary bankruptcy proceeding; Conviction of fraud, bribery, or grand larceny;
 - Listing on the federal or state excluded parties lists respondent has or will have prior to work all necessary licenses, certifications, approvals, and other needed credentials to perform work in New York State pursuant to this solicitation.
- Requirements of Legal Entities: Respondents that are corporations, partnerships, or any other legal entity, domestic or foreign, shall be properly registered to do business in the State of

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New York at the time of the submission of their responses to this solicitation. **Such respondents shall attach a certificate of good standing from the New York Secretary of State to their submissions.**

- **General Federal Grant Requirements:** Because the Contract is being funded with federal funds, the Contract shall be governed by certain federal terms and conditions for federal grants, such as the Office of Management and Budget’s (“OMB”) applicable circulars. Respondent shall provide a description of experience with such grant requirements and affirmatively represent and certify that the respondent shall adhere to any applicable federal requirements. Any funds disallowed by any federal government entity shall be disallowed from the fee or compensation to Firm.
- **GOSR Supplementary Conditions for Contracts:** Because the Contract is being funded with CDBG-DR funds, the Contract shall be governed by certain general HUD and GOSR terms and conditions, attached hereto as Attachment 1—Supplementary Conditions for Contracts. Respondent shall **provide a description of experience with such requirements and affirmatively represent and certify that the respondent shall adhere to the terms and conditions set forth in Attachment 1—Supplementary Conditions for Contracts and any subsequent changes made by HUD or GOSR.**

7.0 Required Information to be Submitted.

7.1 Response Format

Respondents shall complete and submit all forms, information, and other documentation listed herein (including, without limitation, any attachments to this solicitation) as part of their submissions. Only complete submissions will be evaluated. In all instances, the Center’s determination regarding the completeness of any response shall be final. Please refer to *Section 7.7* herein for a detailed description of the content required in the response to this solicitation.

7.2 Deadlines & Completion Dates

Responses must be delivered in accordance with the requirements herein to the Center no later than **5:00 pm (EDT) on June 18, 2019**. Submissions delivered after this date and time will not be considered.

Respondents assume all risks associated with delivery. Delivery delays shall not excuse late submissions. The respondent is responsible to ensure that emails and attachments are delivered on time and in a legible format. The determination of whether any submission was received on time is at the sole discretion of the Center.

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7.3 *Submission Delivery*

Responses can be submitted to the Center by mail or email using the address and email address provided below:

- Address The Center for NYC Neighborhoods
 RBVI Program
 ATTN: Tiffany Chambliss
 55 Broad Street, 10 Floor
 New York, NY 10004
- Email BackwaterValve@cnycn.org

7.4 *Respondents' Meeting*

A non-mandatory meeting via conference call will be held on **June 11, 2019 at 1:00 pm.** Potential respondents who wish to learn more information about this solicitation and the RBVI Program are encouraged to attend. If you plan to call into this meeting, please RSVP by **June 10, 2019, 5:00 pm** by emailing BackwaterValve@cnycn.org.

Questions and responses as well as any presentation material used during this meeting will be carefully logged and included in the Request for Information (RFI) Log.

7.5 *Requests for Information*

All questions and correspondences must be sent to the Center by email at BackwaterValve@cnycn.org by no later than **11:00 pm on June 16, 2019.** Responses to all substantive questions, including any substantive questions arising from the Respondents' Meeting, will be posted on the Center's website as noted above. Questions received to any other email address or by phone may not receive a response.

It is the sole responsibility of the respondent to check for amendments, RFI logs, and additional information on the Center's website at <http://cnycn.org/contracting>.

7.6 *Timeline*

Please note that the timeline provided below includes target dates and may change.

Date Solicitation Issued	June 4, 2019
Respondents' Conference Call – 1:00 pm (EDT)	June 11, 2019
Last Day to Submit Questions - 5:00 pm (EDT)	June 16, 2019
Submission Deadline - 5:00 pm (EDT)	June 18, 2019

7.7 *RFP Response Content*

The items discussed in this section do not necessarily represent all required information for the response to be considered complete. The respondent is responsible for reading the solicitation in its entirety and providing all information requested herein.

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7.7.1 *Executive Summary*

The Executive Summary shall be a maximum of one (1) page and shall include the following information:

- Firm Information;
 - Legal status (individual practitioner, partnership, LLC, corporation, nonprofit, charitable institution, etc.);
 - DUNS Number;
 - Length of time in business;
 - Number of employees;
 - Types of services provided by the firm relevant to this solicitation;
 - Brief description of any significant change(s) to the firm’s management and/or structure if related to the work described in this solicitation, including any mergers in the last five (5) years
- Phone Number and Email Address for:
 - Person administratively responsible for the response to this solicitation;
 - Person authorized to contractually obligate the Respondent.
- Subcontractors
 - Indicate whether or not use of subcontractors is anticipated and scope of work for subcontractors will perform. Respondents are encouraged to provide specific opportunities and partnerships with minority-and/or women-owned business enterprises, Section 3 or Service-Disabled Veteran-Owned Small Businesses (SDVOSB).
- Disclosure
 - Disclose all allegations or claims of substandard work, unethical or illegal practices or debarment or suspension from State- or Federally-funded projects and provide documentation as to the resolution of these matters. Respondent must not be suspended or debarred from participation in State- or Federally-funded projects. Include completed NYS Vendor Responsibility Questionnaire, with notarized certification. <http://www.osc.state.ny.us/vendrep/>.

7.7.2 *Relevant Experience*

Responses are to include previous projects that demonstrate relevant experience and identify public sector clients for whom Respondent has provided similar work in the past five (5) years. Respondents must include any projects conducted for New York City or New York State. For each project described, please provide:

- Client name;
- Brief description of the relevance of the referenced assignment to this RFP;
- If subcontracting is proposed, provide subcontractors’ project experience for relevant work.

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Respondents who demonstrate experience and success in providing such services for housing rehabilitation programs will be scored higher.

7.7.3 *Key Personnel*

Provide education, work experience, licensure and certifications, and other relevant information for the key personnel listed below who will be assigned to the contract for bidding process support.

Contract Manager: The Contract Manager will be responsible for reporting to senior Center staff on contractual and financial issues, participating in contract administration, invoicing, and engaging the Center when significant scope or change of work order is needed. The Contract Manager must have at least five (5) years of experience in relevant services.

Project Manager: The Project Manager will coordinate and delegate the assignments to the Contractor's staff and serve as the point of contact for Center staff. The Project Manager will be responsible for promptly notifying the Center upon completion of the work. The Project Manager will be responsible for prompt reporting of issues or potential issues regarding work scope, product, or conflict to the Center. The Project Manager must have at least four (4) years of experience in relevant services including, but not limited to, those services outlined in this solicitation.

Professionals shall have appropriate and adequate skill and experience to support the Center's RBVI Program and will be evaluated as such. An organization chart showing the relationship of these and other positions is desired but not mandatory.

7.7.4 *References (Please Provide 2)*

Responses shall identify two (2) relevant references on either on-going or recently completed projects.

Please provide the following information for each reference:

- Name and Role of the Contact in the completion/administration of the relevant project
- Phone number and email address

References will be asked a consistent set of questions requesting a numerical score, which will be tabulated and applied to the available points for the category.

The Center may seek information from references regarding subjects that include, but are not limited to, the quality of services provided, anticipated ability to perform the services required in this solicitation and the responsiveness of the respondent to the client during the engagement. Information provided by

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references will be used by the Center for evaluation purposes. References should be available and aware of their inclusion in the respondent's submission and pending contact. The Center reserves the right to attempt, or not to attempt, to re-contact or notify respondent of its inability to connect with references in an initial effort. The Center is not responsible for the lack of responsiveness of the references listed by respondents, and the Center is not required to alert respondents of a reference's unresponsiveness during the submission evaluation period. Inability to contact references will not be looked upon favorably.

The Center reserves the right to deploy, at its sole discretion, a variety of methods and communication approaches to contact references, depending on what the Center deems to be the most effective and efficient manner.

7.7.5 *Technical Approach & Work Plan (maximum of 5 pages)*

Respondents shall present a clear and straightforward work plan in the execution of the scope of work, which shall include, at minimum,:

- Summary of understanding of the scope of work;
- Description of firm's work load and impact on its current capacity to perform the needed bidding process support services;
- Number of teams available; and
- Description of any software anticipated for use.

Respondents who demonstrate that they have the staff and technical expertise immediately will be scored higher than those who do not.

7.7.7 *Costs*

Complete the Cost Proposal attached hereto as Attachment 6—Cost Proposal and include it in the response to this solicitation.

7.7.8 *Attachments*

Resumes and other materials helpful to the technical evaluation may also be included in the response to this solicitation (i.e. short project descriptions, brochures, etc.)

7.7.9 *Commitment to Complying with Applicable Federal, State, & Local Regulations*

Respondents must comply with the legal and regulatory requirements herein. In addition, respondents must complete and submit applicable forms in the Attachments. Respondents who demonstrate a commitment to complying with applicable Federal, state, and local regulations, including M/WBE, Section 3 income requirements and SDVOSBs, will receive the most points. The Respondent shall complete Attachment 2—MWBE Utilization Plan and Attachment 3—Section 3 Plan and provide the following information:

- If the respondent is a New York State-certified M/WBE firm, provide

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documentation evidencing certification. For M/WBE firms that are not certified but have applied for certification, provide evidence of filing, including the filing date.

- A description of the instances, if any, in which the respondent has worked with M/WBE firms on previous transactions by engaging in joint ventures or other partnering or subcontracting arrangements. Submissions should include the nature of the engagement, how such arrangement was structured, and a description of how the services and fees were allocated.
- A statement of the Respondent's willingness, if any, to engage in M/WBE partnering or mentoring arrangements with an M/WBE firm selected by the respondent. Such statement should include an explanation of how the respondent would suggest structuring such an arrangement and allocating services and fees between the firms participating in the arrangement.
- Provide a plan for ensuring the participation of minority group members and women.
- If the respondent is a HUD Section 3 self-certified firm or plans to subcontract to Section 3 firms, complete a self-certification form and provide supporting documentation. (See Attachment 7-Section 3 Self-Certification Form)

New York State Law: Pursuant to New York State Executive Law Article 15-A and 5 NYCRR 140- 145, the Center 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 the Center's contracts. The Center encourages firms that are M/WBE certified in New York State, or any other city or state, or the federal government, to respond to this solicitation.

Business Participation Opportunities for MWBEs: The Center is committed to achieving significant MWBE participation in its contracts and will use good faith efforts to ensure that qualified MWBE firms are included in the selection of a firm to provide the above described services. For purposes of this solicitation, HTFC hereby establishes an overall goal of 30% for MWBE participation – 15% for New York State certified minority- owned business enterprises ("MBE") participation and 15% for New York State certified women-owned business enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). The selected respondent will be required to document its "good faith efforts" to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the solicited services. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. Respondents that are not M/WBEs are strongly encouraged to consider partnering, or making other joint venture arrangements, with certified M/WBE firms to achieve the prescribed goals and to give M/WBE firms the opportunity

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to participate in the above-described services performed under the contract(s) awarded to the successful respondent(s).

Section 3 of the Housing & Urban Development Act of 1968: In addition to the above diversity requirements, and pursuant to Section 3 of the Housing & Urban Development Act of 1968, the Center is committed to ensuring that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons. HUD recognized Section 3 business concerns can be found at <http://www.hud.gov/Sec3Biz>.

A “Section 3 resident” is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or Non-Metropolitan County where the Section 3 covered assistance is expended. A “Section 3 business concern” is a business that can provide evidence that they meet one of the follow criteria: 1) 51 % or more owned by Section 3 residents; or 2) at least 30% of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire; or 3) provides evidence, as required, of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns that meet one of the preceding two qualifications.

Elation System: Elation Systems, Inc. is a provider of cloud-based diversity and labor compliance reporting and management services. GOSR has adopted this web-based compliance management system to help all of its Contractors, Subrecipients, and Subrecipient’s Contractors receiving federal funds to adhere to Labor Compliance (Davis-Bacon), Minority and Women Owned Business (M/WBE) and Section 3 reporting requirements. A selected firm must comply with instructions from GOSR on how and when to meet all reporting requirements, and how to utilize Elation to satisfy those requirements.

