



## Request for Proposals

**MAPLEWOOD NATURE CENTER**

**PROJECT #22064, BUILDING #6.15**

### **CONSTRUCTION MANAGEMENT & RESIDENT PROJECT REPRESENTATIVE / INSPECTION SERVICES**

Department of Environmental Services

Bureau of Architecture and Engineering

Holly E. Barrett, P.E. / City Engineer

Issued: April 23, 2024

**Proposals to be received by 12:00 PM**

**On Friday, May 17, 2024**

Submit Electronic Proposals in PDF to:

Andy Wojewodzic, Manager of Construction

[andrew.wojewodzic@cityofrochester.gov](mailto:andrew.wojewodzic@cityofrochester.gov)

# REQUEST FOR PROPOSAL

The City of Rochester is seeking proposals from qualified Consultants (“Consultant(s)”) to provide Construction Management and Resident Project Representation (RPR) services for the Maplewood Branch Library Expansion & Renovations Project (the “Project”) as described herein. The project is located at 107 Bridgeview Drive, Rochester, NY.

## Project Description

**This Project is partially funded through the American Rescue Plan Act of 2021 (ARPA) and contains some federal funding requirements.**

The scope of the project consists of:

### Contract A – General Construction – Building:

The Work includes a complete renovation to an existing 4,750 sf +/- one story building, with masonry bearing wall and steel bar joists to remain. Removal and replacement of: Existing roof deck and roof, windows, doors, walls and all finishes. New exterior rain screen system, storefront windows, wood and steel doors and overhead door. New stainless steel kitchen equipment and sinks. New finishes include walk-off carpet, tile, paint, laminates, solid surfaces, perforated metal, millwork, lay-in ceilings and acoustical treatments. New steel bar joists, beams and columns; new painted steel porch structure and footers with translucent roof system. New footers for custom metal feature at entry. Interior and exterior signage. Includes asbestos abatement of ACBM roofing and ACBM interior materials.

### Contract B – General Construction – Site:

The Work includes paving, utility, earthwork, and pond enhancements. Removal of existing vehicular and pedestrian paving; removal of site utilities including water, gas, sanitary, and storm infrastructure. Proposed improvements include the construction of two parking lots composed of porous asphalt, concrete, and / or traditional asphalt paving; concrete walks and plaza space; and a stone dust trail through the site. Ornamental plantings and seeded areas. New footings for a new shade structure, wooden garden beds, site furnishings including benches, bike racks, and trash receptacles. Storm utilities from the parking lots and building roof leaders to existing on-site sewer infrastructure. A bioretention area, or HDS storm unit, the latter two discharge into the existing pond. Provide new water and sanitary lines, the lining of an existing sanitary lateral, and the installation of a grease interceptor for the building. New water and sanitary lines are routed towards Maplewood Drive. Provide an aeration system to be incorporated into the existing pond.

### Contract C – Mechanical Construction:

Mechanical contract consists of a complete removal of the existing system which entailed (2) packaged rooftop units, various PTACs on perimeter offices, unit heaters, and miscellaneous heaters in areas. The new work will be a geothermal water-to-air heat pump system. The geothermal system includes six (6) wells at 500 feet with one (1) well being an existing test well to be re-used and the interconnecting horizontal piping between the wells and building. Building will receive full new HVAC including controls, piping, ductwork, RGDs, insulation, and kitchen exhaust. Work will be in accordance with NYSERDA Carbon Neutral/Net Zero program, NYS Clean Heat, and Inflation Reduction Act to be able to properly achieve all incentive opportunities. Building commissioning services will be part of this project and will need to be supported by this contract.

### Contract D – Plumbing Construction:

Plumbing contract consists of a complete removal of the existing plumbing system including removal of all fixtures, domestic water piping, storm piping, sanitary/waste piping, and natural gas piping. As the building is now a carbon neutral building, all natural gas piping will be completely removed and disconnected and coordination with RGE will be required for disconnection, removal of meter assembly and abandonment of natural gas service. New work consists of a new backflow preventer / RPZ, new electric water heater, new domestic water distribution piping, new sanitary/waste piping, new storm piping, and new bi-functional roof drains with a primary and secondary

storm system. Provide storm piping to pick up canopy gutter drains. Existing underground sewer system will be modified as needed for new work. Provide new plumbing fixtures including trim, and provide plumbing services to kitchen equipment supplied by General Contractor. Building commissioning services will be part of this project and will need to be supported by this contract.

**Contract E – Electrical Construction: LaBella**

Electrical contract consists of a complete removal of the existing system including an overhead service connection from RG&E that delivers 120/240V, 1Ph-3W power to an existing, unlabeled panelboard through a utility revenue meter mounted to the exterior of the building. All outlets, lighting (exterior and interior), power connections, data, and emergency fixtures will be removed.

New work will consist of a new 480/277, three-phase, four wire configuration with a new main breaker and new distribution panels. Coordination with RGE on a new transformer pad and distribution wiring will be provided for the new service. New security, lighting, power, outlets, and data will be provided to the space. New distribution power to all HVAC, Plumbing, and Architectural needs will be provided. New site lighting for the parking lot and park will be provided. A new fire alarm system will be provided. To achieve carbon neutrality for the building, an array of solar panels will be installed to generate energy and offset consumption at the facility. The main roof will consist of solar panels spanning the roof, bi-directional meter, racking, inverter, and accessories to achieve a solar system. All solar work must be complete by a NY Sun certified subcontractor. Building commissioning services will be part of this project and will need to be supported by this contract.

This Project includes City M/WBE and Workforce Goals. Plans for both M/WBE Utilization and Workforce Staffing must be submitted by all Consultants who propose to perform the work in this RFP and approved by the City’s M/WBE Officer prior to an agreement being executed.

**Bid specifications & drawings are currently available for review online via <https://www.bidnetdirect.com/new-york/city-of-rochester/>. Other supplemental and funding information is available by contacting [andrew.wojewodzic@cityofrochester.gov](mailto:andrew.wojewodzic@cityofrochester.gov).**

**Construction duration is 426 calendar days anticipated from October 2024 with substantial completion in late 2025.**

**Timeline**

Activity	Time	Date
RFP Release		04/23/2024
Deadline for questions	12:00 (NOON)	05/10/2024
Response for questions submitted		05/15/2024
<b>Proposals due</b>	<b>12:00 PM</b>	<b>05/17/2024</b>
Consultant Selection and Award Notification		June / July 2024
City Council Approval of agreement with Consultant		August 20, 2024
Agreement Start Date		~September 2024

*The dates shown above may be subject to change within the City of Rochester’s sole discretion and upon written notification as set forth herein.*

## Communications

All communications by parties who have indicated an intent to submit or have submitted a proposal in response to this RFP (“Respondents”), including any questions or requests for clarifications, submission of the proposal, requests for status updates about the proposal selection process and any other inquiries whatsoever concerning this RFP shall be sent, in writing, to the following City staff person (“City Contact”):

**Andrew Wojewodzcic, Manager of Construction**  
[andrew.wojewodzcic@cityofrochester.gov](mailto:andrew.wojewodzcic@cityofrochester.gov) (585) 428-6523

No contact is permitted with any other City staff member with regard to this RFP during the RFP process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all Respondents have a clear understanding of the scope and requirements of this RFP, the City will respond to all timely questions submitted via e-mail to the City Contact by the question deadline stated above. Questions and the responding answers will be sent via e-mail to all Respondents who have provided an e-mail address to the City Contact and will be posted on the City’s web page for this RFP. The City’s failure to timely respond or provide responses to any questions shall not delay or invalidate the City’s right to make a decision to award an agreement pursuant to this RFP.

The City will make every reasonable effort to keep Respondents informed about the RFP process. Notifications about Timeline date changes, amendments to the RFP and other information about the RFP will be sent by e-mail to Respondents who have provided an e-mail address to the City Contact and will be posted on the City’s website for this RFP. The City’s failure to provide such information shall not delay or invalidate the City’s right to make a decision to award an agreement pursuant to this RFP.

## SCOPE OF SERVICES

The City is seeking the services of a Consultant to perform the following services to implement the Project. Respondent’s proposal shall address each of the following services, with a separate cost and timeline for each identified task. The proposal shall address each of the requested services, using the same identifying language, including any paragraph or section numbers or letters as used in the RFP.

Services will involve providing a full time, qualified Project Representative for the duration of project. Staffing typically would include a qualified construction inspector and support staff (office engineering) as needed. **If project personnel are to serve in multiple roles such as Project Manager & Office Engineer, etc. be sure to clearly indicate this in your staffing table. Please include a project specific organizational flowchart that clearly indicates assigned project staff and their role(s) with your proposal.** The personnel would work under the supervision of a City project manager and perform technical duties associated with the project. These duties would include but are not limited to observation of the work, quality assurance & control, submission of daily construction reports & photographs; review of contractor invoices & change orders; and coordination between the contractor, facility representatives, utility agencies, the public and the City project manager. **The Project Team should have experience with similar scopes of work such as with site development, new building construction along with familiarity in plumbing, mechanical & electrical systems including green energy systems. Strong communication & coordination skills are desired.**

All other duties are as described in the sample Professional Service Agreement for RPR Services included with this RFP.

The Professional Services Agreement that would be used for services performed under this request is located on this web site labeled as: **Sample Professional Services Agreement**. The agreement contains a detailed listing of required Professional Services and deliverables.

## **PROPOSAL PREPARATION AND SUBMISSION PROCESS**

**Proposals must be received digitally by the City no later than 12:00 PM, Friday, 05/17/2024. Proposals shall be submitted in PDF version to:**

**Andrew Wojewodzc, Manager of Construction**  
**[andrew.wojewodzc@cityofrochester.gov](mailto:andrew.wojewodzc@cityofrochester.gov) : (585) 428-6523**

This RFP is designed to facilitate the evaluation and selection of a Consultant that is best able to achieve the City's objectives. The proposal shall contain a table of contents. All pages shall be numbered and major sections and all attachments shall be referenced in the table of contents. In order to enable the City to effectively review the information contained in the proposals, proposals shall reference the numbered and lettered sections of the RFP. The response to each section shall be clearly indicated and addressed or an explanation provided for why the Respondent is not submitting a proposal for a specific section or requirement of the RFP. If desired, the proposal may include an executive summary of no more than two pages.

Each proposal shall be signed by an individual authorized to enter into and execute contracts on the Respondent's behalf. Unless otherwise specified in its proposal, Respondent represents that it is capable of meeting or exceeding all requirements specified in this RFP.

Submission of a proposal shall be deemed authorization for the City to contact Respondent's references. Evaluation of proposals will be conducted by the City based on information provided in the Respondent's proposals and on such other available information that the City determines to be relevant. The evaluation of proposals may include an on-site assessment, meetings with authorized personnel, and may involve the use of a third-party consultant.

The Respondent selected by the City will be required to enter into a Professional Services Agreement (PSA) with the City (see Attachment A, the City's standard PSA form). The establishment of a PSA is contingent upon approval by City Council for all Agreements in excess of \$10,000 or for a period of more than one year and upon the availability of funds for such an agreement. Unless otherwise stated in the proposal, the Respondent's response to this RFP shall be deemed its acceptance of the terms of this PSA.

**Note: Attention is directed to the City's Living Wage requirements and M/WBE and Workforce Utilization Goals. Utilization plans must be submitted and regular online reporting using B2G Now & LCP Tracker is required. Training is available upon request by contacting [compliance@cityofrochester.gov](mailto:compliance@cityofrochester.gov)**

Respondents shall provide sufficient information in their written proposals to enable the City review team to make a recommendation to the Mayor. The City reserves the right to invite any or all Respondents to an interview to discuss their proposal. Any expenses resulting from such an interview will be the sole responsibility of the Respondent. The City is under no obligation to select any of the responding Respondents or to conduct the Project described herein. The City may amend or withdraw the RFP at any time, within its sole discretion. The City shall have no liability for any costs incurred in preparing a proposal or responding to the City's requests with respect to the proposal.

## PROPOSAL CONTENT

The proposal should include the following information in the order specified:

- A. Project statement: A Project narrative that describes the Respondent's understanding of the City's needs and the unique value the Respondent will bring to the process.
- B. Description of Services: Methodology the Respondent will use to perform the services required in this RFP. The proposal should address, in detail, the tasks as described in the Scope of Services, identified by numbered or lettered sections.
- C. Respondent's Qualifications: Information about the Respondent and its qualifications for this Project. Include information about prior engagements similar to that being solicited herein by the City. Documented evidence of the Respondent's capacity to perform the work, including references, contact names, and phone numbers.
- D. Staffing Schedule: An itemized timeline with staff hours which address each of the tasks identified in the Scope of Services. Clearly indicate the proposed OH&P multiplier & estimated direct reimbursable expenses by item including the cost of any required Special Inspections & Material Testing. Use of a project management software for tracking of documents & correspondence is desired. Staffing schedule needs to clearly show hours for ALL PROPOSED STAFF including any M/WBE personnel. Include a project specific organizational flowchart of proposed personnel. A not to exceed fee will be negotiated after initial selection of a consultant and will not be considered in the evaluation process.
- E. Project personnel: The name and resume of the Respondent's lead project representative. Also include names & resumes, and identify specific roles of all staff who will be involved in the Project. Provide data on the diversity of Respondent's workforce, including total number of employees, and percentages of minorities and females employed.
- F. Subcontractors: Names & resumes, and roles (construction inspection, office engineering, etc.) of subcontractors, associates, or any non-employees who will be involved in the Project. Material testing services will be required as a direct reimbursable subcontract. Clearly indicate current M/W/DBE status of subcontractors.
- G. Rochester presence: Information about Respondent's presence in the City of Rochester and/or any collaborative relationships with local firms that are to be formed for this Project. You must indicate your local office within the City of Rochester limits to receive bonus points for this category.
- H. M/WBE: Statement as to whether or not the Respondent is a bona fide MWBE firm, will use bona fide MWBE subcontractors and the percentage of the workforce utilized to perform the work of this contract who will be either Minority (M) or Women (W), including both the Consultant's workforce and that of any subcontractors who will be utilized.
- I. A statement regarding the firm's ability to provide for video conferencing with use of such programs such as Skype, Microsoft Teams, Zoom, Cisco WebEx, GoToMeeting, etc. The firm should provide for video conferencing equipment in the field office including but not limited to web camera, speaker / microphone(s) and appropriate sized TV/video monitor.

- J. 1) Consultant Information Form (C.I.F);
- 2) Proposed M/WBE Utilization Plan; (show anticipated contract percentages based on hours in lieu of actual fee) Provide only one form to show both Prime and Sub-Consultants combined.
- 3) Proposed Workforce Staffing Plan (include both number of employees & associated hours per category) Provide only one form to show both Prime and Sub-Consultants workforce staffing combined.

## EVALUATION CRITERIA

The following is a summary of the proposal evaluation criteria. It is within the City's sole discretion to determine the value assigned to each of these criteria.

**Overall Proposal:** The Respondent's comprehension of the needs of the City as demonstrated by its description of its approach to the elements listed in the Scope of Services section of this RFP.