7.8 *Changes to Response Wording*

A respondent shall not change the wording of its response after the submission due date specified herein, and no words or comments will be added to the response unless requested by the Center for purposes of clarification.

7.9 *Respondent’s Errors and Omissions*

The Center reserves the right to reject a submission that contains an error or omission. The Center also reserves the right to request correction of any errors or omissions and/or to request any clarification or additional information from any respondent,

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without opening up clarifications for all respondents. Respondents will be provided a reasonable period of time in which to submit written responses to the Center's requests for clarification or additional information. Respondents shall respond by the deadline stated in the correspondence.

7.10 *Respondent's Expenses*

Respondents are solely responsible for their own expenses in preparing a response and for subsequent negotiations with the Center, if any. The Center will not be liable to any respondent for any claims, whether for costs or damages incurred by the respondent in preparing the response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

7.11 *Acceptance of Responses*

This solicitation is not an agreement to purchase services. The Center is not bound to enter into a Contract with any Qualified Firm. Responses will be assessed in light of the qualification review criteria. The Center will be under no obligation to receive further information, whether written or oral, from any respondent.

7.12 *Finalist Interview*

The Center reserves the option, at its sole discretion, to invite qualified respondents to a finalist interview. If the Center elects to conduct finalist interviews, each qualified respondent will be required to give a strictly timed presentation. This presentation should highlight related engineering services provided for similar organizations or programs. The Center may alter the scoring of a qualified respondents submission based upon the presentation. The Center, at its sole discretion, may choose the time and place of this interview. Respondents are responsible for all costs or expenses incurred to attend such.

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8.0 Selection Process

Proposals responsive to the requirements of this RFP will be evaluated and scored in accordance with the Evaluation Criteria below. During or after the review of responses, the Center may submit written questions and requests for clarification and may conduct interviews. The Center shall evaluate each respondent in terms of:

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
Technical Factors	
1. Relevant Experience	30
2. Technical Approach and Work Plan	15
3. Staffing Plan	20
4. Organizational Capacity and Historic Performance	15
5. Commitment to Comply with all Applicable Federal, State and Local Regulations including M/WBE and Section 3	10
6. Cost	10
<u>Maximum Points</u>	100

“Cost” points will be awarded as follows:

- The lowest priced qualifying technical proposal will be awarded the full 10 points. Other bidders will be awarded as follows:
Total Cost Points = (lowest bidder cost/other bidder cost) x 10.

After evaluation of selected Technical Proposals and Cost Proposals, the Center reserves the right to award without delay. The Center will issue a Letter of Intent to Award and a Notice to Proceed when costs are negotiated, the contract is authorized by GOSR, and the contract is executed.

9.0 Other Conditions

9.1 *Ownership of Responses*

All documents, including responses submitted to the Center, become the property of the Center.

9.2 *Proprietary Information*

Only information considered trade secrets or non-published financial data may be classified as proprietary or confidential. Such information within the response must be clearly marked. Responses containing substantial contents marked as confidential or proprietary may be rejected by the Center. Provision of any information marked as confidential or proprietary shall not prevent the Center from disclosing such information if required by law.

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



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9.3 *Confidentiality of Information*

Information pertaining to the Center obtained by the respondent as a result of participating in this solicitation is confidential and must not be disclosed without written authorization from the Center.

9.4 *Collection and Use of Personal Information*

Respondents are solely responsible for familiarizing themselves and ensuring that they comply with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this solicitation requires respondents to provide the Center with personal information of employees who have been included as resources in response to this solicitation, respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Center. Such written consents are to specify that the personal information may be forwarded to the Center for the purposes of responding to this solicitation and use by the Center for the purposes set out herein. The Center may, at any time, request the original consents or copies of the original consents from respondents, and upon such request being made, respondents will immediately supply such originals or copies to the Center.

10.0 Conflicts of Interest

In the event of real or apparent of conflicts of interest, the Center reserves the right to impose additional conditions upon firms. The selected firm will be subject to the provisions on conflicts of interest set forth in section 74 of the New York State Public Officers Law.

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**Attachment 1:
Supplementary Conditions for Contracts
(Revision of 2-27-2017)**

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



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DEFINITIONS

“GOSR”: Governor’s Office of Storm Recovery and its successors and assigns, as well as the Housing Trust Fund Corporation and its successors and assigns, and its parent entities and their successors and assigns.

“Subrecipient”: The Center for New York City Neighborhoods, Inc.

“Contractor”: _____

When these Supplementary Conditions are attached to any lower tier contract (e.g., a contract between Contractor (as defined above) and any subcontractor, or between Contractor’s direct or indirect subcontractors), references herein to “Subrecipient” shall be deemed to refer to the party seeking products and/or services, and references to “Contractor” shall be deemed to refer to the party providing products and/or services, and references to the “Agreement” or “Contract” or “contract” shall be deemed to refer to the agreement between such subcontracting parties.

ORDER OF PRECEDENCE

In the event of a conflict between the terms of these Supplementary Conditions and the terms of the remainder of the contract (including any other attachments thereto and amendments thereof), the terms of these Supplementary Conditions shall control.

In the event of a conflict among the requirements found in these Supplementary Conditions, which conflict would make it impossible to comply with all of the requirements set forth herein, the provisions shall be applied with the following priority:

- (1) Part I: Required Federal Provisions; then
- (2) Part II: Required State Provisions;

and the remaining requirements shall be interpreted in a manner so as to allow for the terms contained therein to remain valid and consistent with such superseding provisions. If any provision of these Supplementary Conditions relates to a matter embraced by another provision(s) of these Supplementary Conditions, but is not in conflict therewith, all such provisions shall apply. Any question as to which requirements control in a particular instance which cannot be resolved by Contractor and Subrecipient shall be submitted in writing (indicating the issue and the applicable provisions) by Subrecipient to GOSR, which shall decide the applicable question.

PART I: REQUIRED FEDERAL PROVISIONS

The following terms and conditions apply to any contract for which any portion of the funding is derived from a grant made by the United States Department of Housing and Urban Development (“HUD”).

GENERAL CONDITIONS

- 1. PROVISIONS REQUIRED BY LAW DEEMED INSERTED.** Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.
- 2. STATUTORY AND REGULATORY COMPLIANCE.** Contractor shall comply with all laws and regulations applicable to the Community Development Block Grant-Disaster Recovery funds appropriated by the Disaster Relief Appropriations Act, 2013 (Pub. L. 113-2), including but not limited to the applicable Office of Management and Budget Circulars, which may impact the administration of funds and/or set forth certain cost principles, including the allowability of certain expenses.
- 3. BREACH OF CONTRACT TERMS.** The Subrecipient and GOSR reserve their rights to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of this contract, in instances where the Contractor or any of its subcontractors violate or breach any contract term. If the Contractor or any of its subcontractors violate or breach any contract term, they shall be subject to such sanctions and penalties as may be appropriate. The duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
- 4. REPORTING REQUIREMENTS.** The Contractor shall complete and submit all reports, in such form and according to such schedule, as may be required by the Subrecipient and GOSR. The Contractor shall cooperate with all Subrecipient and GOSR efforts to comply with HUD requirements and regulations pertaining to reporting, including but not limited to 2 CFR Part 200 and 24 C.F.R. § 570.507.
- 5. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the federal government, GOSR, and the Subrecipient in any resulting invention in accordance with 37 C.F.R. Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by HUD.

6. DEBARMENT, SUSPENSION, AND INELIGIBILITY. The Contractor represents and warrants that it and its subcontractors are not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs subject to 2 C.F.R. Part 2424. The Contractor shall notify the Subrecipient and GOSR should it or any of its subcontractors become debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs subject to 2 C.F.R. Part 2424.

7. CONFLICTS OF INTEREST. The Contractor shall notify the Subrecipient as soon as possible if this contract or any aspect related to the anticipated work under this contract raises an actual or potential conflict of interest (as described in 2 CFR Part 200). The Contractor shall explain the actual or potential conflict in writing in sufficient detail so that the Subrecipient is able to assess such actual or potential conflict. The Contractor shall provide the Subrecipient any additional information necessary for the Subrecipient to fully assess and address such actual or potential conflict of interest. The Contractor shall accept any reasonable conflict mitigation strategy employed by the Subrecipient, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict. If requested by GOSR, Contractor shall sign a certification affirming that it has no conflict of interest arising from performance of work on a specific task.

8. SUBCONTRACTING. The Contractor represents to the Subrecipient that all work shall be performed by personnel experienced in the appropriate and applicable profession and areas of expertise, taking into account the nature of the work to be performed under this contract.

The Contractor will include these Required Federal Provisions in every subcontract issued by it so that such provisions will be binding upon each of its subcontractors as well as the requirement to flow down such terms to all lower-tiered subcontractors.

9. ASSIGNABILITY. The Contractor shall not assign any interest in this contract, and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the Subrecipient.

10. INDEMNIFICATION. The Contractor shall indemnify, defend, and hold harmless the Subrecipient, GOSR, and their agents and employees from and against any and all claims, actions, suits, charges, and judgments arising from or related to the negligence or willful misconduct of the Contractor in the performance of the services called for in this contract.

11. TERMINATION FOR CAUSE (Applicable to contracts exceeding \$10,000). If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the Subrecipient shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this contract shall, at the option of the Subrecipient, become the Subrecipient's property and the Contractor

shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the Contractor shall not be relieved of liability to the Subrecipient for damages sustained by the Subrecipient by virtue of any breach of the contract by the Contractor, and the Subrecipient may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Subrecipient from the Contractor is determined.

12. TERMINATION FOR CONVENIENCE (Applicable to contracts exceeding \$10,000).

The Subrecipient may terminate this contract at any time by giving at least ten (10) days' notice in writing to the Contractor. If the contract is terminated by the Subrecipient as provided herein, the Contractor will be paid for the time provided and expenses incurred up to the termination date.

13. LOBBYING (Applicable to contracts exceeding \$100,000). The Contractor certifies, to the best of his or her knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

14. BONDING REQUIREMENTS (Applicable to construction and facility improvement contracts exceeding \$100,000).

The Contractor shall comply with New York State bonding requirements, unless they have not been approved by HUD, in which case the Contractor shall comply with the following minimum bonding requirements:

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the Contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the Contractor’s obligations under such contract.
- C. A payment bond on the part of the Contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

15. ACCESS TO RECORDS. The Subrecipient, GOSR, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have, at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the Contractor which are related to this contract, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

16. MAINTENANCE/RETENTION OF RECORDS. All records connected with this contract will be maintained in a central location and will be maintained until the earlier of (i) the sixth (6th) anniversary of the date that the entire grant to Grantee from HUD pursuant to the Disaster Relief Appropriations Act of 2013 (Pub. L. 113-2) is closed out by HUD, or (ii) September 30, 2028, provided that Section 1 of the Required State Provisions herein is also satisfied.

CIVIL RIGHTS AND DIVERSITY PROVISIONS

17. SMALL AND MINORITY FIRMS, WOMEN’S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS. The Contractor will comply with the small and minority firms, women’s business enterprise, and labor surplus area requirements as set forth at 2 CFR Part 200. Contractor will use its best efforts to afford small businesses, minority business enterprises, and women’s business enterprises the maximum practicable opportunity to participate in the performance of the contract. As used in these Required Federal Provisions, the terms “small business” means a business that meets the criteria set forth in Section 3(a) of the Small Business Act, as amended (15 U.S.C. § 632), and “minority and women’s business enterprise” means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, “minority group members” are Afro-Americans, Spanish-speaking, Spanish surnamed, or Spanish-heritage Americans, Asian-Americans, and American Indians. Subrecipient may rely on written representations by

businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

The Contractor will take necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used in subcontracting when possible. Steps include:

- A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- E. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

18. TITLES VI AND VIII OF THE CIVIL RIGHTS ACT OF 1964 AND EXECUTIVE ORDER 11063. The Contractor shall comply with the provisions of Titles VI and VIII of the Civil Rights Act of 1964 and with Executive Order 11063. No person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. No person shall, on the grounds of race, color, religion, sex, or national origin, be discriminated against in the sale, rental, or financing of dwellings. To the extent that any such sale, lease or other transfer of land shall occur, Contractor, in undertaking its obligation to carry out the Program assisted hereunder, will not itself so discriminate.

19. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974. The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

20. SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990. The Contractor shall comply with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as amended, and any applicable

regulations, and with the Americans with Disabilities Act of 1990 (42 U.S.C. § 126), as amended, and any applicable regulations

The Contractor agrees that no qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives federal financial assistance from HUD.

21. AGE DISCRIMINATION ACT OF 1975. The Contractor shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

22. NONDISCRIMINATION.

The Contractor shall comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 C.F.R. § 570.607. The applicable non-discrimination provisions in Section 109 of the Housing and Community Development Act of 1974 are still applicable. The Contractor shall comply with all other federal statutory and constitutional non-discrimination provisions. During the performance of this contract, the Contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- B. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- C. The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other

employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

- D. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- E. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- F. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- G. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- H. The Contractor will include the portion of the sentence immediately preceding paragraph (A) and the provisions of paragraphs (A) through (H) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

With respect to construction contracts and subcontracts exceeding \$10,000, The Contractor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967; Executive Order 11478 of August 8, 1969; Executive Order 12107 of December 28, 1978; Executive Order 12086

of October 5, 1978; and as supplemented in Department of Labor regulations (41 C.F.R. Part 60). Subrecipient shall include the following Specifications, which are required pursuant to 41 CFR 60-4.3 in all federally assisted contracts and subcontracts. For the purposes of the Equal Opportunity Construction Contract Specifications and Clause below, the term “Construction Work” means the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.

Standard Federal Equal Employment Opportunity Construction Contract Specifications for Contracts and Subcontracts in Excess of \$10,000. (Federal Notice Required by 41 CFR 60-4.3)

1. As used in these specifications:
 - a. “Covered area” means the geographical area described in the solicitation from which this contract resulted;
 - b. “Director” means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
 - c. “Employer identification number” means the Federal Social Security number used on the Employer’s Quarterly Federal Tax Return, U.S. Treasury Department Form 941.
 - d. “Minority” includes:
 - (i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
 - (ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
 - (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
 - (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).
2. Whenever the contractor or any subcontractor at any tier, subcontracts a portion of the work involving any Construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this Agreement resulted.
3. If the contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area

(including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each contractor or subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith performance by other contractors or subcontractors toward a goal in an approved Plan does not excuse any covered contractor's or subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

4. The contractor shall implement the specific affirmative action standards provided in paragraphs 7 a through p of these specifications. The goals set forth in the solicitation from which this Agreement resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the contractor should reasonably be able to achieve in each Construction trade in which it has employees in the covered area. Covered Construction contractors performing Construction Work in geographical areas where they do not have a Federal or federally assisted Construction contract shall apply the minority and female goals established for the geographical areas where the work is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

6. In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the contractor during the training period, and the contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.

7. The contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the contractor's employees are assigned to work. The contractor, where possible, will assign two or more women to each Construction project. The contractor shall specifically ensure that all foremen,

superintendents, and other on-site supervisory personnel are aware of and carry out the contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the contractor or its unions have employment opportunities available, and maintain a record of the organization's responses.

c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the contractor by the union or, if referred, not employed by the contractor, this shall be documented in the file with the reason therefor, along with whatever additional actions the contractor may have taken.

d. Provide immediate written notification to the Director when the union or unions with which the contractor has a collective bargaining agreement has not referred to the contractor a minority person or woman sent by the contractor, or when the contractor has other information that the union referral process has impeded the contractor's efforts to meet its obligations.

e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the contractor's employment needs, especially those programs funded or approved by the Department of Labor. The contractor shall provide notice of these programs to the sources compiled under 7b above.

f. Disseminate the contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where Construction Work is performed.

g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with on-site supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of Construction Work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the contractor's EEO policy with other contractors and subcontractors with whom the contractor does or anticipates doing business.

- i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.
 - j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a contractor's work force.
 - k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.
 - l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.
 - m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the contractor's obligations under these specifications are being carried out.
 - n. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.
 - o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female Construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.
 - p. Conduct a review, at least annually, of all supervisor's adherence to and performance under the Contractor's EEO policies and affirmative action obligations.
8. Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (7a through p). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under 7a through p of these specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the Program are reflected in the contractor's minority and female work force participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the contractor. The obligation to comply, however, is the contractor's and failure of such a group to fulfill an obligation shall not be a defense for the contractor's noncompliance.
9. A single goal for minorities and a separate single goal for women have been established. The contractor, however, is required to provide equal employment

opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the contractor has achieved its goals for women generally, the contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).

10. The contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

11. The contractor shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246 or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs.

12. The contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.

13. The contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.

14. The contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, Construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for hiring of local or other areas residents (e.g., those under the Public

Works Employment Act of 1977 and the Community Development Block Grant Program).

23. CERTIFICATION OF NONSEGREGATED FACILITIES (Applicable to construction contracts exceeding \$10,000). The Contractor certifies that it does not maintain or provide for its establishments, and that it does not permit employees to perform their services at any location, under its control, where segregated facilities are maintained. It certifies further that it will not maintain or provide for employees any segregated facilities at any of its establishments, and it will not permit employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this certification is a violation of the nondiscrimination clause of this contract.

As used in this certification, the term “segregated facilities” means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

The Contractor further agrees that (except where it has obtained for specific time periods) it will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the nondiscrimination clause; that it will retain such certifications in its files; and that it will forward the preceding notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

24. SECTION 503 OF THE REHABILITATION ACT OF 1973 (Applicable to contracts exceeding \$10,000). The Contractor shall comply with section 503 of the Rehabilitation Act of 1973 (29 U.S.C. § 793), as amended, and any applicable regulations.

- A. The Contractor will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices, including the following:
1. Recruitment, advertising, and job application procedures;
 2. Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
 3. Rates of pay or any other form of compensation and changes in compensation;
 4. Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
 5. Leaves of absence, sick leave, or any other leave;

6. Fringe benefits available by virtue of employment, whether or not administered by the Contractor;
 7. Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
 8. Activities sponsored by the Contractor including social or recreational programs; and
 9. Any other term, condition, or privilege of employment.
- B. The Contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.
- C. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the act.
- D. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The Contractor must ensure that applicants and employees with disabilities are informed of the contents of the notice (e.g., the Contractor may have the notice read to a visually disabled individual, or may lower the posted notice so that it might be read by a person in a wheelchair).
- E. The Contractor will notify each labor organization or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of section 503 of the Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment individuals with physical or mental disabilities.
- F. The Contractor will include the provisions of this clause in every subcontract or purchase order in excess of \$10,000, unless exempted by the rules, regulations, or orders of the Secretary issued pursuant to section 503 of the act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Deputy Assistant Secretary for Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

25. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 (Applicable to contracts exceeding \$100,000 in value for housing construction, rehabilitation, or other public construction).

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 C.F.R. Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, the availability of apprenticeship and training positions, the qualifications for each, the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- D. The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. Part 135. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. Part 135.
- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled: (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. Part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 C.F.R. Part 135.
- F. Noncompliance with HUD's regulations in 24 C.F.R. Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of

contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

H. Irrespective of any applicable federal reporting requirements as noted in the statutory language above or otherwise, Contractor shall submit quarterly reports along with any supporting documentation, in a form acceptable to Subrecipient, of its Section 3 compliance efforts to Subrecipient. Contractor may be required to consolidate all reports received from subcontractors and lower-tiered subcontractors into a single report or several reports as reasonably requested by Subrecipient. Notwithstanding the provision of such reports and supporting documentation, Contractor shall maintain copies of all reports and supporting documents as set forth in these Supplementary Conditions.

26. FAIR HOUSING ACT. Contractor shall comply with the provisions of the Fair Housing Act of 1968 as amended. The act prohibits discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person on the basis of race, color, religion, sex, national origin, handicap or familial status. Contractor shall comply with the provisions of the Equal Opportunity in Housing Act, which prohibits discrimination against individuals on the basis of race, color, religion, sex or national origin in the sale, rental, leasing or other disposition of residential property, or in the use or occupancy of housing assisted with federal funds.

LABOR PROVISIONS

27. COPELAND “ANTI-KICKBACK” ACT (Applicable to all construction or repair contracts). Salaries of personnel performing work under this contract shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the Copeland “Anti-Kickback Act” of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; 18 U.S.C. § 874; and 40 U.S.C. § 276c). The Contractor shall comply with all applicable “Anti-Kickback” regulations and shall insert appropriate provisions in all subcontracts covering work under this contract to ensure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.

28. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (Applicable to construction contracts exceeding \$2,000 and contracts exceeding \$2,500 that involve the employment of mechanics or laborers). The Contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-330) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

All laborers and mechanics employed by contractors or subcontractors shall receive overtime compensation in accordance with and subject to the provisions of the Contract Work Hours and Safety Standards Act, and the contractors and subcontractors shall comply with all regulations issued pursuant to that act and with other applicable federal laws and regulations pertaining to labor standards.

29. DAVIS-BACON ACT AND OTHER LABOR COMPLIANCE (Applicable to construction contracts exceeding \$2,000 when required by federal program legislation).

The Contractor shall comply with the Davis Bacon Act (40 U.S.C. §§ 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5), and all other applicable federal, state, and local laws and regulations pertaining to labor standards insofar as they apply to the performance of this agreement. In addition, Contractor shall comply with the Federal Labor Standards Provisions set forth in Form HUD-4010, available at http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12586.pdf.

All laborers and mechanics employed by contractors or subcontractors, including employees of other governments, on construction work assisted under this contract, and subject to the provisions of the Federal acts and regulations listed in this paragraph, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis Bacon Act. The Contractor shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to Subrecipient and GOSR for review upon request.

If Contractor is engaged under a contract in excess of \$2,000 for construction, renovation, or repair work financed in whole or in part with assistance provided by GOSR, Contractor agrees, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, to comply and to cause all subcontractors engaged under such contracts to comply with federal requirements adopted by GOSR pertaining to such contracts and with the applicable requirements of the Department of Labor under 29 C.F.R. Parts 1, 3, 5, and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is to relieve Contractor of its obligation, if any, to require payment of the higher wage. Contractor shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

ENVIRONMENTAL PROVISIONS

30. ENERGY EFFICIENCY. The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the New York State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

31. SOLID WASTE DISPOSAL. Pursuant to 2 CFR § 200.322, Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (codified at 42 USC § 6962). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

32. CERTIFICATION OF COMPLIANCE WITH ENVIRONMENTAL LAWS.

The Contractor and all subcontractors agree to comply with the following requirements (and their state and/or local counterparts or analogues, if any) insofar as they apply to the performance of this Agreement as any of the following may hereinafter be amended, superseded, replaced, or modified:

- A. Executive Order 11988, Floodplain Management, May 24, 1977 (42 FR 26951, 3 C.F.R., 1977 Comp., p. 117, as interpreted at 24 C.F.R. Part 55), and Executive Order 11990, Protection of Wetlands, May 24, 1977 (42 FR 26961, 3 C.F.R., 1977 Comp., p. 121);
- B. Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 *et seq.*);
- C. Safe Drinking Water Act of 1974 (42 U.S.C. 201, 300(f) *et seq.*, and 21 U.S.C. § 349, as amended), and EPA regulations for Sole Source Aquifers (40 C.F.R. Part 149);
- D. Endangered Species Act of 1973, as amended (16 U.S.C. § 1531 *et seq.*);
- E. Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. § 1271 *et seq.*);
- F. Clean Air Act, as amended (42 U.S.C. § 7401 *et seq.*);
- G. EPA regulations for Determining Conformity of Federal Actions to State or Federal Implementation Plans (40 C.F.R. Parts 6, 51, and 93);
- H. Farmland Protection Policy Act of 1981 (7 U.S.C. § 4201 *et seq.*), and USDA regulations at 7 C.F.R. Part 658;
- I. HUD criteria and standards at 24 C.F.R. Part 51;
- J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, Feb. 11, 1994 (59 FR 7629, 3 C.F.R., 1994 Comp. p. 859);
- K. Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001-4128);

- L. National Flood Insurance Reform Act of 1994 (42 U.S.C. § 5154a);
- M. Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. § 3501);
- N. Runway Clear Zone regulations (24 C.F.R. Part 51);
- O. Federal Water Pollution Control Act, as amended (33 U.S.C. § 1251, *et seq.*), commonly known as the Clean Water Act, and all regulations and guidelines issued thereunder;
- P. Environmental Protection Agency (“EPA”) regulations at 40 C.F.R Part 50, as amended;
- Q. HUD regulations at 24 C.F.R. Part 51, Subpart B, and New York State and local laws, regulations, and ordinances related to noise abatement and control, as applicable;
- R. HUD regulations at 24 C.F.R. Part 51 Subpart C regarding siting of projects near hazardous operations handling conventional fuels or chemicals of an explosive or flammable nature;
- S. HUD and EPA regulations related to asbestos-containing material and lead-based paint, including but not limited to Part 56 of Title 12 of the Official Compilation of Codes, Rules and Regulations of the State of New York Department of Labor (12 NYCRR 56), the National Emission Standard for Asbestos (40 C.F.R. § 61.145), the National Emission Standard for Asbestos (40 C.F.R. § 61.150), and 24 C.F.R. Part 35 Subparts B, H, and J; and
- T. All other applicable environmental laws that may exist now or in the future.