**Experience (Firm & Team):** The Respondent's relevant experience in providing the same or similar services is the key factor in the selection process. The proposed project team & their relevant qualifications weighs heavily on the evaluation process.

**Cost:** The total cost of the Respondent's proposal is important to the City, however, based on the evaluation of the other criteria, the City will not necessarily select the lowest bidder.

**References:** Evaluation of the Respondent's work for previous clients receiving similar services to those proposed in this RFP.

**Commitment of key principals to the Project:** Demonstration of availability of senior-level staff or associates to be assigned to this Project to ensure depth, accountability, and diversity of perspective.

**MWBE and Workforce Goals:** The City of Rochester desires to encourage minority and women owned (M/WBE) businesses to participate in opportunities to enter into PSAs with the City and to encourage minorities and women in the workforce. **Pursuant to Ordinance No. 2018-54, the City has a goal that 30% of the aggregate annual contract awards for professional service contracts over \$10,000 be awarded to minorities (M) (15%) and women (W) (15%). The City has also established minority workforce goals of 20% M and 6.9% W for professional services consulting contracts.** For more information please go to <http://www.cityofrochester.gov/mwbe>.

*Respondents shall be awarded MWBE bonus points as follows:*

1. The City will give preference to Consultants who are New York State certified MWBEs. Consultants who meet this requirement shall receive an **additional 10 percentage points**.
2. The City will give preference to Consultants who utilize state certified MWBE subcontractors with bona fide offices and operations in the Empire State Development Finger Lakes Region, which includes the following counties: Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates. State-certified MWBEs from outside the Region may be counted if there are insufficient businesses in the Region to perform the specialized work or consulting services required. If one or more MWBE

subcontractors will perform 10% to 20% of the work of the contract – measured as either a percent of the total contract amount or as a percent of the total full-time-equivalent labor hours budgeted for this project, the consultant shall receive **an additional 5 percentage points**. If MWBE subcontractors will perform more than 20% of the work of the contract, the Consultant shall receive an **additional 10 percentage points**. Required M/WBE goals will be based on final negotiated contract amount.

3. Respondents shall provide sufficient documentation with their proposal to support the additional preference weighting as an MWBE Consultant or for use of MWBE subcontractors. If one or more MWBE subcontractors are proposed, they must be named and the size of the subcontract identified. If selected, the Respondent shall submit an MWBE Utilization Plan on the City’s form for approval by the MWBE Officer. Once approved, the Utilization Plan shall be incorporated into the PSA.
  - a. If the total amount of a PSA is increased by 5% or more at any time during the term of the PSA, the Consultant shall submit a revised MWBE Utilization Plan for approval by the MWBE Officer. The MWBE Officer may also issue a revised MWBE Utilization Plan for unforeseen changes in the availability of MWBE subcontractors during the term of the PSA.
4. The City will give preference to Consultants who meet or exceed the City’s workforce goals, which are: 20% M and 6.9% W. Consultants who demonstrate that their total workforce (including subcontractors) on this Project meets or exceeds these goals shall receive an **additional 10 percentage points**. If selected, the Respondent shall submit a Workforce Staffing Plan on the City’s Form for review by the MWBE Officer. Once reviewed, the Workforce Staffing Plan shall be incorporated into the PSA. The calculated percentages of workforce utilization shall be based on actual hours worked and billed over the term of the project. The final determination of a workforce goals accomplished during the contract shall be based on hours reported in the workforce utilization reports. Required M/WBE workforce goals will be based on final negotiated contract amount.
5. If selected, the Respondent shall provide MWBE utilization and subcontractor/supplier payment certification and/or workforce utilization reports on the City’s forms and by use of the City’s online reporting system B2GNow & LCP Tracker. These reports shall be submitted with each invoice or as otherwise requested by the MWBE Officer or Construction Project Manager.
6. A failure to submit the required subcontractor/supplier payment certification and/or workforce utilization reports shall constitute a default in the performance of the Agreement subject to potential termination for default by the City. In addition, if the selected Respondent fails to meet the most recent MWBE Utilization Plan and/or Workforce Staffing Plan, for which additional weight was awarded by the end of the PSA, such failure may result in disqualification from award of future contracts with the City.

Summary of additional evaluation weighting points for MWBE and Workforce Goals:

Category of Additional Evaluation Points	Additional Points Awarded
Respondent is New York State Certified M/WBE	+10%
Utilize MWBE Subcontractors for 10-20% of work	+5%
Utilize MWBE Subcontractors for more than 20% of work	+10%
Meet or exceed workforce goals of 20% M and 6.9% W	+10%

**City of Rochester location preference:** The City favors contracting with firms located in the City of Rochester and a preference will be given to Consultants with a significant presence including fully staffed offices in the City limits, through an **additional 10 percentage points**. Non-local firms may wish to consider partnerships or other collaborative arrangements with local firms as a strategy to address this criterion. **Please clearly indicate your local office information in the proposal as well as on the Consultant Information Form (C.I.F) in order to receive these points.**

Other Criteria: Other criteria may be considered and evaluated by the City if it is determined to be in the best interest of the City and the success of the Project to do so.

The selection of a Consultant is within the City's sole discretion and no reasons for rejection or acceptance of a proposal are required to be given. Although costs are an important consideration, the decision will be based on qualifications and compliance with the requirements of this RFP and not solely on cost. The City reserves the right to reject any or all proposals or to accept a proposal that does not conform to the terms set forth herein. The City further reserves the right to waive or modify minor irregularities in the proposals and negotiate with Consultants to serve the City's best interest.

## MISCELLANEOUS

The City reserves the right to amend or withdraw this RFP in the City's sole discretion, including any timeframes herein, upon notification of all Respondents as set forth above, and in such case, the City shall have no liability for any costs incurred by any Respondent.

The City may request additional information from any Respondent to assist the City in making its evaluation.

The proposal and all materials submitted with the proposal shall become property of the City and will be subject to NYS Freedom of Information Law. If any proprietary information is submitted with the proposal, it must be clearly identified and a request to keep such information confidential must be submitted. Submission of a proposal shall constitute a binding offer by Respondent to provide the services at the prices described therein until such time as the parties enter into a PSA.

Attachment A

Sample Professional Service Agreement

Attachment B

M/WBE Utilization Plan – City Form A

(Submit draft showing anticipated contract percentages with proposal)

Attachment C

Workforce Staffing Plan

(Submit draft – include sub-consultants on same plan)

Attachment D

Consultant Information Form

Attachment E

Project Communications Flowchart

(for reference only)

**AGREEMENT FOR PROFESSIONAL SERVICES**

Project Name: Maplewood Nature Center  
Project No.: 22064  
Consultant Name:  
Authorizing Ordinance:  
Agreement No.: \_\_\_\_\_

**I N D E X**

**ARTICLE I**

- Part 1. DESCRIPTION OF PROJECT**
- Part 2. DESCRIPTION OF PROFESSIONAL SERVICES**
  - Section 1.201 General
  - Section 1.202 Basic Services
  - Section 1.203 Additional Services
  - Section 1.204 Reimbursable Services
- Part 3. SUBCONTRACTS**
- Part 4. CITY RESPONSIBILITIES**
- Part 5. FEES**
  - Section 1.501 General
  - Section 1.502 Fee for Basic Services and Reimbursable Expenses
  - Section 1.503 Fee for Additional Services
  - Section 1.504 Fee Administration
- Part 6. TERM**
- Part 7. REMOVAL OF PERSONNEL**
- Part 8. AUTHORIZED AGENT**
- Part 9. OWNERSHIP OF DOCUMENTS**
- Part 10. CONFIDENTIALITY**
  - Section 1.1101 General
  - Section 1.1002 Freedom of Information Law
- Part 11. ORGANIZATIONAL CONFLICT OF INTEREST**

## ARTICLE II

- Part 1. QUALIFICATIONS, INDEMNITY AND INSURANCE**  
Section 2.101 Consultant's Qualifications for Duties, Compliance and Permits  
Section 2.102 Consultant's Liability  
Section 2.103 Professional Liability Insurance  
Section 2.104 General Liability Insurance  
Section 2.105 Worker's Compensation and Disability Benefits Insurance  
Section 2.106 Copyright or Patent Infringement  
Section 2.107 No Individual Liability
- Part 2. SPECIFIC DESIGN RESTRICTIONS**  
Section 2.201 Environmental Policy
- Part 3. EMPLOYMENT PRACTICES**  
Section 2.301 Equal Employment Opportunity  
Section 2.302 Title VI of the Civil Rights Act of 1964  
Section 2.303 The MacBride Principles  
Section 2.304 Compliance with Labor Laws  
Section 2.305 Living Wage Requirements  
Section 2.306 Freedom of Information Law
- Part 4. OPERATIONS**  
Section 2.401 Compliance with Air and Water Acts  
Section 2.402 Political Activity Prohibited  
Section 2.403 Lobbying Prohibited  
Section 2.404 Anti-Kickback Rules  
Section 2.405 Withholding of Salaries  
Section 2.406 Discrimination Because of Certain Labor Matters  
Section 2.407 Status as Independent Contractor
- Part 5. DOCUMENTS**  
Section 2.501 Patents and Copyrights  
Section 2.502 Audit  
Section 2.503 Content of Sub-Agreements
- Part 6. TERMINATION**  
Section 2.601 Termination for Convenience of the City  
Section 2.602 Termination for Default
- Part 7. GENERAL**  
Section 2.701 Prohibition Against Assignment  
Section 2.702 Compliance with All Laws  
Section 2.703 Successors  
Section 2.704 Interest of City and Consultant in Contract  
Section 2.705 Permits, Laws and Taxes  
Section 2.706 Obligations Limited to Funds Available  
Section 2.707 Extent of Agreement  
Section 2.708 Law and Forum  
Section 2.709 No Waiver  
Section 2.710 Severability  
Section 2.711 Debarment and Suspension  
Section 2.712 Conflict of Interest

## ATTACHMENTS

Schedule A	Fee Schedule
Appendix A	Workforce Staffing Plan
Appendix B	MWBE Utilization Plan
Appendix C	Prevailing Wage Rates
Appendix D	City Digital Record File Standards
Appendix E	Notice to Employees Concerning City Of Rochester Living Wage Ordinance
Appendix F	Funding Requirements Pursuant to the American Rescue Plan Act of 2021

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DRAFT

## AGREEMENT

**THIS AGREEMENT**, entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the CITY OF ROCHESTER, a municipal corporation having its principal office located at CITY HALL, 30 Church Street, Rochester, New York, 14614, hereinafter referred to as the "City", and XXX Company Inc. with offices at Street, City, State, Zip, hereinafter referred to as the "Consultant".

### WITNESSETH:

**WHEREAS**, the City through the Department of Environmental Services, Bureau of Architecture and Engineering desires to secure the professional services of the Consultant for the purpose of providing Construction Management (C.M.) and Resident Project Representative (R.P.R.) Services for the Maplewood Nature Center project, hereinafter referred to as the "Project", and

**WHEREAS**, the Consultant covenants that it has the personnel, skills and expertise required and wishes to undertake the Project.

**NOW THEREFORE**, the City and the Consultant do mutually agree, in consideration of the covenants, terms and conditions contained herein, as follows:

### ARTICLE I

#### ARTICLE I, Part 1.      DESCRIPTION OF PROJECT

##### Section 1.101 Description of Included Facilities

The facilities that are to be included in the Project are:

City Building No. 6.15 – Maplewood Nature Center

The project consists of but is not limited to:

##### Contract A – General Construction – Building:

The Work includes a complete renovation to an existing 4,750 sf +/- one story building, with masonry bearing wall and steel bar joists to remain. Removal and replacement of: Existing roof deck and roof, windows, doors, walls and all finishes. New exterior rain screen system, storefront windows, wood and steel doors and overhead door. New stainless steel kitchen equipment and sinks. New finishes include walk-off carpet, tile, paint, laminates, solid surfaces, perforated metal, millwork, lay-in ceilings and acoustical treatments. New steel bar joists, beams and columns; new painted steel porch structure and footers with translucent roof system. New footers for custom metal feature at entry. Interior and exterior signage. Includes asbestos abatement of ACBM roofing and ACBM interior materials.

##### Contract B – General Construction – Site:

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Work will be in accordance with NYSEDA Carbon Neutral/Net Zero program, NYS Clean Heat, and Inflation Reduction Act to be able to properly achieve all incentive opportunities. Building commissioning services will be part of this project and will need to be supported by this contract.

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New work consists of a new backflow preventer / RPZ, new electric water heater, new domestic water distribution piping, new sanitary/waste piping, new storm piping, and new bi-functional roof drains with a primary and secondary storm system. Provide storm piping to pick up canopy gutter drains. Existing underground sewer system will be modified as needed for new work. Provide new plumbing fixtures including trim, and provide plumbing services to kitchen equipment supplied by General Contractor. Building commissioning services will be part of this project and will need to be supported by this contract.

Contract E – Electrical Construction: LaBella

Electrical contract consists of a complete removal of the existing system including an overhead service connection from RG&E that delivers 120/240V, 1Ph-3W power to an existing, unlabeled panelboard through a utility revenue meter mounted to the exterior of the building. All outlets, lighting (exterior and interior), power connections, data, and emergency fixtures will be removed.

New work will consist of a new 480/277, three-phase, four wire configuration with a new main breaker and new distribution panels. Coordination with RGE on a new transformer pad and distribution wiring will be provided for the new service. New security, lighting, power, outlets, and data will be provided to the space. New distribution power to all HVAC, Plumbing, and Architectural needs will be provided. New site lighting for the parking lot and park will be provided. A new fire alarm system will be provided. To achieve carbon neutrality for the building, an array of solar panels will be installed to generate energy and offset consumption at the facility. The main roof will consist of solar panels spanning the roof, bi-directional meter, racking, inverter, and accessories to achieve a solar system. All solar work must be complete by a NY Sun certified subcontractor. Building commissioning services will be part of this project and will need to be supported by this contract.

**The consultant will coordinate, oversee and inspect the work so that it conforms to the contract documents, drawings & specifications accordingly.**

Section 1.102 General Description

The Consultant is to provide: Construction Management and Resident Project Representative Services as described in the following Description of Professional Services, Article 1, Part 2.