Further, Contractor shall abide by any conditions or requirements set forth in any environmental review performed pursuant to 24 C.F.R. Part 58, which are HUD’s regulations for Responsible Entities implementing the National Environmental Policy Act.

In addition to the foregoing requirements, all nonexempt contractors and subcontractors shall furnish to the Subrecipient, the following:

- A. A stipulation by the Contractor or subcontractors, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the Excluded Party Listing System pursuant to 40 C.F.R. Part 32 or on the List of Violating Facilities issued by the EPA pursuant to 40 C.F.R. Part 15, as amended.
- B. Agreement by the Contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 U.S.C. § 1857 c-8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. § 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

- C. A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the contract, is under consideration to be listed on the Excluded Party Listing System or the EPA List of Violating Facilities.

- D. Agreement by the Contractor that he will include, or cause to be included, the criteria and requirements in paragraphs A through D of this section in every nonexempt subcontract and requiring that the Contractor will take such action as the government may direct as a means of enforcing such provisions.

PART II: REQUIRED STATE PROVISIONS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "Contract") agree to be bound by the following clauses which are hereby made a part of the Contract.

1. ACCOUNTING RECORDS. The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance of work done for the Subrecipient under this Contract (hereinafter, collectively, "the Records") consistent with generally accepted bookkeeping practices. The Records must be kept until the earlier of (i) the sixth (6th) anniversary of the date that the entire grant to Grantee from HUD pursuant to the Disaster Relief Appropriations Act of 2013 (Pub. L. 113-2) is closed out by HUD, or (ii) September 30, 2028, provided that Section 16 of the Required Federal Provisions herein is also satisfied. The Subrecipient, GOSR, and any person or entity authorized to conduct an examination shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The Subrecipient and GOSR shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform the Subrecipient and GOSR, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the Subrecipient's or GOSR's right to discovery in any pending or future litigation.

2. NON-ASSIGNABILITY. This Contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or disposed of without the previous consent in writing of the Subrecipient and GOSR, and any attempts to assign the Contract without such written consent are null and void. However, this Contract shall be binding upon and inure to the benefit of the Subrecipient and GOSR, and their successors and assigns.

3. INDEMNITY. The Contractor shall indemnify and hold New York State and the Housing Trust Fund Corporation and their employees, officers, Members and Directors (collectively, the "Indemnities") harmless from and against all claims, demands, liability, loss, cost, damage or expense, including attorney's fees, which may be incurred by the Indemnities because of negligence or malfeasance on the part of the Contractor arising out of this Contract.

4. NON-DISCRIMINATION. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other state and federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status, domestic violence victim status, pregnancy,

religious practice, presence of a service animal, or criminal conviction. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Contract. Contractor is subject to fines of \$50 per person per day for any violation of Section 239 as well as possible termination of this Contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

If directed to do so by the State Commissioner of Human Rights (“Commissioner”), the Contractor will send to each labor union to which the Contractor is bound a notice provided by the Commissioner advising of this provision. The Contractor will keep posted in conspicuous places notices of the Commissioner regarding laws against discrimination. The Contractor will state in all advertisements for employees that all qualified applicants will be afforded equal opportunities without discrimination because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status.

If the Contractor has fifteen or more employees, it is an unlawful employment practice for the Contractor to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to the individual’s compensation, terms, conditions, or privileges of employment, or to limit, segregate, or classify employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect an individual’s status as an employee, because of such individual’s race, color, religion, sex, or national origin, or because an individual opposed any practice made unlawful by Title VII of the Civil Rights Act of 1964, as amended, or because he or she made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under that Title, and that it shall be an unlawful employment practice to print or publish or cause to be printed or published any notice or advertisement relating to employment indicating any preference, limitation, specification, or discrimination on the basis of race, color, religion, sex, or national origin.

If the Contractor has fifteen or more employees, the Contractor: (1) will make and keep such records relevant to the determinations of whether unlawful employment practices have been or are being committed; (2) will preserve such records for such periods as the Equal Employment Opportunity Commission (“EEOC”) shall prescribe by regulation; (3) will make such reports therefrom as the EEOC shall prescribe by regulation or order; (4) must post and keep posted in conspicuous places upon its premises where notices to employees and applicants for employment are customarily posted a notice prepared or approved by the EEOC setting forth excerpts from, or summaries of, pertinent provisions of Title VII of the Civil Rights Act of 1964, as amended, and information pertinent to the filing of a complaint.

To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other state and federal statutory and constitutional non-discrimination provisions, the Contractor will comply with all non-discriminatory employment practices, will furnish all information deemed necessary by the Commissioner, and will permit the Commissioner access

to its records to ascertain compliance. The Contractor will bind all subcontractors hired to perform services in connection with this Contract to the requirements of this section, take such action for enforcement as the Commissioner may direct, and notify the Commissioner if such action results in litigation. This Contract may be terminated by Subrecipient upon the Commissioner's finding of non-compliance with this section, and the Contractor may be declared ineligible for future contracts with an agency of the state or a public authority until the Contractor satisfies the Commissioner of compliance.

5. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

In accordance with Section 312 of the Executive Law and 5 NYCRR 143, if this Contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby the Agency or Agencies, is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the Agency or Agencies, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

- A. The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on Subrecipient's contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;
- B. At the request of the Subrecipient or GOSR, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and
- C. The Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of this Contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of A through C above in every subcontract. Section 312 does not apply to: (i) work, goods or services unrelated to this Contract; or (ii) employment outside New York State. Subrecipient and GOSR shall consider compliance by a Contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this section. The Subrecipient and GOSR shall determine whether the imposition of the requirements of the provisions hereof duplicate or

conflict with any such federal law and if such duplication or conflict exists, Subrecipient and GOSR shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

6. OPPORTUNITIES FOR MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES. Contractor shall make a good faith effort to solicit active participation by enterprises identified in the New York State Minority and Women-Owned Business Enterprises Directory of Certified Firms in order to promote Subrecipient's obligation to make good-faith efforts to promote and assist the participation of certified M/WBEs through the use of contractors and their subcontractors in an amount equal to fifteen percent (15%) minority-owned business enterprises ("MBE") and fifteen percent (15%) women-owned business enterprises ("WBE").

Contractor agrees to be bound by the provisions of Section 316 of Article 15-A of the Executive Law, which pertain to enforcement of Article 15-A.

7. PROPRIETARY INFORMATION. All memoranda, analyses, spreadsheets and other pertinent documents or writings, including reports and financial statements developed or prepared by, or for, the Contractor in connection with the performance of this Contract are "Proprietary Information" and shall be, and remain, the property of the Subrecipient. All original documents constituting Proprietary Information shall be delivered to the Subrecipient by the Contractor, or any subcontractor, or any other person possessing them, upon the termination of this Contract or upon the earlier request of the Subrecipient, except that the Contractor may retain copies for its files. Proprietary Information may not be utilized, disclosed or otherwise made available to other persons by the Contractor without the prior written approval of the Subrecipient. The provisions of this section shall be in addition to, and not in derogation of, any duty imposed upon the Contractor by any law, regulation or rule governing professional conduct respecting confidentiality.

8. COPYRIGHT. If this Agreement results in any copyrightable material or inventions, the Subrecipient, GOSR, and/or HUD reserve the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes. This clause shall survive indefinitely the termination of this Agreement for any reason.

9. ENVIRONMENTAL LAWS. Contractor shall comply with any and all applicable New York State and local environmental laws, including all permits and approvals issued thereunder. Additionally, Contractor shall comply with any and all conditions or requirements set forth in an environmental review performed pursuant to the State Environmental Quality Review Act.

10. SECTION HEADINGS. The caption of sections in this Contract are inserted solely for convenience of reference and are not intended to define, limit, or describe the scope of this Contract or any provision hereof or to otherwise affect this Contract in any way. The section headings shall not be considered in any way in construing this Contract.

11. COUNTERPARTS. This Contract may be executed in any number of counterparts. Each such counterpart shall be deemed to be a duplicate original. All such counterparts shall constitute but one and the same instrument.

12. GOVERNING LAW. This Contract has been executed and delivered in, and shall be construed and enforced in accordance with the laws of, the State of New York. In the event of conflict between New York State law and federal laws and regulations, the latter shall prevail.

13. WORKERS' COMPENSATION. This Contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this Contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

14. NO ARBITRATION. Disputes involving this Contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

15. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), the Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service of process hereunder shall be complete upon the Contractor's actual receipt of process or upon the Subrecipient's receipt of the return thereof by the United States Postal Service as refused or undeliverable. The Contractor must promptly notify the Subrecipient, in writing, of each and every change of address to which service of process can be made. Service of process by the Subrecipient to the last known address shall be sufficient. The Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

16. NON-COLLUSIVE BIDDING CERTIFICATION. If this Contract was awarded based upon the submission of a bid or proposal, the Contractor affirms, under penalty of perjury, that the prices in its bid or proposal were arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, or as to any matter relating to such prices with any other Contractor or with any competitor.

17. LOBBYING REFORM LAW DISCLOSURE. If the procurement of the goods or services provided herein were applicable to Lobbying Reform Law Disclosure as pursuant to State Finance Law §§139-j and 139-k, the Subrecipient reserves the right to terminate this Contract in the event it is found that the certification filed by the Offerer/Bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, the Subrecipient may exercise their termination right by providing written notification to the Contractor.

18. MACBRIDE FAIR EMPLOYMENT PRINCIPLES. In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York

State Finance Law), and shall permit independent monitoring of compliance with such principles.

19. GENERAL RESPONSIBILITY LANGUAGE. The Contractor shall at all times during Contract term remain responsible. The Contractor agrees, if requested by Subrecipient or GOSR, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

For purposes of this Agreement, Contractor responsibility generally means that the Contractor has the integrity to justify the award of public dollars and the capacity to perform the requirements of this Contract fully. In connection herewith, to the extent that the Subrecipient may make certain determinations with respect to Contractor responsibility, wherein the Subrecipient determines whether it has reasonable assurances that a Contractor is responsible, is an important part of the procurement process, promoting fairness in contracting, mitigating contract issues, and protecting the Contractor and the Subrecipient against failed contracts. In making such a responsibility determination, the Subrecipient shall evaluate the Contractor's responsibility with respect to four factors: (i) financial and organizational capacity; (ii) legal authority to do business in New York State; (iii) integrity; and (iv) previous performance.

20. SUSPENSION OF WORK (for Non-Responsibility). The Subrecipient reserves the right to suspend any or all activities under this Contract, at any time, when the Subrecipient discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the Subrecipient issues a written notice authorizing a resumption of performance under the Contract.

21. TERMINATION (for Non-Responsibility). Upon written notice to the Contractor, and a reasonable opportunity to be heard with appropriate Subrecipient staff, the Contract may be terminated by the Subrecipient at the Contractor's expense where the Contractor is determined by the Subrecipient to be non-responsible. In such event, the Subrecipient may complete the contractual requirements in any manner they deem advisable and pursue available legal or equitable remedies for breach.

22. IRAN DIVESTMENT ACT. By entering into this Agreement, Contractor certifies in accordance with State Finance Law §165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the Subrecipient.