Work tasks under this agreement shall be divided as noted below:

- A. Pre-Construction Services (NOT REQUIRED UNDER THIS CONTRACT)
- B. Construction Phase Services
  - a) Construction Management / Resident Project Representative
- C. Reimbursable Expenses
  - a) Sub-consultants
  - b) Special Inspections & Testing
- D. Project Closeout including City & ARPA Requirements
- E. Additional Services / Contingency (as needed)

The scope of professional services includes all tasks identified herein and as otherwise mutually agreed

## ARTICLE I, Part 2. DESCRIPTION OF PROFESSIONAL SERVICES

### Section 1.201 General

The Consultant shall provide the following basic services:

- A. Provide all Basic Services required for this Project including, but not limited to Construction Management Services, Bid/Award Phase services, Resident Project Representative (R.P.R.) Services, as applicable.
- B. The Consultant is to have on its staff and is to retain during the performance of its services all appropriate approved personnel necessary to completely and accurately perform the work and services required. The Consultant shall provide a list of its employees assigned to the project which provides the employee's name and title prior to the start of work. The Consultant shall notify the City prior to changing project personnel. No changes in project managers will be made without approval of the City.
- C. The Construction Manager shall provide Additional Services, if required, at the written request of the city.
- D. The Construction Manager shall provide Reimbursable Services, enumerated herein if approved by the city.
- E. Develop and submit to the City a detailed plan and schedule for the orderly and timely completion of the requirements of this Agreement. The Consultant shall utilize appropriate graphics and illustrate the plan, i.e. bar charts, etc. All pertinent dates of meetings and submittals shall be subsequent to execution of this Agreement.
- F. The Consultant shall maintain an up-to-date, orderly assembled file of Project notes and records, including a history of construction of the Project. Notes shall include correspondence, supporting documentation, references and other material necessary for the completion of the Project.
- G. Report regularly to the City upon the progress and quality of the work. The Consultant shall conduct regular on-site observations of the general progress of the work and shall consult with the City designated representative and the contractors giving its opinions and suggestions based on its observations, as to any defects or deficiencies in the contractors work.
- H. Prepare and furnish to the City within seventy-two (72) hours, minutes of any meetings held. Weekly, bi-weekly, or monthly progress reports may be requested.
- I. If requested, furnish during the construction period, a Resident Project Representative (RPR), who shall be under the supervision of a licensed professional engineer or architect. The qualifications and selection of the resident inspector shall be subject to the approval of the City.
- J. The Consultant's obligations under this Section are in addition to the Consultant's other express or implied assurances under this Agreement or State law and in no way diminish any other rights that the City may have against the Consultant for faulty materials, equipment or work.
- K. The Consultant shall furnish promptly all equipment, specialized labor and materials needed to perform in a safe and convenient manner, such inspections as the City requires.
- L. The Consultant shall keep the City informed of the progress of the work so that the City may inspect the Consultant's work as determined necessary by the City. In particular, the Consultant shall provide the City with at least forty-eight (48) hours notice prior to performing work which would prevent proper inspection of previously completed work.

- M. This contract is funded in whole or in part by State and Local Fiscal Recovery Funds provided to the City pursuant to the American Rescue Plan Act of 2021 (ARPA). As such, the successful bidder is required to comply with the mandatory ARPA requirements, City policies and procedures pursuant to ARPA, Federal Treasury regulations found at 2 C.F.R. Part 200, and any other applicable law or regulation. Relevant regulations are attached hereto as Appendix F. To the extent that Appendix F conflicts with this Agreement, Appendix F shall control.

## Section 1.202 Basic Services

### A. Pre-Construction Phase Services (NOT REQUIRED UNDER THIS CONTRACT)

#### 1. General

The Construction Manager shall develop work scopes for each prime contract based on specification section.

The Construction Manager shall attend a pre-bid conference when notified by the City and shall review the contract documents for constructability issues.

The Construction Manager shall develop and provide the City with a Master Schedule. This schedule shall incorporate all schedules from the various prime contractors involved in this project. The Master Schedule shall identify conflicts between the contractors working on this project. The Construction Manager shall identify resolutions to scheduling conflicts and assist the prime contractors in resolving any scheduling conflicts.

The Construction Manager shall assist the designers with the development of site, phasing, material and equipment staging, project fencing, vehicular and pedestrian circulation, temporary facilities site plan, temporary signage, and coordination plans.

The Construction Manager shall review and transmit all product submittals from the prime contractors, including catalogue cuts, shop drawings, laboratory, shop and mill tests of material and equipment.

### B. Construction Phase Services

#### a) Typical Construction Management & Resident Project Representative Services

#### 1. General

The Construction Manager shall assist in obtaining building permits and other governmental permits. This project does not include requirements for LEED certification.

The Construction Manager shall assist the City and the Architect/Engineer with public and private meetings and presentations.

The Construction Manager shall review all documents prepared by the Architect/Engineer and comment on constructability and cost implications. The Construction Manager shall explore concerns and possible solutions and/or alternatives.

During the Construction Phase, the Construction Manager shall perform the following services:

- a. The Construction Manager, in cooperation with the Architectural/Engineering consultant firm shall provide administration of the contracts of construction on behalf of the City of Rochester.

- b. The Construction Manager shall designate, coordinate, compile cut sheets submittals and other site documentation throughout the construction process.
- c. The Construction Manager shall coordinate the work of the contractors, RPR/testing agencies, and all other related work.
- d. The Construction Manager shall develop and implement procedures consistent with the City's methods, procedures, and requirements.
- e. Except as otherwise specified in this Agreement, all equipment, materials and supplies required to carry out the provisions of this Agreement and to perform the services described above shall be furnished by the Construction Manager. All such equipment, materials and supplies shall be of merchantable quality and fit for their purpose to the reasonable satisfaction of the City.
- f. The Construction Manager shall not perform "construction" work related to the Project.

2. Staffing/Field Office

- a. The Construction Manager is to provide sufficient organization, personnel, and management to carry out the requirements of this Agreement. The Construction Manager shall provide construction management personnel on site, full time, to manage the City's prime contractors performing the work. The City's minimum expectation is that the on-site, full-time staff shall include the Construction Manager and necessary support staff for the duration of the construction phase. The qualifications of the personnel shall be subject to approval of the City. The City has the right to request a change in personnel. The amount of staffing shall be agreed upon with the City in advance of the start of construction.

3. Scheduling Control

- a. Utilizing the Prime Contractor's schedules provided by the separate Prime Contractors, the Construction Manager shall create the Project Construction Schedule (utilizing bar charts and CPM) incorporating the activities of the various Prime Contractors on the Project, including activity sequence and durations, allocation of labor and materials, processing of shop drawings, product data and samples, and delivery of products requiring long lead time for procurement. The Construction Manager shall update and reissue the Project Construction Schedule at least monthly, and as required to show current conditions and revisions required based on actual experience. The Construction Manager shall create separate short interval schedules for critical work.
- b. The Construction Manager shall take all reasonable measures to ensure that the work of all separate Prime Contractors is in compliance with the Project Construction Schedule, by monitoring, enforcing and coordinating the work of all separate Prime Contractors. The Construction Manager shall make recommendations to the City as necessary to enforce and maintain the completion of the work within the established schedule. Following notification to and approval by the City, the Construction Manager shall take appropriate action to adjust the work as required to maintain the schedule. The Construction Manager will sequence the work of the separate prime contracts as required to maintain the Project Schedule.

4. Cost Control

- a. Throughout the Construction Phase, the Construction Manager will prepare and update biweekly a Construction Cost Report consistent with the City's funding requirements in a format and on software acceptable to the City. The Construction Cost Report shall document approved changes (change orders) and any and all anticipated changes (RFIs, PRs, etc.) to the construction cost on an individual prime contract basis and indicate Contingency balance.
- b.. The Construction Manager shall maintain cost accounting records on authorized work performed under unit costs, additional work performed on the basis of actual costs of labor and materials (e.g. time and materials, or other work requiring accounting records. Cost accounting procedures shall be consistent with established City methods and policies.
- c. The Construction Manager will recommend necessary or desirable changes (adds and credits) to the Architect/Engineer and to the City, review requests for changes, assist in negotiating Contractor's proposals, submit recommendations to the City and to the Architect /Engineer and, if they are accepted, prepare change orders for the Architect/Engineer's signature and City's authorization.
- d. Based on the site inspections performed by the Construction Manager, the Construction Manager shall review the Prime Contractors' draft Application for payment with the City and the Contractor and reach agreement. The Construction Manager shall compare the Contractor's formal Application for Payment for consistency with the agreed upon version and recommend payment to the City.
- e. The Construction Manager shall develop cost estimates and cost comparison for additional work or changes to the project if directed to do so by the City. The Construction Manager shall provide the City with strategies to maintain the project budget and project schedule.

5. Safety

- a. The Construction Manager shall review the safety programs developed by each of the Prime Contractors as required by their Contract Documents and/or law and coordinate the safety programs for the Project.
- b. If, during the course of the work, the Construction Manager observes an infraction of safety, the Construction Manager will call it to the attention of the Contractor's management and request correction. However, the performance of this service does not in any way make the Construction Manager responsible for safety, nor does it relieve the Contractors of their sole obligation for the safety of their work and the job site and for meeting all other laws and regulations regarding safety.

6. Quality Control/Inspection

- a. The Construction Manager shall perform on site observations of the work in progress for the City as a basis for determining that the project is proceeding in accordance with the Contract Documents. The Construction Manager shall prepare a daily Inspection Report (See Section 1.202, 8. Records/Reports, c). Inspect each day's work, checking materials, workmanship/quality, and labor operation. Check against the specifications, drawings, approved submittals, referenced data, etc. Indicate which work could or should have been worked on

but was not. Reject inferior and non-compliant work, upon consultation with the City, RPR and the Architect/Engineer.

- b. Observe such off-site operations as directed by the City.
- c. The Construction Manager shall endeavor to achieve satisfactory performance from each of the Contractors. The Construction Manager shall recommend courses of action to the City when requirements of a Contract are not being fulfilled and the non-performing party will not take satisfactory corrective action.
- d. The Construction Manager will assist in obtaining building permits and special permits, excluding permits required to be obtained directly by the various contractors. The Construction Manager will verify that the Contractors have paid applicable fees and assessments. The Construction Manager will assist in obtaining approvals from authorities having jurisdiction over the Project.
- e. The Construction Manager will select and retain the professional services of surveyors, special Construction Managers, and testing laboratories. The Construction Manager shall coordinate their services, observe all on-site tests and report its compliance with the specifications. Construction Manager shall, as applicable, be responsible for the rejection of non-compliant work in a timely manner and coordinate removal & replacement schedule.
- f. The Construction Manager shall determine, in general, that the work of each contractor is being performed in accordance with the requirements of the Contract Documents. The Construction Manager shall endeavor to guard the City against defects and deficiencies in the work. As appropriate, the Construction Manager shall require special inspection or testing, or make recommendations to the Architect/Engineer regarding special inspection or testing of Work not in accordance with provisions of the Contract Documents. Subject to the review by the Architect/Engineer and the City, the Construction Manager shall reject work which does not conform to the requirements of the Contract Documents.

## 7. Coordination/Meetings

- a. The Construction Manager along with the Architect/Engineer and City Representatives shall schedule and conduct the preconstruction, construction and progress meetings. Progress meetings are to be held to discuss such matters as procedures, progress, problems, and scheduling. Progress meetings are to be held weekly.
- b. All Contractor, Architect/Engineer, City, etc. questions, correspondence, etc. are to be directed to the Construction Manager. The Construction Manager shall answer all questions wherever possible. The Construction Manager shall consult with the Architect/Engineer and the City if interpretations of the meaning and intent of the Drawings and Specifications are necessary.
- c. The Construction Manager shall receive from the Contractor and transmit all shop drawings, product data, samples and other submittals to the consultant for review. The Construction Manager shall coordinate them with information contained in related documents and transmit those recommended for approval to the Architect/Engineer and the City. Upon acceptance by the Architect/Engineer, the Construction Manager shall transmit copies to the appropriate parties.

- d. The Construction Manager shall provide administrative, management and related services as required to coordinate the work of the Contractors with each other and with the activities and responsibilities of the Construction Manager, the City and the Architect/Engineer in a “proactive” manner to assure the completion of the project in accordance with the City’s objectives for cost, time and quality.
- e. The Construction Manager shall coordinate the required activities of utility companies, the City of Rochester, the County of Monroe and all other related entities with the City and its Contractors.
- f. The Construction Manager shall coordinate and provide access of all authorized personnel to various areas of the project, e.g. unlocking doors, throughout construction.

8. Records/Reports

- a. The Construction Manager shall create a Project Directory with all contractors’, suppliers, and subcontractor’s names, addresses, names of responsible individuals, telephone, fax and emergency numbers. The list is to be prepared and distributed prior to construction and shall be updated, posted and distributed as changes are made. Updated copies shall be transmitted to the City Wage & Hour Administrator.
- b. The Construction Manager shall compile a list of all permits, licenses, reviews and approvals required by the Contract Documents. The list shall indicate party responsible for obtaining and current status. The Construction Manager shall assure that no work progresses without the required approvals.
- c. The Construction Manager shall keep a daily log containing a record of weather conditions, Contractor’s work on the site, number of workers, hours worked, list of visiting officials, work accomplished, including photographs of the work completed, problems encountered, decisions made and other similar relevant data as the City may require. The Construction Manager shall report as required to the City upon the general progress and quality of the work.
- d. The Construction Manager shall create and maintain a log of all submittals required by the Contract Documents and shall indicate the Contractor responsible for making the submission, the information required to be submitted, the dates required and the current status of the submission.
- e. The Construction Manager shall prepare weekly written progress reports which include information on the progress of the Project, and schedule for the remainder of the project, and each Prime Contractor’s compliance with the Construction Schedule. Such document reports shall be transmitted to the City.
- f. The Construction Manager shall prepare and issue PR’s, SI’s, RFI’s, using information gathered. The Construction Manager shall evaluate information, disseminate information and assist the Architect/Engineer and the City in decision making regarding change orders. The Construction Manager shall prepare logs to track Proposal Requests (PR’s) Supplementary Instructions (SI’s), Requests for information (RFI’s) and Change Orders (CO’s). The log shall indicate cost estimates for each, whether approved or not.
- g. The Construction Manager shall maintain at the project site a record copy of all Contracts, Drawings, Specifications, Addenda, Change Orders and other modifications. All documents are to be kept in good condition and marked to

record all changes made during construction. These documents are to be kept current at all times.

- h. The Construction Manager shall maintain at the project site a record copy of all Shop Drawings, Project Data, Samples, Submittals, applicable handbooks, specified reference data, maintenance and operating manuals and instructions, and other related documents. Submittals are to be filed by the CSI numbering system.
  - i. The Construction Manager shall maintain records, in duplicate, of principal building layout lines, elevations of foundations, floor levels, and key site elevations certified by a qualified surveyor or professional engineer.
  - j. The Construction Manager shall transmit in a timely manner all changes to the plans and specifications to the Architect/Engineer. All records and documents needed to compile the as-built records must be submitted to the Architect/Engineer in a timely manner. The Construction manager shall review the final as-built drawings prepared by the Architect/Engineer for accuracy and completeness.
  - k. A complete set of all correspondence regarding the Project shall be maintained on site and available to the City and the Architect/Engineer, filed in chronological order, in a categorized system approved by the City.
  - l. The Construction Manager shall assist the City in recording and monitoring the progress of all M/WBE Contractors and subcontractors working on the project under the City's M/WBE Utilization Requirements. The Construction Manager shall include documentation of daily workforce, receipt of certified payrolls and other such information as reasonably required by the City.
  - m. The Construction Manager, along with the Architect/Engineer, shall review and file all testing reports. The Architect/Engineer shall notify the Construction Manager and the City immediately of any non-conforming tests or any other potential problems with test results and provide recommendations.
  - n. The Construction Manager shall take photographs in order to reasonably document the construction, especially existing conditions, concealed conditions and areas of potential controversy. A digital camera capable of producing dated prints shall be used. Photographs shall be organized, labeled and filed on discs, kept current and turned over to the Owner at monthly intervals and complete set at the completion of construction.
  - o. All records, reports, drawings, etc. shall be made available to the City and the Architect/Engineer at all times. At the completion of the Project, deliver all such records and documents to the City.
  - p. The Construction Manager shall assist the City in recording and monitoring the apprenticeship programs of all contractors and subcontractors working on the project under the City's Apprenticeship requirement.
9. Job Site Control
- a. The Construction Manager shall ensure that signage restrictions are enforced. He shall regularly inspect the job site to determine that appropriate and required signage is in place.