During the term of the Contract, should the Subrecipient receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, the Subrecipient will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the Subrecipient shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The Subrecipient reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

PART III: INSURANCE

A. Unless otherwise directed by GOSR, Contractor shall procure and maintain without interruption, at its sole cost and expense, during the term of this Agreement (or any extensions thereof) and for a period of two years thereafter, insurance of the type, and with limits and deductibles, as follows:

- a. Commercial General Liability Insurance and Excess Liability Insurance. Providing both bodily injury (including death) and property damage insurance with limits in the aggregate and per occurrence in accordance with the following table:

Contract Value	Commercial General Liability in combination with Excess (Umbrella) Liability	
	Each Occurrence	General Aggregate
< \$10M	\$2,000,000	\$2,000,000
>\$10M - \$50M	\$5,000,000	\$5,000,000
>\$50M	\$10,000,000	\$10,000,000

Such insurance is to be written on an occurrence basis with defense outside of limits. New York State, the New York State Housing Trust Fund Corporation, and the Subrecipient shall each be named as an additional insured. The minimum required level of insurance may be provided through a combination of commercial general liability and umbrella and/or excess liability policies.

- b. Automobile Liability and Property Damage Insurance. In an amount not less than One Million Dollars (\$1,000,000) combined single limit for both Bodily Injury and Property Damage.
- c. Professional Liability. If the Contractor is engaged in providing professional services under this Agreement, professional errors and omissions coverage with a limit not less than Two Million Dollars (\$2,000,000) in the aggregate and One Million Dollars (\$1,000,000) per occurrence. If the Contractor is not engaged in providing professional services under this Agreement, this professional errors and omissions coverage is not required.
- d. Worker’s Compensation. Covering workers’ compensation and employers’ liability and disability benefits as required by the State of New York.

B. In addition to the foregoing, Contractor and any subcontractors shall procure and maintain any and all insurance which is required by any applicable current or future law, rule, regulation, ordinance, permit, license, order or other legal requirement.

C. All insurance shall be primary and non-contributory and shall waive subrogation against GOSR and the Subrecipient and all of either of their former, current, or future officers, directors, and employees. No deductible of more than \$50,000 shall be permitted without

advance written approval by GOSR, which GOSR may withhold, condition or deny in its sole and exclusive discretion.

- D. The Contractor shall provide Certificates of Insurance to GOSR and the Subrecipient prior to the commencement of work and shall provide full and complete copies of the actual policies and all endorsements upon request. Subcontractors under this Agreement shall be required to maintain insurance meeting all of the requirements set forth in Section A above for items a-d; however Contractor shall require subcontractors to maintain greater limits and/or other or additional insurance coverages if greater limits and/or other or additional insurance coverages are (a) generally imposed by the Contractor given its normal course of business for subcontracts for similar work or services to those being provided by the subcontractor at issue; or (b) reasonable and customary in the industry for similar work or services to those anticipated hereunder.
- E. If the above insurance requirements are potentially excessive because they exceed the type and/or amount of insurance which is reasonable and customary for similar work or services in the same general geographic area, Contractor shall, within fifteen (15) calendar days of the execution of this Agreement, provide written notice of the same to GOSR, along with a written summary of the type and amount of insurance Contractor believes is reasonable and customary for similar work or services in the same general geographic area. GOSR may, in GOSR's sole and exclusive discretion, but is under no obligation to, waive, decrease, or otherwise alter or amend the insurance requirements in light of this notice. However, notwithstanding anything to the contrary herein, nothing in this paragraph requires or shall be deemed to require GOSR to waive, decrease, alter or amend, in whole or in part, any insurance requirements as a result of the foregoing notice from Contractor or for any other reason, and no waiver, decrease, alteration or amendment shall be made except as approved in advance and in writing by GOSR.
- F. If the above insurance requirements are potentially inadequate because they do not meet or exceed the type and/or amount of insurance which is reasonable and customary for similar work or services in the same general geographic area, Contractor shall, within fifteen (15) calendar days of the execution of this Agreement, provide written notice of the same to GOSR, along with a written summary of the type and amount of insurance Contractor believes is reasonable and customary for similar work or services in the same general geographic area. GOSR may, in GOSR's sole and exclusive discretion, but is under no obligation to increase, supplement, expand, or otherwise alter or amend the insurance requirements in light of this notice. However, notwithstanding anything to the contrary herein, nothing in this paragraph requires or shall be deemed to require GOSR to increase, supplement, expand, or otherwise alter or amend, in whole or in part, any insurance requirements as a result of the foregoing notice from Contractor or for any other reason, and no increase, supplement, expansion or other alteration or amendment shall be made except in an amendment to this Agreement, as approved in advance and in writing by GOSR.

PART IV: REPORTING

Elation Systems, Inc. is a provider of cloud-based diversity and labor compliance reporting and management services. The Governor's Office of Storm Recovery (GOSR) has adopted this web-based compliance management system to help all of its Contractors, Subrecipients, and Subrecipient's Contractors receiving federal funds to adhere to Labor Compliance (Davis-Bacon), Minority and Women Owned Business (MWBE) and Section 3 reporting requirements.

Contractors, Subrecipients, and Subrecipient's Contractors must comply with instructions from GOSR on how and when to meet all reporting requirements, and how to utilize Elation to satisfy those requirements.

To this end, all Contractors, Subrecipients, and Subrecipient's Contractors must register with Elation Systems and attend an online training on the use of this tool. GOSR offers a series of virtual training events. GOSR requires all parties receiving federal funds through GOSR programs to use the Elation Systems application to make reporting requirements easier, faster and simpler to complete.

Prior to participating in training, it is necessary to create an Elation account. An account may be created at <https://www.elationsys.com/app/Registration/>.

Questions related to reporting requirements should be directed to GOSR's Monitoring and Compliance team at stormrecovery.dl.gosr-monitoring&compliance@stormrecovery.ny.gov.

**Attachment 2:
MWBE Utilization Plan**

The MWBE Utilization Form contained on the following pages must be submitted with the formal response to this solicitation.

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor's Office of
Storm Recovery

M/WBE UTILIZATION PLAN

INSTRUCTIONS: This form is submitted at the time of bid or procurement submission, or at the time of contract execution, or within a reasonable time thereafter as outlined in procurement submission instructions. This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each certified Minority and Women-owned Business Enterprise (M/WBE) under the contract. Attach additional sheets if necessary.

Subrecipient Name:		Project Name:	
Offeror's Name:		Federal ID Number:	
Address:		Contract Number (if applicable):	
City State & Zip Code:		Phone:	
Location of Work:			

<i>M/WBE Target Goal</i>			<i>Proposed M/WBE Participation</i>		
<i>Category</i>	<i>Percentage</i>	<i>Amount</i>	<i>Category</i>	<i>Percentage</i>	<i>Amount</i>
MBE:	%	\$	MBE:	%	\$
WBE:	%	\$	WBE:	%	\$
Totals:	%	\$	Totals:	%	\$

1. Certified M/WBE Subcontractors/Suppliers Information:		Classification NYS-ESD Certified (Choose One Only)		Federal ID No. :	Detailed Description of Work:	Dollar Value of Subcontractors/ Supplies/Services	Intended performance dates on each component of the contract
		MBE	WBE				
A	Name:						
	Address:						
	Email:						
	Phone:						
B	Name:						
	Address:						
	Email:						
	Phone:						
C	Name:						
	Address:						
	Email:						
	Phone:						
D	Name:						
	Address:						
	Email:						
	Phone:						

Contractor Use:
Name of Preparer:
Authorized Signature:
Date:
Email:
Phone:

**Attachment 3:
Section 3 Plan**

The Section 3 Plan contained on the following pages must be submitted with the formal response to this solicitation.

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor's Office of
Storm Recovery



ANDREW M. CUOMO
Governor

Section 3 Policy Requirements and Contractor Plan

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PART I. SECTION 3 GOALS AND REQUIREMENTS

Section 3 goals apply to subrecipients, contractors, and subcontractors. The subrecipient will perform outreach efforts along with the Prime Contractor (“Contractor”), and will ensure compliance with the Section 3 Greatest Extent Feasible goals as described below. The Contractor will submit *PART II. SECTION 3 PLAN FOR CONTRACTORS* to document efforts and utilization for Section 3 Business Concerns and Residents. The Contractor should ensure that any subcontractors who are hiring new employees or procuring sub-subcontractors should perform outreach to the Greatest Extent Feasible.

Section 3 Goal: New Hires

This goal applies to contract awards of \$100,000 or more in connection with a Section 3 eligible project.

Contractor will, to the greatest extent feasible, strive to comply with the following goal:

- Thirty percent (30%) of the aggregate number of new hires for the project shall be Section 3 residents

A Section 3 Resident is a public housing resident, low and very-low income person (as defined by HUD) who lives in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located.

If Contractor does not meet the Section 3 goal for new hires, Subrecipient and Contractor must demonstrate why meeting the goal was not feasible.

Section 3 Goals: Business Concerns

These goals apply to contract awards of \$100,000 or more in connection with a Section 3 eligible project.

Contractor will, to the greatest extent feasible, strive to comply with the following goals:

- Ten percent (10%) of the total dollar amount of all covered construction contracts shall be awarded to Section 3 business concerns¹
- Three percent (3%) of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns.²

Section 3 Business Concerns are businesses that can provide evidence that they meet one of the following criteria:

- a) Business is 51 percent or more owned by Section 3 residents; or
- b) At least 30 percent of business' full-time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or

Business provides evidence of commitment to sub-subcontract in excess of 25 percent of the dollar award of its subcontract to business concerns that meet the qualifications in the above two clauses a and b.

If Contractor does not meet the Section 3 goals for business concerns, Subrecipient and Contractor must demonstrate why meeting the goals was not feasible.

Contractors are not required to hire or enter into contracts with unqualified Section 3 Residents or Business Concerns simply to meet the Section 3 goals, as anyone selected for contracting or employment opportunities must meet the qualifications for the job/contract being sought. However, contractors must document their outreach efforts and, to the greatest extent feasible (GEF), attempt to source qualified Section 3 residents and business concerns to meet the goal. If the expenditure of funding for an otherwise covered project and activity does not result in new employment, contracting, or training opportunities, reporting is still required.

Evidence of Section 3 Certification

Contractor should provide the Section 3 Employee Self-Affirmation Form to employees who may qualify as Section 3 Residents. Section 3 Employee Self-Affirmation Forms and other documentation should be maintained by the Subrecipient, Contractor, and/or Subcontractor as applicable.

Businesses can self-certify as Section 3 Business Concerns by completing the HUD Section 3 Business Registry (<https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>). The business seeking Section 3 status must be able to provide adequate documentation as evidence of meeting the criteria for Section 3 Business Concerns listed above.

Documenting Greatest Extent Feasible Efforts

Contractors that fail to meet the minimum numerical goals bear the burden of demonstrating why it was not possible to do so. Such justifications should describe the efforts that were taken, barriers encountered, and other relevant information that will enable making a compliance determination. Contractors that submit Section 3 Plans containing all zeroes, without a sufficient explanation to justify their submission, are in noncompliance with the requirements of Section 3.

If Contractor does not meet the Section 3 goals, the Contractor shall submit copies of supporting documentation to show efforts were made to comply with Section 3 to the greatest extent feasible, including but not limited to the following:

- Reporting summary with metrics of strategies selected,
- A narrative that ties in all good faith effort components,
- Maintain a database of supporting raw data detailing outreach efforts, responses, and results

The Contractor may use GOSR’s Section 3 GEF efforts documentation spreadsheet, or may record this information in another format. Backup documentation should be included as well.

Greatest Extent Feasible Efforts Examples

Efforts for Section 3 Residents

1. Recruit Section 3 Residents for open positions
 - i. Notify Section 3 coordinator of any current or future open positions.
 - ii. Advertise employment and training positions in the project service area or neighborhood by distributing flyers or publishing advertisements in local papers or community publications. Advertisements should note that this is a Section 3 eligible project.
 - i. Contact local organizations and request their assistance in notifying Section 3 Residents of the positions to be filled. Organizations include educational institutions, housing developments, community organizations, state-local agencies, probation-parole agencies, and unemployment compensation programs.
 - ii. Sponsor a job fair or informational meeting. Coordinate with local organizations.
 - iii. Employ a job coordinator or consult with local employment service providers to match eligible and qualified Section 3 Residents with open positions.
 - iv. Maintain file of eligible, interested applicants.
2. Utilize Apprenticeship Programs to Hire Section 3 Residents
 - i. Many apprentices may qualify as Section 3 Residents based on their income levels. Contractors should encourage all apprentices to fill out the Section 3 Self-Certification Form. Strategies for hiring apprentices include creating an apprenticeship program, or hiring from existing apprenticeship programs.