- b. The Construction Manager shall enforce the parking restrictions on the site and coordinate with City.
- c. The Construction Manager shall regularly inspect the maintenance and protection of traffic elements including signage, barricades, fencing, etc. to insure that they are in place and in good condition.
- d. The Construction Manager shall enforce housekeeping procedures and shall allocate space to the various prime contractors for offices, storage of materials and equipment, etc.
- e. The Construction Manager shall report deficiencies in site security to the General Contractor. If the General Contractor fails to correct the security deficiency, in a timely manner, the Construction Manager shall notify the City and the Architect/Engineer in writing of the security deficiency.
- f. The Construction Manager will enforce the allocation of staging space for materials and equipment between the prime contractors.

10. Substantial Completions

- a. When the Construction Manager considers a Prime Contractor's Work or a designated portion thereof substantially complete, the Construction Manager shall schedule with the Architect/Engineer and the City an inspection for purposes of creating a list of incomplete or unsatisfactory items. On the basis of that inspection, the Architect/Engineer with assistance from the Construction Managers team, will compile a complete, concise punch list from the Project Team of incomplete or unsatisfactory items and determine a schedule for its completion. The Construction Manager shall transmit this list to all parties as part of the Certificate of Substantial Completion of the work. The Construction Manager shall coordinate, inspect and monitor the correction and completion of the work.
- b. The Construction Manager shall, with the Architect/Engineer and the City, observe the Contractor's checkout of utilities, operational systems and equipment for readiness and assist in their start-up and testing.
- c. The Construction Manager shall assist the Architect/Engineer and the City with obtaining partial and final Certificates of Occupancy.
- d. The Construction Manager shall assist in setting up training for city personnel on all new systems and procedures installed as part of the project.

11. Project Closeout

Following the Prime Contractor's completion of the punch list, the Construction Manager shall determine that the work is ready for final inspection and shall conduct final inspections in conjunction with the Architect/Engineer and the City. The Construction Manager shall create a "close-out" checklist for each Prime Contract and shall monitor the Close-out process. The Construction Manager shall secure and transmit to the City all required guarantees, affidavits, releases, bonds, and waivers and all other close-out documents. The Construction Manager shall deliver all keys, manuals, record drawings and maintenance stock to the City.

12. Record Drawings

The Construction Manager shall review and approve each Prime Contractors red line drawings on a monthly basis. The Construction Manager shall insure that they are current, complete and accurate prior to releasing payments. The drawings should show the construction as actually built to date. Upon completion of the project, the Construction Manager will assemble a complete approved set of Record Drawings from all Prime Contractors and deliver to the architect/engineer for the preparation of as-built drawings.

13. As-built Drawings

The Construction Manager shall review final as-built drawings developed by the Architectural/Engineering consultant before they are transmitted to the City. The Construction Manager shall comment and approve the final as-built drawings as to accuracy and completeness.

14. Guarantee Period Services

Throughout the guarantee period, the Construction Manager will coordinate the repair of warrantee items by inspecting items, determining responsibility and following up with the appropriate contractors.

Sixty (60) calendar days before the expiration of the 2 year guarantee period, the Construction Manager shall conduct an inspection and develop a guarantee punch list listing all items to be corrected under the guarantee provisions of the Construction Contracts. The list shall be transmitted to City, Architect/Engineer and appropriate Prime Contractors. The Construction Manager shall take reasonable actions to assure satisfactory completion of the work by the Prime Contractors.

**b) Typical Construction Inspection Services (if not covered above)**

The Construction Manager may choose to delegate the following basic services as they deem appropriate. Duplication of CM, RPR & CI services is not required and can be regulated by the Prime Consultant accordingly.

1. Quality Control

- a. Execute quality control and inspection measures in accordance with project specifications, and coordinate special inspection and testing agencies' activities.
- b. Coordinate quality control with Architect/Engineer of Record.

2. Record Assembly

The Resident Project Representative shall assemble the following records:

- a. A list of the Contractor's suppliers and subcontractors. The Resident Project Representative shall submit recommendations concerning such subcontractors and suppliers to the City.
- b. A record of field samples and field samples and special inspections.
- c. A complete set of contract documents with all revisions and agenda.
- d. Shop drawing and submittal logs and a complete set of approved shop drawings.

- e. A complete set of all correspondence and written records regarding the project.
- f. Copies of all guarantees, certifications and operation manuals for the project.
- g. A copy of all project schedules of all contractors as amended.
- h. A filed and labeled set of preconstruction and construction photographs.

3. Observation

The Resident Project Representative will make the following observations:

- a. On-site observations of the work in progress for the City as a basis for determining that the project is proceeding in accordance with the contract documents.
- b. The Resident Project Representative, along with the Construction Manager, shall attend and co-chair pre-construction conferences, and arrange for and chair job meetings before and during the construction. Meeting minutes of all meetings shall be prepared and distributed by the Consultant.
- c. Consult with the City and Construction Manager prior to and observe all on-site tests.
- d. Observe such off-site operations as directed by the City.
- e. Observe that all permits and licenses which are necessary have been obtained prior to work proceeding on that element of the work which requires the permit or license.
- f. After receipt of Notice to Proceed from the City for this Agreement, periodically observe any work being done within the Project limits before or during the Project work by other municipal agencies, other contractors or private utilities working under a City Permit. The Resident Project Representative will observe the work to determine that other contractors coordinate their work properly with Project work and that the work complies with City Permit requirements. The Resident Project Representative will work with the City of Rochester Permit Office in the observation of this work and obtain copies of all permits from the Permit Office. The Resident Project Representative will notify the appropriate contractor or utility and, if necessary, the City Permit Office of: any obvious defects in any portion of their work that would affect any pavement structures or features within the City Right-Of-Way; any portions of their work that may interfere or conflict with future City work; and of any unsatisfactory maintenance and protection of traffic. Enforcement of any Permit requirements will be done by the City Permit Office.
- g. Conduct, in company with the City, Construction Manager and others designated by the City, a final inspection of the project for conformance with the contract documents and to acknowledge completion of the project in accordance with the contract documents in writing prior to final payment to the contractor. The approval of the City and other proper Agency approvals shall be required as a condition for the acceptance of the work by the City.

4. Liaison

The Resident Project Representative will perform the following liaison activities in collaboration with the Construction Manager:

- a. Obtain and transmit to the contractor and to the City, the Designer's interpretation of the contract documents and the instructions of the City Engineer's representative concerning the project.
- b. Transmit to the designer of the project all modifications to contract drawings for creation of a set of as-built drawings.
- c. Coordinate and monitor all material testing done by City approved testing laboratories on the project. This shall include review and recommendation for payment of testing laboratory billing to the City for testing services of the project.
- d. Coordinate work on the project with construction that is occurring on other projects adjacent, near, or on the project site. This includes coordination and liaison activities with project representatives and attendance at any required project meetings.
- e. Receive from the Contractor and transmit to the City Finance Department all Contractor and Subcontractor weekly certified payroll records. The Consultant shall notify the Project Manager and the City Finance Department of any failures by the Contractor to comply with submission requirements.

5. Construction Review

The Resident Project Representative in collaboration with the Construction Manager shall review and make recommendations upon the following:

- a. Construction schedules from each contractor.
- b. Payment requisitions from each contractor for each fiscal share of the project.
- c. Requests of the Contractor for interpretation of the Contract Documents. The Resident Project Representative shall review these requests and respond to the City and Contractor with its interpretation of the intent of the Contract documents. The Resident Project Representative shall forward to and obtain from the Designer any requests for interpretation or design changes which in the opinion of the Resident Project Representative cannot be made by the Resident Project Representative.
- d. Claims by each contractor.
- e. Contractor requests regarding proposed changes to the requirements of the contract documents.
- f. Change orders including recommendations regarding the associated costs and impacts on the project schedule.
- g. Construction schedules and proposed work locations of any contractor doing work in the Project limits under permit with the City of Rochester.

6. Record Creation

The Resident Project Representative in collaboration with the Construction Manager shall create and maintain the project records in association with the Construction Manager. Upon completion of the project the Resident Project Representative shall deliver a bound, categorized set of these records which shall include the following:

- a. A list of all permits, licenses, reviews and approvals required by contract documents.
- b. A daily diary or log book, on forms approved by the City which records its hours on the job site, weather conditions, list of visiting officials, daily activities, the locations and amount of pay items installed by the contractor, decisions, manning levels by trade, observations in general, and specific observations in more detail (as in the case of observing test procedures).
- c. Weekly and monthly reports on forms approved by the City of the progress of the project and the contractor's compliance with both the construction schedule and the contract documents. Weekly and monthly reports are to be distributed by the Consultant to all parties required by the City.
- d. Monthly progress payments (and final payment) for the contractors on forms approved by the City. Separate payment estimates, must be prepared by the Consultant for all fiscal shares.
- e. Change Orders as required on forms approved by the City.
- f. All modifications to construction schedules for the project.
- g. Minutes of all meetings.
- h. A final punch list of all items which remain incomplete at the time of substantial acceptance by the City of the project.
- i. A guarantee punch list of all items to be corrected under the Guarantee provisions of the construction contract. Such punch list is to be based upon an inspection made the Resident Project Representative sixty (60) construction season days before the expiration of the construction guarantee period.
- j. Marked up prints, drawings and other data indicating all modifications to contract drawings for creation of As-Built drawings.
- k. Labeled pre-construction and construction photographs.
- l. Project unit quantities apportioned by final share indicating any necessary quantity calculation, date of installation, location and quantity amount.
- m. Water service and sewer lateral tap cards on forms approved by the appropriate agency.
- n. All permits of any contractor doing work within the Project limits under permit with the City.
- o. The Consultant shall submit three sets of As-Built plans, certified by a licensed professional engineer or architect as applicable. Submission shall include three CD's with electronic versions of the As-Built plans in both CAD and PDF formats.

7. Authority To Stop Work

The Resident Project Representative is hereby authorized to stop work on all or part of the project for up to twenty-four hours, without prior consultation with the City and for any reason which the professional judgment of the Resident Project Representative requires such stoppage. Upon issuing such stop work order, the Resident Project Representative shall immediately consult with the City and Construction Manager to resolve the problem which led to the stop work order.

Section 1.203 Additional Services

The following shall constitute Additional Services:

- Performing work not described under Basic Services when requested and authorized in writing by the City's Authorized Agent including, but not limited to the following:
- Expense to the Consultant caused by substantial revisions of previously approved design documents, drawings or specifications, such revisions having been ordered in writing by the City.
- Out-of-town travel that is requested and authorized in writing by the City.
- Preparation of property, boundary or right-of-way surveys.
- Serving as an expert witness on behalf of the City.

Section 1.204 Reimbursable Services:

The following shall constitute reimbursable services if approved in writing by the City:

1. Field office equipment and supplies are to be provided by the construction Manager. The Construction Manager is to set up, maintain and remove field offices for his own on-site staff and the City. The location, size and equipment of the Construction Manager's field office is to be proposed by the Construction Manager and approved by the City in advance of acquisition. The Construction Manager's equipment is to be shared with the City. The Construction Manager shall submit a proposal to the City itemizing options (e.g. leasing vs. purchasing, one model vs. another, etc.) and costs and obtain approvals from the City, in writing prior to acquisition. The City is to receive all purchased equipment, in good working order, and supplies at the completion of the project. (THIS ITEM IS NOT REQUIRED UNDER THIS CONTRACT AND WILL BE PROVIDED BY OTHERS)

2. Surveys
3. Borings and Subsurface Investigation
4. Special Presentation Materials (Models, Renderings, etc.)
5. Sub-Consultants, Material Testing, Special Inspections, Air Monitoring Services

**ARTICLE I, Part 3. SUBCONTRACTS**

All services to be performed under this Agreement shall be performed with the Consultant's own employees, unless the City agrees that the Consultant may subcontract such services. Copies of all proposed Agreements between the Consultant and subcontractors shall be submitted to the City along with a statement of the subcontractor's qualifications. Such Agreements must be approved by the City in writing prior to initiation of work. All subcontracts under this Agreement are subject to all applicable provisions of this Agreement unless otherwise directed in writing by the City. The Consultant is responsible for the completion of all services under this Agreement in an acceptable and timely manner, including any services performed by a subcontractor, supplier or other party with whom the Consultant has a contract.

**ARTICLE I, Part 4. CITY RESPONSIBILITIES**

The City shall:

- A. Provide as complete information as is reasonably possible as to its requirements for the Project to the Consultant.
- B. Assist the Consultant by making available to the Consultant any information pertinent to the Project, including previous reports and any other relevant data.
- C. Examine all studies, reports, sketches, estimates, drawings, specifications, proposals and other documents presented to the City by the Consultant for review and render decisions pertaining thereto within a reasonable period of time, so as not to delay the work of the Consultant.
- D. Designate a representative (Authorized Agent) to act as liaison between the City and the Consultant. The Authorized Agent will have the authority and responsibility to transmit instructions and to receive information with respect to the City policies and pertinent to the work covered by this Agreement, except as otherwise limited by Code or Charter of the City.
- E. Give written notice to the Consultant where the City observes or otherwise becomes aware of any default in the Consultant's performance hereunder or where the City does not concur with the design or other recommendations of the Consultant.
- F. Obtain any required easements with the assistance of the Consultant.
- G. Obtain or provide in a timely manner permission for the Consultant to enter upon any sites, buildings, and facilities as deemed necessary by the Consultant to perform the services required pursuant to this Agreement.
- H. Advertise for proposals from bidders, open proposals at the appointed time and place, and pay all costs associated thereto.

**ARTICLE I, Part 5. FEES**

Section 1.501 General

- A. In no event whatsoever shall the total fee payable to the Consultant pursuant to this agreement, including all costs and disbursements whatsoever, exceed dollars (\$XXX,XXX).

- B. The Consultant shall perform professional services for the not-to-exceed fees indicated in Schedule A, and in conjunction with the hourly rate schedule included in Appendix I of this Agreement.
- C. The Consultant shall have the right to bill the City for services performed and not already billed on a monthly basis.
- D. The Consultant shall provide project invoices based on an approved format or upon forms which shall be supplied by the City in order to receive payment.

Section 1.502 Fee for Basic Services and Reimbursable Expenses:

- A. The maximum fee payable to the Consultant for Basic Services pursuant to this Agreement shall be initially set forth in Schedule A.
- B. The maximum fees payable to the Consultant for Reimbursable Expenses pursuant to this Agreement shall be initially set forth in Schedule A.
- C. The City agrees to pay and the Consultant agrees to accept as full payment for the work and services performed pursuant to this Agreement, the following fees, payable in the following manner:
  1. Fee Computation
 

The Consultant's fee shall be the actual payroll costs within a monthly billing period of the Consultant's technical and professional personnel times a multiplier of X.XX to cover overhead and profit within the phase limits shown in Schedule A.
  2. The City will pay premium time for overtime, but not subject to a multiplier.
  3. The Consultant shall be reimbursed the actual expenses for Reimbursable Expenses incurred in performing services under this Agreement. All reimbursement claims must be supported by adequate documentation and show appropriate share breakdown. Reimbursable Expenses are outlined in Schedule A.
  4. All hourly rates for professional and technical personnel, and the identity and resumes of professional and technical staff, project managers and principals shall be approved by the City's Authorized Agent prior to the Notice to Proceed. No changes may be made without the approval of the City's Authorized Agent.
  5. All travel is to be made at the expense of the Consultant and is part of the Fee for Basic Services.

Section 1.503 Renegotiation and Fee for Additional Services:

- A. The parties acknowledge a need may exist for renegotiating this Agreement to establish a revised Maximum Basic Services fee payable to the Consultant in the following instances:
  1. If the start date for construction of the Project is delayed for more than three (3) months after the effective date of this Agreement.
  2. If the end of construction work extends for more than three (3) months beyond the completion date specified in the contract Documents, not including seasonal layoffs or winter shut-down. In any case the hourly rates and multiplier agreed upon would not, however, be subject to renegotiation.

- B. The City agrees to pay the Consultant for additional Basic Service performed by the Consultant on the following basis: Adjustments to the Basic Services fee for unanticipated change of scope of the project shall be made at the rate of X.XX times actual payroll expenses for the Consultant's technical and professional personnel.
- C. The City shall pay the Consultant as an expert witness at the rate of \$400.00 per day for any day or portion thereof for which the Consultant is required to appear as a witness.
- D. The City shall pay the Consultant to provide property survey and preparation of plots and legal descriptions at \$350 per plot.

Section 1.504 Fee Administration

- A. The Authorized Agents can mutually agree to amend Schedule A in writing for phase changes, allocation modifications or for Additional Services within the maximum authorized amount set forth in Section 1.501A.
- B. The City's Authorized Agent is authorized to request in writing such Additional Services as the Agent deems necessary, within the maximum authorized amount set forth in Section 1.501A.

**ARTICLE I, Part 6. TERM**

- A. This Agreement shall commence upon execution by the parties and shall terminate (3) months after completion of a two-year guarantee inspection following project completion.
- B. The services required of the Consultant pursuant to this Agreement shall commence upon execution of this Agreement and shall terminate upon completion of the work authorized to be undertaken pursuant to the Agreement. However, no such termination shall relieve the Consultant of any outstanding duties imposed by this Agreement, including the requirement to hold the City harmless against loss arising out of any project performed under this Agreement.

**ARTICLE I, Part 7. REMOVAL OF PERSONNEL**

All personnel assigned by the Consultant shall be subject to the approval of the City and be required to cooperate with the City project personnel. In the event that the Consultant's personnel fail to cooperate or perform their assigned tasks in a reasonable manner as determined by the City, the City may require the Consultant to replace such personnel.

**ARTICLE I, Part 8. AUTHORIZED AGENT**

A. The City hereby designates the:

Holly Barrett, P.E., City Engineer  
City of Rochester  
Department of Environmental Services  
Bureau of Architecture and Engineering  
30 Church Street, Room 300 B  
Rochester, New York 14614-1278  
[Holly.Barrett@cityofrochester.gov](mailto:Holly.Barrett@cityofrochester.gov)

B. The Consultant hereby designates:

Name  
Title  
Company  
Street Address  
City, State, Zip  
Email

or an authorized representative in case of absence, as Authorized Agents for the receipt of all notices, demands, vouchers, orders, permissions, directions, and other communications pursuant to this Agreement, if dispatched by registered or certified mail, postage prepaid, or delivered personally to the Authorized Agents designated herein.

The parties reserve the right to designate other or additional Authorized Agents upon written notice to the other.

**ARTICLE I, Part 9. OWNERSHIP OF DOCUMENTS**

All original notes, drawings, specifications and survey maps prepared by the Consultant under this Agreement, upon completion of the work required herein, or upon acceptance by the City of each individual Assessment report will become the property of the City and shall be delivered to the City's Authorized Agent. The Consultant may provide a complete reproducible set of drawings, specifications, survey maps and all other documents in lieu of the originals.

**ARTICLE I, Part 10. CONFIDENTIALITY**

Section 1.1101 General

The Consultant agrees that any and all data, analyses, materials or other information, oral or written, made available to the Consultant with respect to this Agreement, and any and all data, analyses, materials, reports or other information, oral or written, prepared by the Consultant with respect to this Agreement shall, except for information which has been or is publicly available, be treated as confidential; and shall not be utilized, released, published or disclosed by the Consultant at any time for any purpose whatsoever other than to provide consultation or other services to the City.

Section 1.1002 Freedom of Information Law

Disclosures required by New York's Freedom of Information Law ("FOIL") shall not be considered a breach of any confidentiality provisions in this Agreement. Should Consultant provide the City with any records it deems confidential and exempt from FOIL, Consultant shall clearly mark such portions of those records as confidential and exempt from FOIL disclosure. Upon any request for disclosure of information so marked, the City will inform Consultant of the request and give

Consultant ten (10) business days to submit a written statement of necessity for exempting the records from disclosure pursuant to New York Public Officers Law 89(5). As required by the Public Officers Law, the City will issue a determination as to disclosure within seven (7) business days. If the City determines that the records must be disclosed, Consultant may appeal the City's determination within seven (7) business days. Thereafter, the City shall respond to Consultant's appeal within ten (10) business days. If the City issues an adverse determination, Consultant may appeal the decision within fifteen (15) days of service by commencing an Article Seventy-Eight (78) proceeding under New York's Civil Practice Law and Rules.

**ARTICLE I, Part 11. ORGANIZATIONAL CONFLICT OF INTEREST**

- A. The Consultant warrants that to the best of the Consultant's knowledge and belief, there are not relevant facts or circumstances which could give rise to an organizational conflict of interest, as herein defined, or that the Consultant has disclosed all such relevant information.
- B. An organizational conflict of interest exists when the Consultant performs or agrees to perform services for another party that could foreseeable implicate the City as a potentially responsible party in an environmental enforcement action or claim against the City or otherwise increase the potential liability of the City.
- C. The Consultant agrees that if an actual or potential organizational conflict of interest is discovered, the Consultant will make a full disclosure as soon as possible in writing to the City. This disclosure shall include a description of actions which the Consultant has taken or proposed to take, after consultation with the City, to avoid, mitigate, or neutralize the actual or potential conflict.
- D. The City may terminate this Agreement in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If the Consultant was aware of a potential organizational conflict of interest prior to award, or discovered an actual or potential conflict after award and did not disclose it, or misrepresented relevant information to the City, the City may terminate the Agreement, debar the Consultant from contracting with the City, or pursue such other remedies as may be permitted by law or this Agreement. In such event, termination of this Agreement shall be deemed a termination for default pursuant to Section 2.602.
- E. The Consultant further agrees to insert in any subcontract hereunder, provisions which shall conform to the language of this Article.

## ARTICLE II

### ARTICLE II, Part 1. Qualifications, Indemnity and Insurance

#### Section 2.101 Consultant's Qualifications for Duties, Compliance and Permits

- A. The Consultant hereby agrees that it has, or will have, on its staff and will retain during the performance of this service under this Agreement, all appropriate professional personnel necessary to completely and accurately perform the work and services under this Agreement.
- B. The Consultant further agrees that the design of architectural or engineering features of the work shall be accomplished by professionals licensed to practice in New York State.
- C. The Consultant further agrees to insure that its subcontractors, agents or employees shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform.

#### Section 2.102 Consultant's Liability

The Consultant hereby agrees to defend, indemnify and save harmless the City of Rochester against any and all liability, loss, damage, detriment, suit, claim, demand, cost, charge, attorney's fees and expenses of whatever kind or nature which the City may directly or indirectly incur, suffer or be required to pay by reason or in consequence of the carrying out of any of the provisions or requirements of this Agreement, where such loss or expense is incurred directly or indirectly by the City, its employees, subcontractors or agents, as a result of the negligent act or omission, breach or fault of the Consultant, its employees, agents or subcontractors. If a claim or action is made or brought against the City and for which the Consultant may be responsible hereunder in whole or in part, then the Consultant shall be notified and shall be required to handle or participate in the handling of the portion of the claim for which it may be responsible as a result of this section.

#### Section 2.103 Professional Liability Insurance

The Consultant shall procure at its own expense professional liability insurance for services to be performed pursuant to this Agreement, insuring the Consultant against malpractice or errors and omissions of the Consultant, in the amount of One Million Dollars. The Consultant shall provide the City with a certificate of insurance from an authorized representative of a financially responsible insurance company evidencing that such an insurance policy is in force. The certificate shall contain a thirty (30) day cancellation clause which shall provide that the City shall be notified not less than thirty (30) days prior to the cancellation, assignment or change of the insurance policy. The Consultant shall also give at least thirty (30) days' notice to the City of such cancellation, amendment or change, and of any lapse of insurance coverage under this Agreement.

#### Section 2.104 General Liability Insurance

The Consultant shall obtain at its own expense general liability insurance for protection against claims of personal injury, including death, or damage to property, arising out of the Project. The amount of said insurance coverage shall be in the amount Two Million Dollars if said insurance is a "Defense within Limits" policy under which all claim expenses are included within both the applicable limit of liability and self-insured retention. Otherwise, the insurance coverage shall be in the amount of One Million Dollars. Said insurance shall be issued by a reputable insurance company, authorized to do business in the State of New York.

Said insurance shall also name the City of Rochester as an insured and copies of the policy endorsements reflecting the same shall be provided. The Consultant shall provide the City with a certificate of insurance from an authorized representative of a financially responsible insurance company evidencing that such an insurance policy is in force. Furthermore, the Consultant shall provide a listing of any and all exclusions under said policy. The insurance shall stipulate that, in the event of cancellation or modification the insurer shall provide the City with at least thirty (30) days written notice of such cancellation or modification. In no event shall such liability insurance exclude from coverage any municipal operations or municipal property related to this Agreement.

#### Section 2.105 Workers' Compensation and Disability Benefits Insurance

This Agreement shall be void and of no effect unless the Consultant shall require all the Consultant's subcontractors to keep insured, during the life of this Agreement, all employees of said subcontractors as are required to be insured under the provisions of the Workers' Compensation Law of the State of New York. In the event the Consultant hires its own employees to do any work called for by this Agreement, then the Consultant agrees to so insure its own employees. The Consultant shall provide proof to the City, duly subscribed by an insurance carrier, that such Workers' Compensation and Disability Benefits coverage has been secured. In the alternative, Consultant shall provide proof of self-insurance or shall establish that Workers' Compensation and/or Disability Benefits coverage is not required by submitting a completed New York State Workers' Compensation Board's form WC/DB-100.

#### Section 2.106 Copyright or Patent Infringement

The Consultant shall defend actions or claims charging infringement of any copyright or patent by reason of the use of adoption of any designs, drawings or specifications supplied by it, and it shall hold harmless the City from loss or damage resulting therefrom, providing however, that the City within ten days after receipt of any notice of infringement or of summons in any action therefor shall have forwarded the same to the Consultant in writing.

#### Section 2.107 No Individual Liability

Nothing contained in the Agreement shall be construed as creating any personal liability on the part of any officer or agent of the City.

### **ARTICLE II, Part 2. Specific Design Restrictions**

#### Section 2.201 Environmental Policy

The City has an obligation to assess the environmental impact of the Project and to prepare any necessary state, federal, and/or local environmental impact statements under the State Environmental Quality Review Act and the national Environmental Protection Act. The City wishes to enhance the environment by minimizing environmental degradation and by maximizing the Project benefits.

The Consultant, therefore, shall assist the City in determining whether environmental impact statements ("EIS") should be prepared and shall assist the City or the City's Environmental Specialist in preparing any necessary EIS. The Consultant shall not be required to prepare an EIS, unless specifically required by Article I of this Agreement.

**ARTICLE II, Part 3.** Employment Practices

Section 2.301 Equal Employment Opportunity and MWBE and Workforce Utilization Goals

A. General Policy

The City of Rochester, New York reaffirms its policy of Equal Opportunity and its commitment to require all contractors, lessors, vendors and suppliers doing business with the City to follow a policy of Equal Employment Opportunity, in accordance with the requirements set forth herein. The City further does not discriminate on the basis of handicap status in admission, or access to, or treatment or employment in its programs and activities. The City is including these policy statements in all bid documents, contracts, and leases. Contractors, lessors, vendors and suppliers shall agree to comply with State and Federal Equal Opportunity laws and regulations and shall submit documentation regarding Equal Opportunity upon the City's request.

B. Definitions

MINORITY GROUP PERSONS - shall mean a person of Black, Hispanic, Asian, Pacific Islander, American Indian, or Alaskan Native ethnic or racial origin and identity.

C. Compliance

The Consultant shall comply with all of the following provisions of this Equal Opportunity Requirement:

1. The Consultant agrees that he will not discriminate against any employee for employment because of age, race, creed, color, national origin, sex, sexual orientation, gender identity or expression, disability, or marital status in the performance of services or programs pursuant to this Agreement, or in employment for the performance of such services or programs, against any person who is qualified and available to perform the work in which the employment relates.

The Consultant agrees that in hiring employees and treating employees performing work under this Agreement or any subcontract hereunder, the Consultant, and its subcontractors, if any, shall not, by reason of age, race, creed, color, national origin, sex, sexual orientation, gender identity or expression, disability or marital status discriminate against any person who is qualified and available to perform the work to which the employment relates.

The Consultant agrees to take affirmative action to ensure that applicants are employed, and that applicants are hired and that employees are treated during their employment, without regard to their of age, race, creed, color, national origin, sex, sexual orientation, gender identity or expression, disability, or marital status. Such actions shall include, but not be limited to the following: employment, upgrading, demotions or transfers, recruitment and recruitment advertising, layoffs, terminations, rates of pay and other forms of compensation, and selection for training, including apprenticeship.