Efforts for Section 3 Business Concerns

1. Contact business assistance agencies, minority contracting associations and community organizations to inform them of opportunities and seek assistance in identifying eligible businesses.
2. Advertise contracting opportunities through trade association papers and newsletters, and through the local media, such as community television networks, newspapers of general circulation, and radio advertising.
3. Where appropriate, break out contract work items into economically feasible units to facilitate participation by Section 3 Business Concerns.
4. Use the HUD Section 3 Businesses Registry (<https://portalapps.hud.gov/Sec3BusReg/BRegistry/SearchBusiness>) to search for Section 3 Business Concerns. Reach out to all applicable Section 3 Business Concerns directly with potential subcontracting opportunities.
5. Maintain a log of all contacts with Section 3 Business Concerns and develop a relationship with these firms in case opportunities develop over the life of the contract.
6. Create an account on GOSR's Opportunity Portal (<https://www.nystormrecoveryopps.ny.gov>) and advertise subcontracting opportunities for Section 3 Business Concerns.
7. Create an account on the NYS Contract Reporter system (<https://www.nyscr.ny.gov>) and advertise subcontracting opportunities for Section 3 Business Concerns.
8. After all M/WBEs have been identified for utilization on the project, determine if these M/WBE firms also qualify as Section 3 Business Concerns. Request that the subs fill out the Certification for Businesses Seeking Identification as Section 3 and that their employees fill out the Certification for Individuals Seeking Identification as Section 3 Business Concerns.

Section 3 Reporting & Training

The Governor's Office of Storm Recovery (GOSR) utilizes Elation Systems, a web-based compliance management system, to help all its Contractors and Subrecipients receiving Federal CDBG-DR funds to adhere to Labor Compliance (Davis-Bacon), Minority and Women Owned Business (MWBE) and Section 3 Federal reporting requirements.

Contractor will participate in at least one of GOSR's **free virtual training sessions** per the following schedule. Contractor will register for an Elation Systems account prior to training.

WEBINARS

2019 Dates for Contractors/Subcontractors: Jan 9, Feb 6, Mar 6, Apr 3, May 1, Jun

5, Jul 10, Aug 7, Sep 4, Oct 2, Nov 6

All webinars are live @ 11am EST

<https://zoom.us/webinar/register/1d5ac0822073022f7c24e00bf0acd2b8>

REGISTRATION

<https://www.elationsys.com/app/Registration/>



**Governor's Office of
Storm Recovery**

ANDREW M. CUOMO
Governor

PART II. SECTION 3 PLAN FOR CONTRACTORS

Instructions

This document serves as the Section 3 Plan for the Contractor's work on the project in compliance with the requirements of Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135.30), as amended. Section 3 is intended to ensure that, to the greatest extent feasible, low- and very low-income persons receive benefits in employment and related economic opportunities when such opportunities are generated by funding from HUD.

For construction contracts, the apparent responsible low bidder must submit this Section 3 Plan document within twenty-one (21) days of the bid opening to the GOSR Program Manager. The Section 3 Plan must be submitted before GOSR will provide contract consent.

Section 3 goals apply to subrecipients, contractors, and subcontractors. The Prime Contractor ("Contractor") will submit this Section 3 Plan to document efforts and utilization for Section 3 Business Concerns and Residents. The subrecipient will perform outreach efforts along with the Contractor, and will ensure compliance with the Section 3 Greatest Extent Feasible goals as described below. The Contractor should ensure that any subcontractors who are hiring new employees or procuring sub-subcontractors should perform outreach to the Greatest Extent Feasible.

Supporting Documentation must be submitted with this Plan if Section 3 Business Concern and/or Resident goals are not met. Supporting Documentation will also be collected at the end of the contract, before final payment, if actual utilization does not meet the utilization in this Plan.

General Information

Contractor Name: _____

Type of Contract: Construction Non-construction

Project Name: _____

Bid Opening Date: _____

Date of Section 3 Plan Submittal: _____

Authorized Representative (Name, Title): _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Section 3 Utilization Plan

TABLE 1A: SECTION 3 BUSINESS CONCERN SUMMARY

Type of Contract (% Goal)	Total Contract Value	Section 3 Business Concern ² Goal	Est. Section 3 Business Concern Utilization

TABLE 1B: BUSINESS UTILIZATION BREAKDOWN

Subcontractor Name	Description of Work to be Performed	Est. Contract Amount	Section 3 Business Concern**? (Y/N)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

TABLE 2A: SECTION 3 NEW HIRES SUMMARY

Total Est. New Hires	Section 3 Residents* Goal (30% of New Hires)	Est. Section 3 Residents* Utilization (no. of new hires who are Section 3 Residents)

² Section 3 Business Concerns are businesses that can provide evidence that they meet one of the following criteria:

- a) Business is 51 percent or more owned by Section 3 residents; or
- b) At least 30 percent of business' full time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
- c) Business provides evidence of commitment to sub-subcontract in excess of 25 percent of the dollar award of its subcontract to business concerns that meet the qualifications in the above two clauses a and b.

TABLE 2B: SECTION 3 WORKFORCE UTILIZATION BREAKDOWN

Job Category	Total Estimated Positions	No. Positions Currently Occupied By Permanent Employees	No. Positions Not Currently Occupied	No. Positions To Be Filled w/Section 3 Residents³
Officers/Supervisors				
Professionals				
Technicians				
Housing Sales/Rental/Mgmt.				
Office Clerical				
Service Workers				
Others				

TRADE:

Journeyman				
Apprentices				
Maximum No. Trainees				
Others				

TRADE:

Journeyman				
Apprentices				
Maximum No. Trainees				
Others				

³ A Section 3 resident is a public housing resident, low and very-low income person who lives in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located.

Outreach for Greatest Extent Feasible (GEF) Compliance

If Contractor's utilization does not meet the Section 3 Business Concern or Section 3 Residents goals, Contractor must fill out this section to document both previous and future outreach strategies for Business Concern and/or Resident utilization, to show efforts were made to comply with Section 3 to the Greatest Extent Feasible.

Please provide a narrative description of 1) the outreach efforts that the Contractor has taken to meet the Section 3 Business Concern and Section 3 Resident utilization goals, 2) the results of the outreach, and 3) any factors that influenced Section 3 Business Concern or Resident outreach results.

Contractor must attach list of outreach efforts performed with backup documentation. Contractor may use GOSR's template or may include information in another format.

Does the Contractor require assistance at this time from GOSR's Office of Diversity and Civil Rights regarding Section 3 outreach (including but not limited to events, training and support in approaching Union based training and apprenticeship programs)? Yes No

If yes, please explain:

Attachment 4:

NYS Vendor Responsibility Questionnaire for Profit Business

Only responsible firms who have the technical and financial competence to perform as well as an exemplary record of integrity will be selected under this procurement. Before selecting a firm, the Center intends to review the federal and state lists of firms excluded from procurement. Contracts shall not be awarded to debarred, suspended, or otherwise ineligible firms. Accordingly, responses to this Request for Statements of Qualifications must include a completed NYS Vendor Responsibility Questionnaire and notarized certification, along with verification that a completed NYS Vendor Responsibility Questionnaire has been filed with the NYS Office of the State Comptroller: <http://www.osc.state.ny.us/vendrep/>.

On the following pages is the NYS Vendor Responsibility Questionnaire for Profit Business.

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor's Office of
Storm Recovery

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
FOR-PROFIT BUSINESS ENTITY**

You have selected the For-Profit Non-Construction questionnaire which may be printed and completed in this format or, for your convenience, may be completed online using the New York State VendRep System.

COMPLETION & CERTIFICATION

The person(s) completing the questionnaire must be knowledgeable about the vendor's business and operations. An owner or officer must certify the questionnaire and the signature must be notarized.

NEW YORK STATE VENDOR IDENTIFICATION NUMBER (VENDOR ID)

The Vendor ID is a ten-digit identifier issued by New York State when the vendor is registered on the Statewide Vendor File. This number must now be included on the questionnaire. If the business entity has not obtained a Vendor ID, contact the IT Service Desk at ITServiceDesk@osc.state.ny.us or call 866-370-4672.

DEFINITIONS

All underlined terms are defined in the "New York State Vendor Responsibility Definitions List," found at www.osc.state.ny.us/vendrep/documents/questionnaire/definitions.pdf. These terms may not have their ordinary, common or traditional meanings. Each vendor is strongly encouraged to read the respective definitions for any and all underlined terms. By submitting this questionnaire, the vendor agrees to be bound by the terms as defined in the "New York State Vendor Responsibility Definitions List" existing at the time of certification.

RESPONSES

Every question must be answered. Each response must provide all relevant information which can be obtained within the limits of the law. However, information regarding a determination or finding made in error which was subsequently corrected is not required. Individuals and Sole Proprietors may use a Social Security Number but are encouraged to obtain and use a federal Employer Identification Number (EIN).

REPORTING ENTITY

Each vendor must indicate if the questionnaire is filed on behalf of the entire Legal Business Entity or an Organizational Unit within or operating under the authority of the Legal Business Entity and having the same EIN. Generally, the Organizational Unit option may be appropriate for a vendor that meets the definition of "Reporting Entity" but due to the size and complexity of the Legal Business Entity, is best able to provide the required information for the Organizational Unit, while providing more limited information for other parts of the Legal Business Entity and Associated Entities.

ASSOCIATED ENTITY

An Associated Entity is one that owns or controls the Reporting Entity or any entity owned or controlled by the Reporting Entity. However, the term Associated Entity does **not** include "sibling organizations" (i.e., entities owned or controlled by a parent company that owns or controls the Reporting Entity), unless such sibling entity has a direct relationship with or impact on the Reporting Entity.

STRUCTURE OF THE QUESTIONNAIRE

The questionnaire is organized into eleven sections. Section I is to be completed for the Legal Business Entity. Section II requires the vendor to specify the Reporting Entity for the questionnaire. Section III refers to the individuals of the Reporting Entity, while Sections IV-VIII require information about the Reporting Entity. Section IX pertains to any Associated Entities, with one question about their Officials/Owners. Section X relates to disclosure under the Freedom of Information Law (FOIL). Section XI requires an authorized contact for the questionnaire information.

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
FOR-PROFIT BUSINESS ENTITY**

I. LEGAL BUSINESS ENTITY INFORMATION			
<u>Legal Business Entity Name*</u>		<u>EIN</u>	
Address of the <u>Principal Place of Business</u> (street, city, state, zip code)		<u>New York State Vendor Identification Number</u>	
		Telephone ext.	Fax
Email		Website	
Additional <u>Legal Business Entity</u> Identities: If applicable, list any other <u>DBA</u> , <u>Trade Name</u> , <u>Former Name</u> , Other Identity, or <u>EIN</u> used in the last five (5) years and the status (active or inactive).			
Type	Name	EIN	Status
1.0 <u>Legal Business Entity</u> Type – Check appropriate box and provide additional information:			
<input type="checkbox"/> <u>Corporation</u> (including <u>PC</u>)		Date of Incorporation	
<input type="checkbox"/> <u>Limited Liability Company (LLC or PLLC)</u>		Date of Organization	
<input type="checkbox"/> <u>Partnership</u> (including <u>LLP</u> , <u>LP</u> or <u>General</u>)		Date of Registration or <u>Establishment</u>	
<input type="checkbox"/> <u>Sole Proprietor</u>		How many years in business?	
<input type="checkbox"/> Other		Date Established	
If Other, explain:			
1.1 Was the <u>Legal Business Entity</u> formed or incorporated in New York State?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If ‘No,’ indicate jurisdiction where <u>Legal Business Entity</u> was formed or incorporated and attach a <u>Certificate of Good Standing</u> from the applicable jurisdiction or provide an explanation if a <u>Certificate of Good Standing</u> is not available.			
<input type="checkbox"/> United States State _____			
<input type="checkbox"/> Other Country _____			
Explain, if not available:			
1.2 Is the <u>Legal Business Entity</u> publicly traded?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes,” provide <u>CIK Code</u> or Ticker Symbol			
1.3 Does the <u>Legal Business Entity</u> have a <u>DUNS</u> Number?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If “Yes,” Enter <u>DUNS</u> Number			

*All underlined terms are defined in the “New York State Vendor Responsibility Definitions List,” which can be found at www.osc.state.ny.us/vendrep/documents/questionnaire/definitions.pdf

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
FOR-PROFIT BUSINESS ENTITY**

I. LEGAL BUSINESS ENTITY INFORMATION		
1.4 If the <u>Legal Business Entity's Principal Place of Business</u> is not in New York State, does the <u>Legal Business Entity</u> maintain an office in New York State? (Select "N/A," if <u>Principal Place of Business</u> is in New York State.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If "Yes," provide the address and telephone number for one office located in New York State.		
1.5 Is the <u>Legal Business Entity</u> a New York State certified <u>Minority-Owned Business Enterprise (MBE)</u> , <u>Women-Owned Business Enterprise (WBE)</u> , <u>New York State Small Business (SB)</u> or a federally certified <u>Disadvantaged Business Enterprise (DBE)</u> ? If "Yes," check all that apply: <ul style="list-style-type: none"> <input type="checkbox"/> New York State certified <u>Minority-Owned Business Enterprise (MBE)</u> <input type="checkbox"/> New York State certified <u>Women-Owned Business Enterprise (WBE)</u> <input type="checkbox"/> <u>New York State Small Business (SB)</u> <input type="checkbox"/> Federally certified <u>Disadvantaged Business Enterprise (DBE)</u> 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.6 Identify <u>Officials</u> and <u>Principal Owners</u> , if applicable. For each person, include name, title and percentage of ownership. Attach additional pages if necessary. If applicable, reference to relevant SEC filing(s) containing the required information is optional.		
Name	Title	Percentage Ownership <i>(Enter 0% if not applicable)</i>

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
FOR-PROFIT BUSINESS ENTITY**

II. REPORTING ENTITY INFORMATION

2.0 The Reporting Entity for this questionnaire is:

Note: Select only one.