2. The Consultant agrees that its employment practices shall comply with the provisions of Chapter 63 of the Rochester Municipal Code, which restricts inquiries regarding or pertaining to an applicant's prior criminal conviction in any initial employment application.
3. If the Consultant is found guilty of discrimination in employment on the grounds of age, race, creed, color, national origin, sex, sexual orientation, gender identity

or expression, disability, or marital status by any court or administrative agency that has jurisdiction pursuant to any State or Federal Equal Opportunity laws or regulations, such determination will be deemed to be a breach of contract, and this Agreement will be terminated in whole or part without any penalty or damages to the City on account of such cancellation or termination and the Consultant shall be disqualified from thereafter selling to, submitting bids to, or receiving awards of contract with the City of Rochester for goods, work, or services until such time as the Consultant can demonstrate its compliance with this policy and all applicable Federal and State Equal Opportunity laws and regulations.

4. The Consultant shall cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

D. MWBE and Workforce Utilization Goals

The City of Rochester has established a policy to promote the growth and development of Minority and Women Business Enterprises (MWBE) and to improve employment opportunities for minorities and women and has adopted MWBE goals and minority workforce participation goals that apply to public works and professional services consulting agreements with a maximum compensation exceeding \$10,000 pursuant to Ordinance No. 2018-54.

Ordinance No. 2018-54 established the goal that MWBE's receive 30% of the total annual contract awards with aggregate minority and women award goals of 15% each. Ordinance No. 2018-54 further established annual aggregate workforce goals of 20% Minority and 6.9% Women.

The Consultant shall submit a workforce staffing plan, which, when reviewed by the City's MWBE Officer, shall be incorporated into this Agreement as Exhibit A, detailing the percentage of the workforce utilized to perform the work of this agreement who will be either minority or women, including both the Consultant's workforce and that of any subcontractors who will be utilized. Consultant shall submit workforce utilization reports on the City's forms with each invoice or as otherwise requested by the MWBE Officer. The Consultant understands and accepts that the calculated percentages of workforce utilization shall be based on actual hours worked and billed over the term of the project. The final determination of a workforce goals accomplished during the contract shall be based on hours reported in the workforce utilization reports.

The Consultant shall submit an MWBE Utilization Plan with respect to any subcontractors or suppliers used to perform the services under this Agreement, which, when approved by the City's MWBE Officer, shall be incorporated into this Agreement as Exhibit B. Consultant shall submit MWBE utilization and subcontractor/supplier payment certification on the City's forms with each invoice or as otherwise requested by the MWBE Officer.

During the term of the Agreement, the Consultant shall notify the City if a change occurs that will result in a significant (5% or more) increase or decrease in the workforce staffing plan and/or MWBE utilization plan goals incorporated as Exhibit A and/or Exhibit B of this Agreement. A revised workforce staffing plan and/or MWBE utilization plan must be approved by the MWBE Officer. Once signed by the Consultant and the MWBE Officer, such revised plan(s) shall be incorporated into the Agreement as an amendment pursuant to Section 2.707.

Consultant's failure to submit MWBE and subcontractor/supplier payment certification forms, if required, and the workforce utilization reports shall constitute a default in the performance of this Agreement. Failure to meet the goals stated in the most recent workforce staffing plan and/or the MWBE utilization plan incorporated into the Agreement may result in disqualification from award of future contracts with the City.

#### Section 2.302 Title VI of the Civil Rights Act of 1964

The City of Rochester hereby gives public notice that it is Municipality's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Municipality receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Municipality. Any such complaint shall be in writing and filed with the City Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

Title VI Discrimination Complaint Forms may be obtained from the City at no cost to the complainant, or on the City's website at [www.cityofrochester.gov](http://www.cityofrochester.gov), or by calling (585) 428-6185.

#### Section 2.303 The MacBride Principles

The Consultant agrees that it will observe Ordinance No. 88-19 of the City of Rochester, which condemns religious discrimination in Northern Ireland and requires persons contracting to provide goods and services to the City to comply with the MacBride principles. A copy of the MacBride principles is on file in the Office of the Director of Finance.

#### Section 2.304 Compliance with Labor Laws

The Consultant specifically agrees to comply with the labor law requirements of Articles 8 and 9 of the Labor Law of the State of New York, and, more specifically, with the requirements of Sections 220, 220-a, 220-d and 220-e of the Labor Law. These provisions require the payment of prevailing wages and supplements to, the verification of payment of wages of, and require preference in the employment of New York residents, and prohibit discrimination based on race, creed, color, sex, national origin, or age, and prohibit the permitting or requiring of more than eight hours per day and forty hours per week from laborers, mechanics, or workers on a public works construction project. The foregoing requirements do not generally apply to professional staff, draftsmen, or clerical help or most other employees of an engineer or architect who is performing design, research, or inspection work only. The Consultant shall, however, comply with all state, federal and local non-discrimination and equal employment opportunity laws and rules and will be subject under this Agreement to fines, penalties and contract termination when the City reasonably determines that the Consultant has unlawfully discriminated because of the race, color, creed, national origin, sex or age of any applicant for employment or any employees.

#### Section 2.305 Living Wage Requirements

##### A. Applicability of Living Wage Requirements

This section shall apply and the Consultant shall comply with the requirements of Section 8A-18 of the Municipal Code of the City of Rochester, known as the "Rochester Living Wage Ordinance", in the event that payments by the City to the Consultant under this Agreement shall exceed fifty thousand dollars (\$50,000) during a period of one year. If this Agreement is amended to increase the amount payable hereunder to more than fifty

thousand dollars (\$50,000) during a period of one year, then any such amendment shall be subject to Section 8A-18.

B. Compliance

The Consultant shall pay no less than a Living Wage to any part-time or full-time Covered Employee, as that term is defined in Section 8A-18B, who directly expends his or her time on this Agreement, for the time said person actually spends on this Agreement. Living Wage, as set forth in this Agreement, shall be the hourly amount set forth in Section 8A-18(C)(2), and any adjustments thereto, which shall be made on July 1 of each year and shall be made available in the Office of the City Clerk and on the City's website, at [www.cityofrochester.gov](http://www.cityofrochester.gov). Consultant shall also comply with all other provisions of Section 8A-18, including but not limited to all reporting, posting and notification requirements and shall be subject to any compliance, sanction and enforcement provisions set forth therein.

C. Exemption

This section shall not apply to any of Consultant's employees who are compensated in accordance with the terms of a collective bargaining agreement.

**ARTICLE II, Part 4. Operations**

Section 2.401 Compliance with Air and Water Acts

The Consultant and any and all subcontractors agree as follows:

- A. The Consultant, and its subcontractors warrant that any facility to be utilized in the performance of any non-exempt contract or subcontract is not listed on the list of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR 15.20.
- B. The Consultant promises to comply with all of the requirements of Sections 144 of the Clean Air Act, as amended (47 USC 1857c-8) and Section 308 of the Federal Water Pollution Control Act, as amended (33 USC 1318) relating to the inspection, monitoring, entry, reports and information as well as all other requirements specified in Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- C. A condition for the award of the Agreement is that prompt notice will be given to the City of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized or to be utilized for the Agreement is under consideration to be listed on the EPA list of Violating Facilities.
- D. The Consultant warrants to the City that it has not been convicted under Section 113(c)(1) of the Clean Air Act or Section 309(c) of the Federal Water Pollution Control Act.

Section 2.402 Political Activity Prohibited

None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used during the performance of the Agreement for any partisan political activity, or to further the election or defeat of any candidate for public office.

Section 2.403 Lobbying Prohibited

None of the funds provided under this Agreement shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before the United States Congress, the Legislature of the State of New York or the Council of the City of Rochester.

#### Section 2.404 Anti-Kickback Rules

Salaries of employees performing work under this Agreement shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions that are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 108; title 18 U.S.C., section 874; and title 40 U.S.C., section 276c). The Consultant shall comply with applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this Agreement to insure 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.

#### Section 2.405 Withholding of Salaries

If, in the performance of this Agreement, there is notice to the City of any underpayment of salaries by the Consultant or by any subcontractor thereunder, the City shall withhold from the Consultant out of payments due to it an amount sufficient to pay the employees underpaid the difference between the salaries required hereby to be paid and the salaries actually paid such employees for the total number of hours worked. The amounts withheld may be disbursed by the City for and on account of the Consultant or subcontractor to the respective employees to whom they are due.

#### Section 2.406 Discrimination Because of Certain Labor Matters

No person employed on the work covered by this Agreement shall be discharged or in any way discriminated against because the person has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify at any proceeding relating to the labor standards applicable hereunder to that person's employer.

#### Section 2.407 Status as Independent Contractor

The Consultant, in accordance with its status as an independent contractor, covenants and agrees that it shall conduct itself in a manner consistent with such status, that it will neither hold itself nor its employees out as, nor claim to be an officer or employee of the City by reason hereof, and that it and its employees will not by reason hereof, make any claim, demand or application for any right or privilege applicable to an officer or employee of the City, including but not limited to Workers' Compensation coverage, unemployment insurance benefits, social security coverage, and retirement membership or credit.

### **ARTICLE II, Part 5. Documents**

#### Section 2.501 Patents and Copyrights

The Consultant agrees that, in the event it, or any of its employees' develop any material for which a copyright can be obtained which material was developed as a result of or in connection with the work required pursuant to this Agreement, the City shall own the copyright to any copyrightable material and may, in its discretion, grant a royalty-free, non-exclusive license to use, reproduce and distribute such copyrightable material. The Consultant further agrees that in the event it, or any of its employees, develops any process, machinery or product for which a patent would be obtainable, the Consultant shall provide the necessary information to the City, so that the City can apply for such patent at its own expense. Such patent shall become the

property of the City; provided, however, that the City may, in its discretion, may grant to Consultant a royalty-free, non-exclusive license to produce or reproduce such patented product. The benefits of either a patent or a copyright shall also inure to any public agency which finances, in whole or in part, this project and such agency shall receive a royalty-free, non-exclusive license to use, reproduce, manufacture and distribute the product or mater which has been patented or copyrighted.

#### Section 2.502 Audit

The Consultant agrees to maintain sufficient on-site records and information necessary for the documentation of any and all facets of program operation specified by this Agreement. The Consultant shall maintain all books, documents, papers and other evidence pertinent to the performance of work under this Agreement in accordance with generally acceptable accounting principles, and 40 CFR Part 30 in effect during the term of this Agreement. The Consultant agrees to permit on-site inspection and auditing of all records, books, papers and documents associated with this Agreement by authorized representatives of the City and further agrees to provide necessary staff support to the performance of such audit. The Consultant agrees to maintain for a period of six (6) consecutive years following termination of this Agreement any and all records, reports and other documentation arising from the performance of this Agreement; however, this period shall be extended beyond six years for any and all records and information pertaining to unresolved questions, which have been brought to the Consultant's attention by written notice by the City. The Consultant agrees to furnish to the City data to include but not be limited to, intake records, status change notices, termination notices, and follow-up records. Said reports will be submitted periodically as required by the City.

#### Section 2.503 Content of Sub-Agreements

The Consultant agrees that all sub-agreements authorized by this Agreement shall be in written form. The Consultant shall require all subcontractors to comply with any of the following sections which may be in this Agreement: "Equal Employment Opportunity; Affirmative Action and Employment of Local Labor; Compliance with Labor Laws; Certifications Regarding Conflicts of Interest; Anti-Kickback Rules; Interest of City and Contractor in Contract." It is the purpose of this section to insure that all Agreements obligate all parties performing work under this Agreement to comply with necessary governmental programs and policies. The City may require the Consultant to submit copies of such sub-agreements to the City. If such copies are not submitted upon request, the City may have the right to withhold any and all payments to the Consultant to those items of work which have not complied with this section.

### **ARTICLE II, Part 6. Termination**

#### Section 2.601 Termination for Convenience of the City

- A. This Agreement may be terminated by the City in accordance with this section in whole, or from time to time, in part, whenever for any reason, the City shall determine that such termination is in the best interest of the City. Any such termination shall be effective upon written notice to the Consultant. However, no such termination shall relieve the Consultant of any outstanding duties imposed by the Agreement, including the requirement to hold the City harmless and to maintain insurance coverage insuring against loss arising out of the Project.
- B. If the Agreement is so terminated the City may take over the work and services and prosecute the same to completion by contract or otherwise. The Consultant, upon such termination, shall transfer title, and in the manner directed by the City, shall deliver to the City the completed or partially completed, plans, drawings information, other property and

records of work being performed, which, if this Agreement had been completed, would be required to be furnished to the City.

- C. After receipt of written notice of termination, the Consultant shall promptly submit to the City its termination claim in a form acceptable to the City. Such claim shall in no event be submitted later than one year from the effective date of termination.
- D. In the event that the parties cannot agree, in whole or in part, as to the amount due by reason of the termination of the Agreement pursuant to this clause, the City shall pay the Consultant the amount determined as the total of the following:
  - 1. The cost of all work performed prior to the effective date of termination.
  - 2. The cost of settling and paying claims arising out of and as a direct result of the termination;
  - 3. A sum as profit on subdivision 1. above, determined to be fair and reasonable, provided however, that if the Consultant would have sustained a loss on the entire Agreement had it been completed, no profit shall be included or allowed under this subdivision 3., and an appropriate adjustment shall be made reducing the amount of settlement to reflect the indicated rate of loss. The total sum to be paid under this section shall not exceed the total price of this Agreement specified hereinabove, reduced by the amount of payments otherwise made, and further secured by the value of work remaining incomplete at the time of the termination of this Agreement.

#### Section 2.602 Termination for Default

- A. The performance of work under this Agreement may be terminated by the City in accordance with this clause in whole, or, from time to time, in part, whenever the Consultant shall default in performance of this Agreement in accordance with its terms (including in the term "default" any failure by the Consultant to make progress in the prosecution of the work hereunder which endangers such performance) and shall fail to cure diligently such default within a period of ten days or (or such longer period as the City may allow) after delivery by the City of a notice specifying the default.
- B. If this Agreement is to be terminated, the City may take over the work and services and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the City for any excess cost occasioned thereby.
- C. The total fee payable shall be such proportionate part of the fee as the value of the actual work completed and delivered bears to the value of the work required or contemplated by this Agreement.
- D. This Agreement may not be so terminated if the failure to perform arises from unforeseeable causes beyond the control and without the fault or negligence of the Consultant.
- E. If, after notice of termination of this Agreement under the provisions of this section, it is determined for any reason that the Consultant was not in default or that the default was excusable the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the clause of this Agreement entitled "Termination for the Convenience of the City."
- F. The rights and remedies of the City provided in this clause are in addition to any other rights and remedies provided by law or under this Agreement.

**ARTICLE II, Part 7. General**

**Section 2.701 Prohibition Against Assignment**

The Consultant agrees that it is prohibited from assigning or otherwise disposing of this Agreement or any of its contents, or of its right, title or interest therein, or of its power to execute such contract to any other person or corporation without the previous consent in writing of the City.

**Section 2.702 Compliance with All Laws**

The Consultant agrees that during the performance of the work required pursuant to this Agreement, the Consultant, and all employees working under its direction, shall strictly comply with all local, state or federal laws, ordinances, rules or regulations controlling or limiting in any way their actions during their said performance of the work required by this Agreement. Furthermore, each and every provision of law, and contractual clause required by law to be inserted in this Agreement shall be deemed to be inserted herein. If, through mistake or otherwise, any such provision is not inserted or is not correctly inserted, then upon the application of either party this Agreement shall be forthwith physically amended to make such insertion or correction.

**Section 2.703 Successors**

The City and the Consultant each bind their successors, executors, administrators and assigns in respect of all covenants of this Agreement.

**Section 2.704 Interest of City and Consultant in Contract**

The City and the Consultant agree that no member, officer, or employee of the City or of the Consultant or assignees agents shall have any interest, direct or indirect, in any contract or subcontract or the proceeds thereof, for work to be performed in connection with the program assisted under the Agreement.

**Section 2.705 Permits, Laws and Taxes**

- A. In the event that services performed by the Consultant for the City are subject to taxation under Article 28 of the Tax Law (sales and compensating use tax) the Consultant shall receive from the City the material necessary to obtain a tax exempt certificate upon written request.
- B. The Consultant shall pay all taxes, applicable to the work and materials supplied under this Agreement, it being understood that in no case shall any such tax be borne by the City, except as provided in subparagraph A. above.

**Section 2.706 Obligations Limited to Funds Available**

The parties specifically agree that the Consultant's duty to perform work under this Agreement and the City's obligation to pay for that work, including any out-of-pocket and subcontracting expenses of the Consultant, shall be limited to the amount of money actually appropriated by the City Council and encumbered (i.e., certified as being available) for this Project by the City Director of Finance (or his authorized deputy). This provision shall limit the parties' obligation to perform even though this Agreement may provide for the payment of a fee greater than the appropriated and encumbered amount.

#### Section 2.707 Extent of Agreement

This Agreement constitutes the entire and integrated Agreement between and among the parties hereto and supersedes any and all prior negotiations, Agreements, and conditions, whether written or oral. Any modification or amendment to this Agreement shall be void unless it is in writing and subscribed by the party to be charged or by its authorized agent.

#### Section 2.708 Law and Forum

This Agreement shall be governed by and under the laws of the State of New York and the Charter of the City of Rochester. The parties further agree that Supreme Court of the State of New York, held in and for the County of Monroe shall be the forum to resolve disputes arising out of either this Agreement or work performed according thereto. The parties waive all other venue or forum selections. The parties may agree between themselves on alternative forums.

#### Section 2.709 No Waiver

In the event that the terms and conditions of this Agreement are not strictly enforced by the City, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the City from enforcing each and every term of this Agreement thereafter.

#### Section 2.710 Severability

If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby, if such remainder would then continue to conform to the laws of the State of New York.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the day first written above.

THE CITY OF ROCHESTER

XXX CONSULTANTS

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Malik D. Evans, Mayor

Name:

Federal Tax Payer Id No.: \_\_\_\_\_

STATE OF NEW YORK  
COUNTY OF MONROE

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the subscriber, personally came

MALIK D. EVANS to me known, who being by me duly sworn, did depose and say that she resides in the City of Rochester, that she is the Mayor of the City of Rochester, the municipal corporation described in the above Agreement; that she signed her name thereto by authority of Ordinance No. 2024-XXX.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK  
COUNTY OF MONROE

On this \_\_\_\_ day of \_\_\_\_\_, 2024 before me, the undersigned, a Notary Public in and for said

State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

# **SCHEDULE A**

## **Fee Schedule**

DRAFT

**Appendix A**  
**Workforce Staffing Plan**

DRAFT

**Appendix B**  
**MWBE Utilization Plan**

DRAFT

# **Appendix C**

## **Prevailing Wage Rates**

### **PREVAILING WAGE RATES AND SUPPLEMENTS SCHEDULE**

No survey work is included in the scope of services for this agreement. Should survey work or other work for which workers are required to be paid at Prevailing Wage Rates and Supplemental Benefits, the City will obtain a schedule of Prevailing Wage Rates and Supplemental Benefits that shall be incorporated into this agreement and the Consultant shall pay covered workers accordingly.

DRAFT

# Appendix D

## City Digital File Standards

### City of Rochester Digital Record File Standards

- The complete digital record files and the abbreviated digital record file to update the GIS map shall include a transmittal letter and labeled disks or CD-ROM with the following information:

Project Code, Project Name and Project Limits;  
 Designer's Name and Firm Name;  
 Software and Version;  
 Disks numbered # of Total # of disks.

A Readme.txt file shall be placed on the #1 disk and include all the label information plus the following:

File Index with a description of each file;  
 Layer/Level name and description.

- The digital file submitted to update the City's GIS map must conform to the following City standards:

File Medium: IBM-formatted CD-ROM;  
 Software: Microstation, or AutoCAD;  
 File Formats: DGN, DXF or DWG only.  
 Files may be self extracting compressed files, if needed.

The abbreviated digital record file shall contain only the features that are newly constructed as part of the project and listed below. All other data shall be deleted from the project's digital design files prior to submission to the City. The abbreviated digital record file shall have the entire project length on one file. The pa, wl, and dr layers shall contain no labels or text. The features shall be on 10 separate layers and indexed for retrieval, as follows:

<u>Layer Name</u>	<u>Definition</u>
pa	New Curb Line - a single line at the edge of pavement; New Gutter - a single line at the edge of pavement, and single line at outside edge of gutter;
wl	New Sidewalks - single line at edges of concrete including outside edges of handicap ramp;
dr	New Driveway Aprons - a single line from outside edge of aprons from pavement line to R.O.W. line;
li	New or Relocated Street Lights - defined as a point;
tr	New Street Trees - defined as a point;
mon	All Control Monumentation (RCS, USC & GS, etc.) within project limits as defined as points;
row	Streetlines (determined by survey methods);
ne	Grid or Grid Tics (100' spacing) with NAD '83 coordinate values labeled on grid;
wm	Water Mains (if constructed as part of the project) - single line for new water main;
sm	Sewer Mains (if constructed as part of the project) - single line for new water main.

# **Appendix E**



City of Rochester, NY

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## **NOTICE TO EMPLOYEES CONCERNING CITY OF ROCHESTER**

### **LIVING WAGE ORDINANCE**

**THIS SHALL SERVE AS NOTICE TO ALL EMPLOYEES THAT ANY EMPLOYER WHO IS A CONTRACTOR OR SUBCONTRACTOR DIRECTLY INVOLVED IN PROVIDING A SERVICE TO THE CITY OF ROCHESTER PURSUANT TO A SERVICE CONTRACT THAT INVOLVES THE EXPENDITURE BY THE CITY OF AT LEAST \$50,000 DURING THE PERIOD OF ONE YEAR SHALL BE SUBJECT TO THE REQUIREMENTS OF THE ROCHESTER LIVING WAGE ORDINANCE. COVERED EMPLOYERS SHALL PAY NO LESS THAN A LIVING WAGE TO THEIR COVERED EMPLOYEES, AS SET FORTH IN SECTION 8A-18 OF THE MUNICIPAL CODE OF THE CITY OF ROCHESTER. SUCH EMPLOYEES SHALL HAVE THE RIGHT TO FILE A COMPLAINT WITH THE CITY IF THEY BELIEVE THAT THEIR EMPLOYER IS NOT COMPLYING WITH THE REQUIREMENTS OF SECTION 8A-18, BY CALLING THE TELEPHONE NUMBER LISTED BELOW. COMPLAINTS MUST BE MADE WITHIN ONE YEAR FROM THE DATE OF VIOLATION AND WILL BE INVESTIGATED PROMPTLY BY THE CITY. ALL COMPLAINTS WILL BE TREATED AS CONFIDENTIAL AND WILL NOT BE DISCLOSED TO THE EMPLOYER WITHOUT THE CONSENT OF THE EMPLOYEE, EXCEPT WHEN REQUIRED TO ACCESS INFORMATION NECESSARY TO INVESTIGATE THE COMPLAINT.**

*To file a complaint, please call the City of Rochester Office of Public Integrity:*

*585-428-7245*

## **Appendix F**

### **AMERICAN RESCUE PLAN ACT OF 2021 FUNDS REQUIRMENTS**

DRAFT

This project is funded in whole or part by funds provided by the United States Treasury pursuant to the American Rescue Plan Act of 2021 (ARPA). Contractors must comply with the mandatory ARPA requirements in addition to the City of Rochester's policies and procedures for public works construction contracts.

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program.

1. General Requirements – ARPA Funded Projects:

- a. **SAM.gov Requirements.** Contractors are required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>).

Contractors shall obtain a DUNS Number, or SAM Unique Entity Identifier (UEI) Number as requested and shall provide it to the City of Rochester prior to the date the City issues a Notice of Award.

Bidders must be aware that the City will not enter into a contract agreement with a Contractor until the Contractor provides the City with a CAGE (Commercial And Government Entity) number which is required for federally funded projects. A UEI (Unique Entity Identifier) number is required in order to obtain a CAGE number. Both numbers can be obtained at [www.sam.gov](http://www.sam.gov). It can take up to thirty (30) days or more to obtain a UEI number and a CAGE number. Therefore, Bidders are strongly urged to obtain at least a UEI number prior to the bid opening if they do not already have one.

- b. **Recordkeeping Requirements.** Contractors must maintain records and financial documents for five years after the deadline for expenditure of all funds, December 31, 2026. Treasury may request transfer of records of long-term value at the end of such period. Such records should be collected, transmitted, and stored in open and both digital and machine-readable formats.

Your organization must agree to provide or make available such records to City of Rochester and/or Treasury upon request, and to the Government Accountability Office ("GAO"), Treasury's Office of Inspector General ("OIG"), and their authorized representative in order to conduct audits or other investigations.

- c. **Prevailing Wages and Reporting Requirements.** Prevailing Wage requirements under New York State Labor Law Articles 8 and 9 and under federal law (often referred to as Davis-Bacon) apply to the work in this contract. For the purpose of this project and contract, the prevailing wage rate is the higher of the federal or state.

Contractors and subcontractors shall submit Certified Payrolls, Workforce and Minority and Women-Owned Business Enterprise (MWBE) information on forms approved by the City, including but not limited to, the City approved web-based reporting system, and, if required by other funding agency on the approved (funding agency) reporting system.

- d. **Use of Funds.** Funds to be disbursed pursuant to this Agreement may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing. Contractor will determine prior to engaging in the Purchase that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the Project.

- e. **Funding Deadlines.** Federal regulations require that any SLFRF funds used in connection with the Project be obligated by December 31, 2024, and actually expended by December 31, 2026, in all cases. Any funds not obligated or spent by those dates will be subject to recapture by the City and U.S. Treasury.
- f. **Conflict of Interest.** Contractor understands and agrees that it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Contractor must disclose in writing to the City, Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.
- g. **Remedial Actions.** In the event of Contractor's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury (and the City) may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339 or as otherwise set forth in an agreement. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
- h. **False Statements.** The making of false statements or claims in connection with an agreement funded by ARPA is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
- i. **Publications.** Any publications produced with funds from this award must display the following language: "This Purchase [is being] [was] supported, in whole or in part, by federal award number [enter Purchase FAIN] awarded to the City of Rochester by the U.S. Department of the Treasury."
- j. **Other Provisions** including applicable requirements imposed by the U.S. Treasury pursuant to 2 C.F.R. Part 200 not otherwise mentioned here, are hereby incorporated herein by reference. Further, Contractors must comply with 41 U.S.C. § 4712, Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), and Executive Order 13513, 74 FR 51225.
- k. **City Obligations Contingent on Federal Funding and Contractor Compliance.** The payment of funds pursuant to this Agreement shall be contingent upon the receipt of ARPA funds by the City and shall be subject to the Contractor's continued eligibility to receive funds under the applicable provisions of State and Federal Law. If the amount of funds received by the City is reduced, the City may reduce the amount of funds awarded under this Agreement or terminate this Agreement. The City may also deny payment for Contractor's expenditures where invoices or other reports are not submitted by the deadlines specified in this Agreement or for failure of Contractor to comply with the terms and conditions of this Agreement.
- l. **Closeout.** Contractor shall close out this Agreement in accordance with 2 CFR § 200.344 and § 200.345. Final payment request(s) under this Agreement must be received by the City no later than thirty (30) days after the earlier of the Termination Date or Expiration of this Agreement. The City will not accept a payment request submitted after this date without prior authorization from the City. In consideration of the execution of this Agreement by the City, Contractor agrees that acceptance of final payment from the City will constitute an agreement by Contractor to release and forever discharge the City, its agents, employees, officers, representatives, affiliates, successors and assigns

from any and all claims, demands, damages, liabilities, actions, causes of action or suits of any nature whatsoever, which Contractor has at the time of acceptance of final payment or may thereafter have, arising out of, in connection with or in any way relating to any and all injuries and damages of any kind as a result of or in any way relating to this Agreement. The Contractor's obligations to the City under this Agreement shall not terminate until all closeout requirements are completed to the satisfaction of the City. Such requirements shall include submitting final reports to the City and providing any closeout-related information requested by the City by the deadlines specified by the City. This provision shall survive the expiration or termination of this Agreement.

m. **Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms.** The Contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, including:

- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
- 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- 6) Requiring subcontractors, if any, to take the same affirmative steps imposed by this section and 2 CFR Part 200, Subpart D, 200.321.

2. Construction Contract Requirements – ARPA Funded Projects:

Contractors and subcontractors shall comply with the following federal laws and regulations during the performance of the work for this project:

- a. **Equal Employment Opportunity.** Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- b. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** All construction contracts in excess of \$2,000 as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.

- c. **Copeland “Anti-Kickback” Act (40 U.S.C. 3145).** As supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or Contractor must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The recipient shall report all suspected or reported violations to the City of Rochester’s Office of Compliance at 585-428-6789, or [compliance@cityofrochester.gov](mailto:compliance@cityofrochester.gov)
- d. **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Applies to all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- e. **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – applies to all contracts in excess of \$150,000.** Contractors must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- f. **Debarment and Suspension (Executive Orders 12549 and 12689).** A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- g. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier of Contractor or Subcontractor certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the City of Rochester.

- h. **The Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328)**, which limits certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance. Federal funds may not be used for this purpose under the same circumstances, and the same requirements apply to Contractors.
- i. **Procurement of recovered materials.** Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. 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.
- j. **Domestic preferences for procurements.** As appropriate and to the extent consistent with law, Contractors, to the greatest extent practicable under a Federal award, shall provide, purchase, acquire, or use goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
- k. **Required Programmatic Data for Infrastructure Projects (as applicable).** For projects including Water, Sewer, and Broadband Expenditure Categories, more detailed project-level information is required. Each project will be required to report expenditure data as described above, but will also report the following information:
- i. Water and sewer projects:
    - National Pollutant Discharge Elimination System (NPDES) Permit Number (if applicable; for projects aligned with the Clean Water State Revolving Fund)
    - Public Water System (PWS) ID number (if applicable; for projects aligned with the Drinking Water State Revolving Fund)
  - ii. Broadband projects:
    - Confirm that the project is designed to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds.
      - o If the project is not designed to reliably meet or exceed symmetrical 100 Mbps download and upload speeds, explain why not, and
    - Confirm that the project is designed to, upon completion, meet or exceed symmetrical 100 Mbps download speed and between at least 20 Mbps and 100 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.

- l. **Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200**, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
  - m. **Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170**, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference
  - n. **OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180**, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
  - o. **Recipient Integrity and Performance Matters**, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
  - p. **Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.**
  - q. **New Restrictions on Lobbying, 31 C.F.R. Part 21.**
  - r. **Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655)** and implementing regulations.
3. City of Rochester's Standard Policies and Procedures Applicable to ARPA Funded Projects:
- a. **Bonds and Insurance Forms.** Contractors shall comply with all requirements described in Article 4 Bonds and Insurance of the General Terms and Conditions, and as revised under the Supplementary Terms and Conditions section.
  - b. **Apprenticeship Training Program for Construction Contracts.** Contractors shall comply with all requirements described in Subsection SLR 17 of the Supplementary Laws and Regulations.
  - c. **Incentive Program for Public Works Contracts.** Contractors may utilize the program as described in Subsection SLR 18 of the Supplementary Laws and Regulations.
  - d. **Minority and Women Business Enterprise (MWBE) Plan.** Contractors shall comply with all requirements described in Subsection SLR 19 of the Supplementary Laws and Regulations.
  - e. **Workforce Goals and Requirements.** Contractors shall comply with all requirements described in Subsection SLR 20 of the Supplementary Laws and Regulations.

4. Statutes and regulations relating to the prohibition of discrimination relating to projects funded by the American Rescue Plan Act of 2021:

- i. **Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.)** and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
- ii. **The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.)**, which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. **Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794)**, which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- iv. **The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.)**, and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. **Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.)**, which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

5. Additional requirements applying to this contract include the following:

- E. Contractor understands and agrees that the funds to be disbursed pursuant to this Agreement may only be used in compliance with Section 603(c) of the Social Security Act, Treasury's regulations implementing that section, 31 CFR Part 35, the Final Rule, and guidance issued by Treasury regarding the foregoing. As such, Contractor understands and agrees that the City is not obligated to reimburse Contractor for any work, materials, or otherwise, which are not approved in advance by the City, and which are not eligible pursuant to the foregoing authority.
- F. Federal regulations require that any SLFRF funds used in connection with the Purchase be obligated by December 31, 2024, and actually expended by December 31, 2026, in all cases. Any funds not obligated or spent by those dates will be subject to recapture by the City and U.S. Treasury. In the event that any proceeds have been paid by the City but work has not been performed as of December 31, 2026, funding provided for the Purchase shall immediately be returned to the City.
- G. The City shall only reimburse Contractor for documented expenditures incurred in the performance of this Agreement that are: (i) reasonable and necessary to carry out the scope of work described pursuant to this Agreement; (ii) in accordance with the budget approved by the City; (iii) incurred in accordance with all applicable requirements for the expenditure of funds payable under this Agreement. In no event shall the City pay or otherwise compensate Contractor for any costs that were incurred prior to the date of execution of this Agreement, after termination of this Agreement, and/or outside the scope of this Agreement.
- H. City Obligations Contingent on Federal Funding and Contractor Compliance. The payment of funds pursuant to this Agreement shall be contingent upon the receipt of ARPA funds by the City and shall be subject to the Contractor's continued eligibility to receive funds under the applicable provisions of State and Federal Law. If the amount of funds received by the City is reduced, the City may reduce the amount of funds awarded

under this Agreement or terminate this Agreement. The City may also deny payment for Contractor's expenditures where invoices or other reports are not submitted by the deadlines specified in this Agreement or for failure of Contractor to comply with the terms and conditions of this Agreement.

I. Termination for Convenience of the City

(1) This Agreement may be terminated by the City in accordance with this section in whole, or from time to time, in part, whenever for any reason, the City shall determine that such termination is in the best interest of the City. Any such termination shall be effective upon written notice to the Contractor. However, no such termination shall relieve the Contractor of any outstanding duties imposed by the Agreement, including the requirement to hold the City harmless and to maintain insurance coverage insuring against loss arising out of the Project.

(2) If the Agreement is so terminated the City may take over the work and services and prosecute the same to completion by contract or otherwise. The Contractor, upon such termination, shall transfer title, and in the manner directed by the City, shall deliver to the City the completed or partially completed, plans, drawings information, other property and records of work being performed, which, if this Agreement had been completed, would be required to be furnished to the City.

(3) After receipt of written notice of termination, the Contractor shall promptly submit to the City its termination claim in a form acceptable to the City. Such claim shall in no event be submitted later than one year from the effective date of termination.

(4) In the event that the parties cannot agree, in whole or in part, as to the amount due by reason of the termination of the Agreement pursuant to this clause, the City shall pay the Contractor the amount determined as the total of the following:

- a. The cost of all work performed prior to the effective date of termination.
- b. The cost of settling and paying claims arising out of and as a direct result of the termination;
- c. A sum as profit on subdivision 1. above, determined to be fair and reasonable, provided however, that if the Contractor would have sustained a loss on the entire Agreement had it been completed, no profit shall be included or allowed under this subdivision 3., and an appropriate adjustment shall be made reducing the amount of settlement to reflect the indicated rate of loss. The total sum to be paid under this section shall not exceed the total price of this Agreement specified hereinabove, reduced by the amount of payments otherwise made, and further secured by the value of work remaining incomplete at the time of the termination of this Agreement.

J. In addition to all other requirements in this Agreement, Contractor understands that the following compliance provisions applying to Revenue Loss Funds used for the Provision of Government Services pursuant to Uniform Guidance Subpart D and E apply to the funds utilized for this Agreement:

- a. 200.300 Statutory and national policy requirements.
- b. 200.302 Financial management.
- c. 200.303 Internal controls.
- d. 200.328 Financial reporting.
- e. 200.329 Monitoring and reporting program performance.

- f. Record Retention and Access (2 C.F.R. 200.334 – 200.338)
  - i. 200.334 Retention requirements for records.
  - ii. 200.335 Requests for transfer of records.
  - iii. 200.336 Methods for collection, transmission, and storage of information.
  - iv. 200.337 Access to records.
  - v. 200.338 Restrictions on public access to records.
- g. Remedies for Noncompliance (2 C.F.R. 200.339 – 200.343) to the extent that such provisions apply to the City
  - i. 200.339 Remedies for noncompliance.
  - ii. 200.340 Termination.
  - iii. 200.341 Notification of termination requirement.
  - iv. 200.342 Opportunities to object, hearings, and appeals.
  - v. 200.343 Effects of suspension and termination.
- h. 200.344 Closeout, to the extent that such provisions apply to the City
- i. 200.345 Post-closeout adjustments and continuing responsibilities, to the extent that such provisions apply to the City.
- j. 200.346 Collection of amounts due.
- k. 200.400(a) - (c), and (e) Policy guide.
- l. 200.403(a), (c), (d), (g), and (h) Factors affecting allowability of costs.
- m. 200.404(e) Reasonable costs.

6. Additionally, Contractors and subcontractors shall comply with all applicable City of Rochester standard policies and procedures for public works construction contracts, including but not limited to, the following:

#### **CERTIFICATION FOR FEDERAL AID CONTRACTS**

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal 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.

2. 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 Federal 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

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 Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

The prospective participant also agrees by submitting his/her bid or proposal that he/she shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000.00 and that such Contractors shall certify and disclose accordingly.

**CITY OF ROCHESTER  
MWBE FORM A  
MWBE UTILIZATION PLAN – PROFESSIONAL CONSULTANT SERVICES**

**MWBE GOALS: MBE 15%, WBE 15%**

Project Name \_\_\_\_\_ Agreement # \_\_\_\_\_

Consultant \_\_\_\_\_ Total Contract Amount\* \$ \_\_\_\_\_ Original Plan  Revised Plan

MWBE Business Name	M B E	W B E	Scope of Work to be Performed	Projected Start Date	Projected End Date	Total Amount of MWBE Subcontract	Percentage of Total Contract*
<b>TOTAL:</b>							

\*Total Contract equals contract award plus all change orders

Authorized Person \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

Approved by MWBE Officer \_\_\_\_\_ Date \_\_\_\_\_

City of Rochester  
Professional Consultant Services Workforce Utilization Report

PROJECT NAME:		FOR WORK DONE FROM: _____ TO _____				MINORITY GOAL	FEMALE GOAL		
CONSULTANT:		AGREEMENT NUMBER:				20.00%	6.90%		
TRADE	EMPLOYEES WORKING ON PROJECT (NUMBER OF EMPLOYEES / HOURS WORKED)	TOTAL		MINORITY		NON-MINORITY		MINORITY %	FEMALE %
		M	F	M	F	M	F		
<b>Officials, Administrators</b>	Employees								
	Hours								
<b>Professionals</b>	Employees								
	Hours								
<b>Technicians</b>	Employees								
	Hours								
<b>Sales Workers</b>	Employees								
	Hours								
<b>Office, Clerical</b>	Employees								
	Hours								
<b>Craft Workers</b>	Employees								
	Hours								
<b>Laborers</b>	Employees								
	Hours								
<b>Temporary, Apprentices</b>	Employees								
	Hours								
<b>Other (Specify)</b>	Employees								
	Hours								
<b>TOTAL WORKFORCE</b>	Employees								
	Hours								

<b>Prepared by (Signature):</b>	<b>Title:</b>	<b>Phone:</b>
<b>Printed Name:</b>	<b>Date:</b>	<b>Email:</b>

*Consultants shall submit this form at least quarterly (i.e. every three (3) months after the start of the agreement), or as otherwise requested by MWBE Officer. Reports shall be submitted with each invoice if filed more frequently than once per quarter.*



**City of Rochester**  
**Department of Environmental Services**  
**Bureau of Architecture and Engineering**  
**Revised: September 23, 2021**

Consultant/Contractor Information Form

Project Name: \_\_\_\_\_

(Please Note: Consultant/Contractor to verify and submit form for each new project)

**Part A: Department of State Verification**

Please supply the following information and verify that it matches the information shown on following website:

<https://apps.dos.ny.gov/publicInquiry/>

<b>Current Entity Name:</b>	
<b>DOS ID #:</b>	
<b>Initial DOS Filing Date:</b>	
<b>County:</b>	
<b>Jurisdiction:</b>	
<b>Entity Type:</b>	
<b>Current Entity Status:</b>	

**Chief Executive Officer Information:**

<b>Name:</b>	
<b>Address:</b>	

**Principal Executive Office Information:**

<b>Name:</b>	
<b>Address:</b>	

The information provided and located on the DOS website matches.

The information on the DOS website is out of date. The information provided is the corrected information.

Check box if your firm is certified and listed on the New York State Directory of Certified Minority and Women-Owned Business Enterprises (MWBE).

**Part B: Local Office Information**

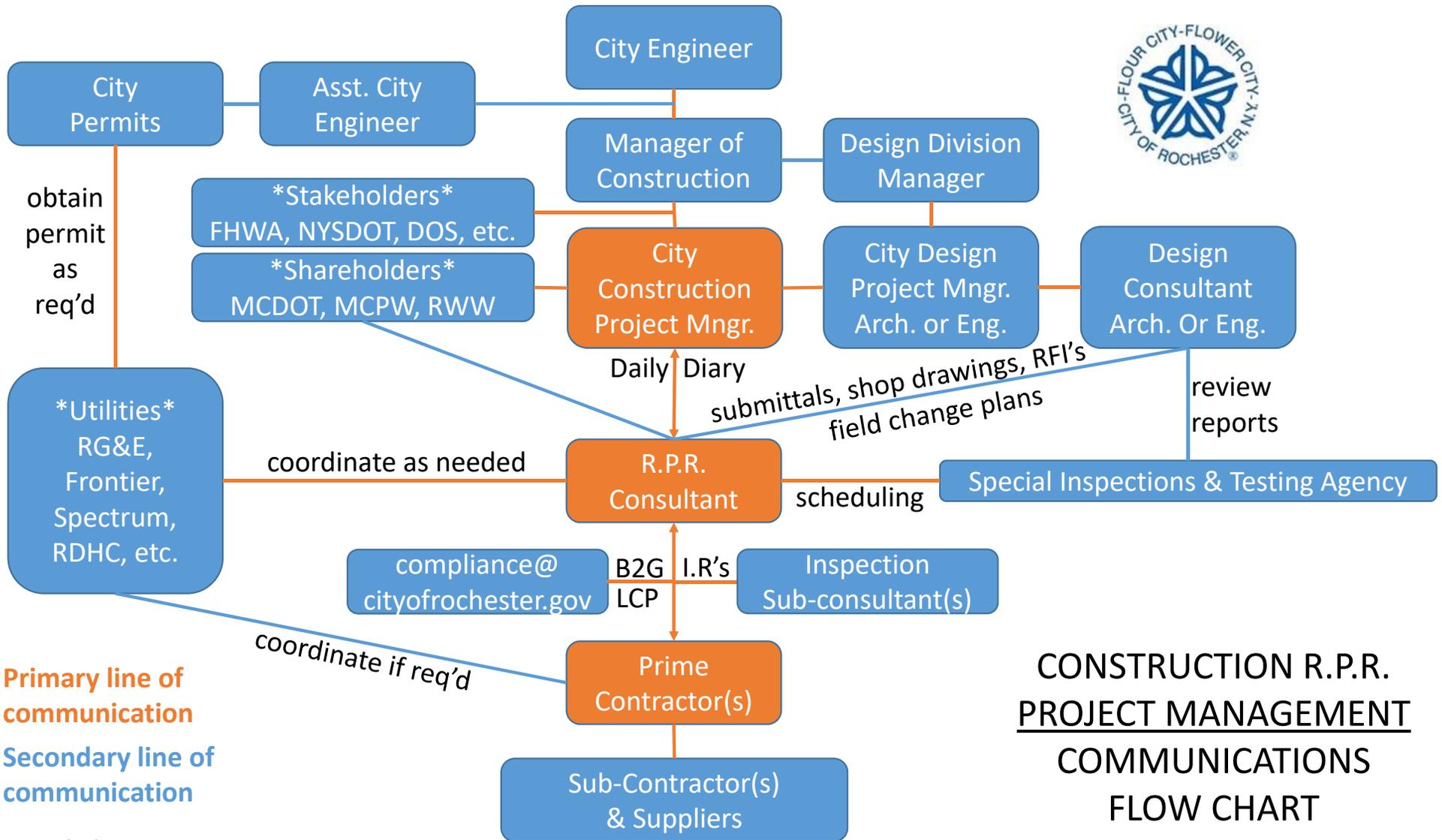
Please supply the name of the person who will be administering the project. Also identify the local address of where the project will be administered.

Name:	
Title:	
Address:	

**Part C: Executed Agreement Information**

Please supply the name of the person who will be administering the executed agreement.

Name:	
Title:	



## CONSTRUCTION R.P.R. PROJECT MANAGEMENT COMMUNICATIONS FLOW CHART