Legal Business Entity

Note: If selecting this option, "Reporting Entity" refers to the entire Legal Business Entity for the remainder of the questionnaire. (SKIP THE REMAINDER OF SECTION II AND PROCEED WITH SECTION III.)

Organizational Unit within and operating under the authority of the Legal Business Entity

SEE DEFINITIONS OF "REPORTING ENTITY" AND "ORGANIZATIONAL UNIT" FOR ADDITIONAL INFORMATION ON CRITERIA TO QUALIFY FOR THIS SELECTION.

Note: If selecting this option, "Reporting Entity" refers to the Organizational Unit within the Legal Business Entity for the remainder of the questionnaire. (COMPLETE THE REMAINDER OF SECTION II AND ALL REMAINING SECTIONS OF THIS QUESTIONNAIRE.)

IDENTIFYING INFORMATION

a) Reporting Entity Name

Address of the Primary Place of Business (street, city, state, zip code)

Telephone

ext.

b) Describe the relationship of the Reporting Entity to the Legal Business Entity

c) Attach an organizational chart

d) Does the Reporting Entity have a DUNS Number?

Yes No

If "Yes," enter DUNS Number

e) Identify the designated manager(s) responsible for the business of the Reporting Entity.
For each person, include name and title. Attach additional pages if necessary.

Name	Title

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
FOR-PROFIT BUSINESS ENTITY**

INSTRUCTIONS FOR SECTIONS III THROUGH VII

For each “Yes,” provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s). For each “Other,” provide an explanation which provides the basis for not definitively responding “Yes” or “No.” Provide the explanation at the end of the section or attach additional sheets with numbered responses, including the Reporting Entity name at the top of any attached pages.

III. LEADERSHIP INTEGRITY	
<i>Within the past five (5) years, has any current or former reporting entity official or any individual currently or formerly having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation on behalf of the reporting entity with any government entity been:</i>	
3.0 <u>Sanctioned</u> relative to any business or professional permit and/or license?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
3.1 <u>Suspended, debarred, or disqualified</u> from any <u>government contracting process</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
3.2 The subject of an <u>investigation</u> , whether open or closed, by any <u>government entity</u> for a civil or criminal violation for any business-related conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
3.3 Charged with a misdemeanor or felony, indicted, granted immunity, convicted of a crime or subject to a <u>judgment</u> for: a) Any business-related activity; or b) Any crime, whether or not business-related, the underlying conduct of which was related to truthfulness?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
For each “Yes” or “Other” explain:	

IV. INTEGRITY – CONTRACT BIDDING	
<i>Within the past five (5) years, has the reporting entity:</i>	
4.0 Been <u>suspended or debarred</u> from any <u>government contracting process</u> or been <u>disqualified</u> on any government procurement, permit, license, concession, franchise or lease, including, but not limited to, <u>debarment</u> for a violation of New York State Workers’ Compensation or Prevailing Wage laws or New York State Procurement Lobbying Law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.1 Been subject to a denial or revocation of a government prequalification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2 Been denied a contract award or had a bid rejected based upon a <u>non-responsibility finding</u> by a <u>government entity</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.3 Had a low bid rejected on a <u>government contract</u> for failure to <u>make good faith efforts</u> on any <u>Minority-Owned Business Enterprise, Women-Owned Business Enterprise or Disadvantaged Business Enterprise</u> goal or <u>statutory affirmative action requirements</u> on a previously held contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.4 Agreed to a voluntary exclusion from bidding/contracting with a <u>government entity</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.5 Initiated a request to withdraw a bid submitted to a <u>government entity</u> in lieu of responding to an information request or subsequent to a formal request to appear before the <u>government entity</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For each “Yes,” explain:	

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
FOR-PROFIT BUSINESS ENTITY**

V. INTEGRITY – CONTRACT AWARD

Within the past five (5) years, has the reporting entity:

5.0 Been suspended, cancelled or terminated for cause on any government contract including, but not limited to, a non-responsibility finding? Yes No

5.1 Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any government contract? Yes No

5.2 Entered into a formal monitoring agreement as a condition of a contract award from a government entity? Yes No

For each “Yes,” explain:

VI. CERTIFICATIONS/LICENSES

Within the past five (5) years, has the reporting entity:

6.0 Had a revocation, suspension or disbarment of any business or professional permit and/or license? Yes No

6.1 Had a denial, decertification, revocation or forfeiture of New York State certification of Minority-Owned Business Enterprise, Women-Owned Business Enterprise or federal certification of Disadvantaged Business Enterprise status for other than a change of ownership? Yes No

For each “Yes,” explain:

VII. LEGAL PROCEEDINGS

Within the past five (5) years, has the reporting entity:

7.0 Been the subject of an investigation, whether open or closed, by any government entity for a civil or criminal violation? Yes No

7.1 Been the subject of an indictment, grant of immunity, judgment or conviction (including entering into a plea bargain) for conduct constituting a crime? Yes No

7.2 Received any OSHA citation and Notification of Penalty containing a violation classified as serious or willful? Yes No

7.3 Had a government entity find a willful prevailing wage or supplemental payment violation or any other willful violation of New York State Labor Law? Yes No

7.4 Entered into a consent order with the New York State Department of Environmental Conservation, or received an enforcement determination by any government entity involving a violation of federal, state or local environmental laws? Yes No

7.5 Other than previously disclosed:
 a) Been subject to fines or penalties imposed by government entities which in the aggregate total \$25,000 or more; or
 b) Been convicted of a criminal offense pursuant to any administrative and/or regulatory action taken by any government entity? Yes No

For each “Yes,” explain:

NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
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VIII. FINANCIAL AND ORGANIZATIONAL CAPACITY	
8.0 Within the past five (5) years, has the <u>Reporting Entity</u> received any <u>formal unsatisfactory performance assessment(s)</u> from any <u>government entity</u> on any contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," provide an explanation of the issue(s), relevant dates, the <u>government entity</u> involved, any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
8.1 Within the past five (5) years, has the <u>Reporting Entity</u> had any <u>liquidated damages</u> assessed over \$25,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," provide an explanation of the issue(s), relevant dates, contracting party involved, the amount assessed and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
8.2 Within the past five (5) years, have any <u>liens</u> or <u>judgments</u> (not including UCC filings) over \$25,000 been filed against the <u>Reporting Entity</u> which remain undischarged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," provide an explanation of the issue(s), relevant dates, the Lien holder or Claimant's name(s), the amount of the <u>lien(s)</u> and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
8.3 In the last seven (7) years, has the <u>Reporting Entity</u> initiated or been the subject of any bankruptcy proceedings, whether or not closed, or is any bankruptcy proceeding pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," provide the bankruptcy chapter number, the court name and the docket number. Indicate the current status of the proceedings as "Initiated," "Pending" or "Closed." Provide answer below or attach additional sheets with numbered responses.	
8.4 During the past three (3) years, has the <u>Reporting Entity</u> failed to file or pay any tax returns required by <u>federal</u> , state or local tax laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," provide the taxing jurisdiction, the type of tax, the liability year(s), the tax liability amount the <u>Reporting Entity</u> failed to file/pay and the current status of the tax liability. Provide answer below or attach additional sheets with numbered responses.	
8.5 During the past three (3) years, has the <u>Reporting Entity</u> failed to file or pay any New York State unemployment insurance returns?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," provide the years the <u>Reporting Entity</u> failed to file/pay the insurance, explain the situation and any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	
8.6 During the past three (3) years, has the <u>Reporting Entity</u> had any <u>government audit(s) completed</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a) If "Yes," did any audit of the <u>Reporting Entity</u> identify any reported significant deficiencies in internal control, fraud, illegal acts, significant violations of provisions of contract or grant agreements, significant abuse or any <u>material disallowance</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes" to 8.6 a), provide an explanation of the issue(s), relevant dates, the <u>government entity</u> involved, any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.	

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
FOR-PROFIT BUSINESS ENTITY**

IX. ASSOCIATED ENTITIES
*This section pertains to any entity(ies) that either controls or is controlled by the reporting entity.
 (See definition of “associated entity” for additional information to complete this section.)*

9.0 Does the <u>Reporting Entity</u> have any <u>Associated Entities</u> ? Note: All questions in this section must be answered if the <u>Reporting Entity</u> is either: – An <u>Organizational Unit</u> ; or – The entire <u>Legal Business Entity</u> which controls, or is controlled by, any other entity(ies). If “No,” SKIP THE REMAINDER OF SECTION IX AND PROCEED WITH SECTION X.	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

9.1 Within the past five (5) years, has any <u>Associated Entity Official</u> or <u>Principal Owner</u> been charged with a misdemeanor or felony, indicted, granted immunity, convicted of a crime or subject to a <u>judgment</u> for: a) Any business-related activity; or b) Any crime, whether or not business-related, the underlying conduct of which was related to truthfulness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

If “Yes,” provide an explanation of the issue(s), the individual involved, his/her title and role in the Associated Entity, his/her relationship to the Reporting Entity, relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s).

9.2 Does any <u>Associated Entity</u> have any currently undischarged <u>federal</u> , New York State, New York City or New York local government <u>liens</u> or <u>judgments</u> (not including UCC filings) over \$50,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

If “Yes,” provide an explanation of the issue(s), identify the Associated Entity’s name(s), EIN(s), primary business activity, relationship to the Reporting Entity, relevant dates, the Lien holder or Claimant’s name(s), the amount of the lien(s) and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

9.3 Within the past five (5) years, has any Associated Entity:

a) Been <u>disqualified</u> , <u>suspended</u> or <u>debarred</u> from any <u>federal</u> , New York State, New York City or other New York local <u>government contracting process</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Been denied a contract award or had a bid rejected based upon a <u>non-responsibility finding</u> by any <u>federal</u> , New York State, New York City, or New York local <u>government entity</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Been <u>suspended</u> , <u>cancelled</u> or <u>terminated for cause</u> (including for <u>non-responsibility</u>) on any <u>federal</u> , New York State, New York City or New York local <u>government contract</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Been the subject of an <u>investigation</u> , whether open or closed, by any <u>federal</u> , New York State, New York City, or New York local <u>government entity</u> for a civil or criminal violation with a penalty in excess of \$500,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Been the subject of an indictment, grant of immunity, <u>judgment</u> , or conviction (including entering into a plea bargain) for conduct constituting a crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) Been convicted of a criminal offense pursuant to any administrative and/or regulatory action taken by any <u>federal</u> , New York State, New York City, or New York local <u>government entity</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g) Initiated or been the subject of any bankruptcy proceedings, whether or not closed, or is any bankruptcy proceeding pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No

For each “Yes,” provide an explanation of the issue(s), identify the Associated Entity’s name(s), EIN(s), primary business activity, relationship to the Reporting Entity, relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s). Provide answer below or attach additional sheets with numbered responses.

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
FOR-PROFIT BUSINESS ENTITY**

X. FREEDOM OF INFORMATION LAW (FOIL)	
10. Indicate whether any information supplied herein is believed to be exempt from disclosure under the Freedom of Information Law (FOIL). Note: A determination of whether such information is exempt from FOIL will be made at the time of any request for disclosure under FOIL.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," indicate the question number(s) and explain the basis for the claim.	

XI. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE		
Name	Telephone ext.	Fax
Title	Email	

**NEW YORK STATE
VENDOR RESPONSIBILITY QUESTIONNAIRE
FOR-PROFIT BUSINESS ENTITY**

Certification

The undersigned: (1) recognizes that this questionnaire is submitted for the express purpose of assisting New York State government entities (including the Office of the State Comptroller (OSC)) in making responsibility determinations regarding award or approval of a contract or subcontract and that such government entities will rely on information disclosed in the questionnaire in making responsibility determinations; (2) acknowledges that the New York State government entities and OSC may, in their discretion, by means which they may choose, verify the truth and accuracy of all statements made herein; and (3) acknowledges that intentional submission of false or misleading information may result in criminal penalties under State and/or Federal Law, as well as a finding of non-responsibility, contract suspension or contract termination.

The undersigned certifies that he/she:

- is knowledgeable about the submitting Business Entity’s business and operations;
- has read and understands all of the questions contained in the questionnaire;
- has not altered the content of the questionnaire in any manner;
- has reviewed and/or supplied full and complete responses to each question;
- to the best of his/her knowledge, information and belief, confirms that the Business Entity’s responses are true, accurate and complete, including all attachments, if applicable;
- understands that New York State government entities will rely on the information disclosed in the questionnaire when entering into a contract with the Business Entity; and
- is under an obligation to update the information provided herein to include any material changes to the Business Entity’s responses at the time of bid/proposal submission through the contract award notification, and may be required to update the information at the request of the New York State government entities or OSC prior to the award and/or approval of a contract, or during the term of the contract.

Signature of Owner/Official _____

Printed Name of Signatory _____

Title _____

Name of Business _____

Address _____

City, State, Zip _____

Sworn to before me this _____ day of _____, 20__;

_____ Notary Public

**Attachment 5:
Response Template for Reference (OPTIONAL)**

This form is provided for your convenience and can be used to respond to this RFP.

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor's Office of
Storm Recovery

**Residential Backwater Valve Installation Program
Professional Engineering Services for Bidding Process Support
Response Form
(OPTIONAL)**

Name of Respondent

Address of Respondent

Contact Name, Title

Contact Phone Number, Email Address

Please fill out this form in its entirety and include required attachments. The sections of the solicitation referenced herein provide additional details regarding the information required in the submission of a response. Additional pages may be attached if the respondent needs more space to provide a response to a question. Where this applies, please write “see attached”.

1. EXECUTIVE SUMMARY

(Section 7.7.1)

Check here if additional sheets relevant to this section are attached

A. Legal Status

Place an 'x' next to which of these best describes your organization.

- Individual Practitioner
- Partnership
- LLC
- Corporation
- Non-Profit Organization
- Charitable Institution

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor's Office of
Storm Recovery

B. Firm Information

Attach to this form a description of your organization’s background, including but not limited to the following items:

- I. Brief history of organization*
- II. Types of services provided by your organization relevant to this RFQ*
- III. Brief description of significant changes to management and/or structure (if related to work described in this RFQ), including any mergers in the last five years*
- IV. Provide name, address, phone number, and email of a firm representative*
- V. Discussion of anticipated use of subcontractors, (respondents are encouraged to provide specific opportunities and partnerships with minority- and/or women-owned business enterprises)*

2. RELEVANT EXPERIENCE

(Section 7.7.2)

Check here if additional sheets relevant to this section are attached.

A. *Using the lines below, identify completed projects similar to those in this RFP. If you wish to attach a description instead of using this form, please write “see attached” below.*

3. KEY PERSONNEL

(Section 7.7.3)

Check here if additional sheets relevant to this section are attached.

A. Contract Manager

Name: _____

Title in Organization: _____

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor’s Office of Storm Recovery

Number of Years of Relevant Experience: _____
(Must be at least 5 years)

Work Experience Description
(if attaching a resume of additional sheets, write "see attached" below):

Licenses & Certifications: _____

B. Project Manager

Name: _____

Title in Organization: _____

Number of Years of Relevant Experience: _____
(must be at least 4 years)

Work Experience Description:
(if attaching a resume of additional sheets, write "see attached" below):

Licenses & Certifications: _____

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor's Office of
Storm Recovery

Licenses & Certifications: _____

4. REFERENCES
(Section 7.7.4)

Check here if additional sheets relevant to this section are attached.

Identify three (3) relevant, recent references below for the Center to contact.

A. Reference 1

Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Relevant Project: _____

What was your organization's role on the relevant project? _____

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Governor's Office of
Storm Recovery

B. Reference 2

Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Relevant Project: _____

What was your organization's role on the relevant project? _____

B. Reference 3

Name: _____

Phone Number: _____

Email Address: _____

Brief Description of Relevant Project: _____

What was your organization's role on the relevant project? _____

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor's Office of
Storm Recovery

5. TECHNICAL APPROACH & WORK PLAN

(Section 7.7.5)

Check here if additional sheets relevant to this section are attached.

A. Describe a summary of understanding of the scope of work, firms workload and its’ impact on availability to perform services for the RBVI Program, number of teams available, and description of any software anticipated for use:

6. COMMITMENT TO COMPLYING WITH APPLICABLE FEDERAL, STATE, & LOCAL REGULATIONS

(Section 7.7.8)

Check here if additional sheets relevant to this section are attached.

A. Is your organization a New-York State certified M/WBE firm? (Yes or No): _____
If “yes”, attach evidence of certification or evidence of filing if not yet certified.

B. Has your organization worked with M/WBE firms previously? (Yes or No): _____

If “yes”, please describe the nature of the engagement (i.e. joint venture, partnering, subcontracting), how such arrangement was structured, and a description of how the services and fees were allocated.

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor’s Office of Storm Recovery

C. Is your organization willing to engage in M/WBE partnering or mentoring arrangements with an M/WBE firm selected by the respondent? (Yes or No): _____

If "yes", explain how you suggest structuring such an arrangement and allocating services and fees between the firms participating in the arrangement:

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor's Office of Storm Recovery

D. Provide a plan for ensuring the participation of minority group members and women:

7. COSTS

(Section 7.7.6)

Complete the Cost Proposal attached hereto as *Attachment 6 - Cost Proposal*

8. REQUIRED ATTACHMENTS

(Section 7.7.7)

Please ensure the following are attached:

- Copies of any licenses and certifications of key personnel identified herein*
- Resumes of key personnel*
- M/WBE Utilization Plan (Attachment 2)*
- Section 3 Plan (Attachment 3)*
- NYS Vendor Questionnaire (Attachment 4)*
- Any items referenced above by writing "see attached"*
- If applicable, evidence of M/WBE certification or application for certification*
- Cost Proposal (Attachment 6)*

Agreement

I, the undersigned, hereby affirm that I am qualified to represent the firm identified above and that I have provided accurate information on this form and its attachments to the best of my knowledge. I accept that additional documents may be required at the request of the Center for NYC Neighborhoods.

Firm Representative Name and Title (Print)

Firm Representative Signature

Date

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor's Office of Storm Recovery

**Attachment 6:
Cost Proposal**

The form contained on the following page must be completed and returned.

This program is made possible by a grant from the Housing Trust Fund Corporation, which is funded through Community Development Block Grant-Disaster Recovery Program from the U.S. Department of Housing and Urban Development.



Governor's Office of
Storm Recovery

**Residential Backwater Valve Installation (RBVI) Program
Request for Statements of Qualifications and Cost Proposals
Professional Engineering Services for Bidding Process Support**

Attachment 6: Cost Proposal

Instructions

Complete the Cost Proposal using the template provided below for each of the following three deliverables, which are further detailed in *Section 5.0 - Scope of Services*:

Item 1 Bid Phase Services

Failure to use the provided template may result in disqualification of the Cost Proposal. Please note that the unit pricing provided in this Cost Proposal shall be inclusive of time and effort to handle administrative tasks such as progress reports and attendance at progress meetings.

Cost Proposal

ITEM 1 BID PHASE SERVICES (Part 1) (Bid Analysis and Recommendation Services)				
DIRECT LABOR (Specify Labor Categories)	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
Contract Manager				
Project Manager				
Other Staff Title 1				
Other Staff Title 2				
ITEM 1 BID PHASE SERVICES (Part 1) DIRECT LABOR TOTAL (a)				

INDIRECT COST (Specify Indirect Cost)	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	TOTALS

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Indirect Fringe				
Indirect Overhead				
Indirect General & Administrative				
ITEM 1 BID PHASE SERVICES (Part 1) INDIRECT COST TOTAL (b)				
OTHER DIRECT COST	ESTIMATED HOURS	HOURLY RATE	ESTIMATED COST	TOTALS
TRAVEL				
(1) Transportation and Set-Up				
(2) Per Diem				
Travel Subtotal				
EQUIPMENT, MATERIALS, SUPPLIES, ETC.				
Equipment, Materials, Supplies, etc. Subtotal				
SUBCONTRACTS				
Subcontracts Subtotal				
OTHER				

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Other Subtotal	
ITEM 1 BID PHASE SERVICES (Part 1) OTHER DIRECT COST TOTAL (c)	
ITEM 1 BID PHASE SERVICES (Part 1) - TOTAL ESTIMATED COST (a + b + c)	
PROFIT (d)	
ITEM 1 BID PHASE SERVICES (Part 1) LUMP SUM FEE (a + b + c + d)	

ITEM 4 BID PHASE SERVICES (Part 2) (Technical Assistance) (Services will be Billed T/M)	
DIRECT LABOR (Specify Labor Categories)	HOURLY RATE
Contract Manager	
Project Manager	
Other Staff Title 1	
Other Staff Title 2	

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Agreement

I, the undersigned, hereby affirm that I am qualified to represent the firm identified above and that the cost proposal provided on this form is feasibly accurate and complete to the best of my knowledge and ability. I accept that additional information and/or documents may be required at the request of the Center for NYC Neighborhoods.

Corporate Representative Name and Title (Print)

Corporate Representative Signature

Date

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**Attachment 7:
Section 3 Self Certification Form**

The Section 3 Self Certification Form is to be completed and submitted from **only** those respondents that are self-certifying Section 3 status of their business

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CERTIFICATION FOR BUSINESS CONCERNS SEEKING IDENTIFICATION AS A SECTION 3 BUSINESS & DEMONSTRATION OF CAPABILITY

This contract is funded by the Community Development Block Grant-Disaster Recovery (CDBG-DR), which New York State receives through the Federal Department of Housing and Urban Development (HUD). To comply with Section 3 of the Housing and Urban Development Act of 1968, HUD requires CDBG-DR funded projects to collect information. Your response is voluntary, confidential, and has no other effect. The information on this form will help the Governor's Office of Storm Recovery (GOSR) identify Section 3 Businesses who have been given contracting opportunities through our funds.

Name of Business: _____

Address of Business: _____

FED TAX ID: _____

Type of Business: Corporation Partnership Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- Proof of HUD income Levels Copy of receipt of public assistance Copy of resident lease
- Copy of evidence of participation Other evidence in a public assistance program

For business entity as applicable:

- Copy of Articles of Incorporation Certificate of Good Standing
- Assumed Business Name Certificate Partnership Agreement
- List of owners/stockholders Corporation Annual Report
- % ownership of each Latest Board minutes appointing officers
- Organization chart with names and titles Additional documentation and brief function statement

For business claiming Section 3 status by subcontracting 25% of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business (es) and subcontract amount with signed contracts

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- List of all current full-time employees List of employees claiming Section 3 status
- PHA/IHA Residential lease less than 3 years from date of employment Other evidence of Section 3 status less than 3 years from day of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement Statement of ability to comply with public policy
- List of owned equipment List of all contracts for the past two years

Authorizing Name and Signature

CONTRACTORS MUST RETAIN THIS FORM & ALL SUPPORTING DOCUMENTATION IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS