

City of Rochester  
Request for Proposals  
**PROFESSIONAL ENGINEERING SERVICES**  
**FOR**  
**Corrosion Engineering Services**

Proposals to be received by 4:00 PM

December 4, 2023

Submit Proposals to:

Michael J. Bushart, P.E.  
Managing Engineer/Water Design  
City of Rochester DES/Water Bureau  
10 Felix Street  
Rochester, NY 14608

Issued: November 8, 2023

# TABLE OF CONTENTS

<b>SECTION</b>	<b>PAGE</b>
1.0 INTRODUCTION.....	3
2.0 BACKGROUND.....	3
3.0 COMMUNICATIONS .....	5
4.0 SCOPE OF SERVICES .....	6
5.0 PRE-PROPOSAL MEETING.....	8
6.0 PROPOSAL PREPARATION AND SUBMISSION PROCESS.....	8
7.0 PROPOSAL CONTENT .....	9
8.0 EVALUATION CRITERIA.....	10
9.0 MISCELLANEOUS.....	12

## **EXHIBITS (to be completed and returned with Proposal)**

- A. City of Rochester Professional Consultant Services Workforce Staffing Plan
- B. City of Rochester MWBE Utilization Plan – Professional Consultant Services
- C. Consultant Information Form

## **APPENDICES**

- A. Article I (DRAFT) and Article II of Standard Professional Services Agreement

# REQUEST FOR PROPOSAL

## 1.0 INTRODUCTION

The City of Rochester (City) Water Bureau is soliciting proposals from an experienced and qualified firm to provide assistance in corrosion engineering and cathodic protection for both small and large diameter cast iron (CI), ductile iron pipe (DIP), and steel water mains located in the Upland Transmission System (Uplands System), Domestic Distribution System (Distribution System), and the Holly Fire System (Holly System). Work will involve evaluation, recommendation, design and inspection of cathodic protection systems. Metallic water mains in most cases are buried; however, some may be submerged in water.

This project will be administered and managed by the Engineering Division of the Bureau. The Bureau is a unit of the Department of Environmental Services (DES).

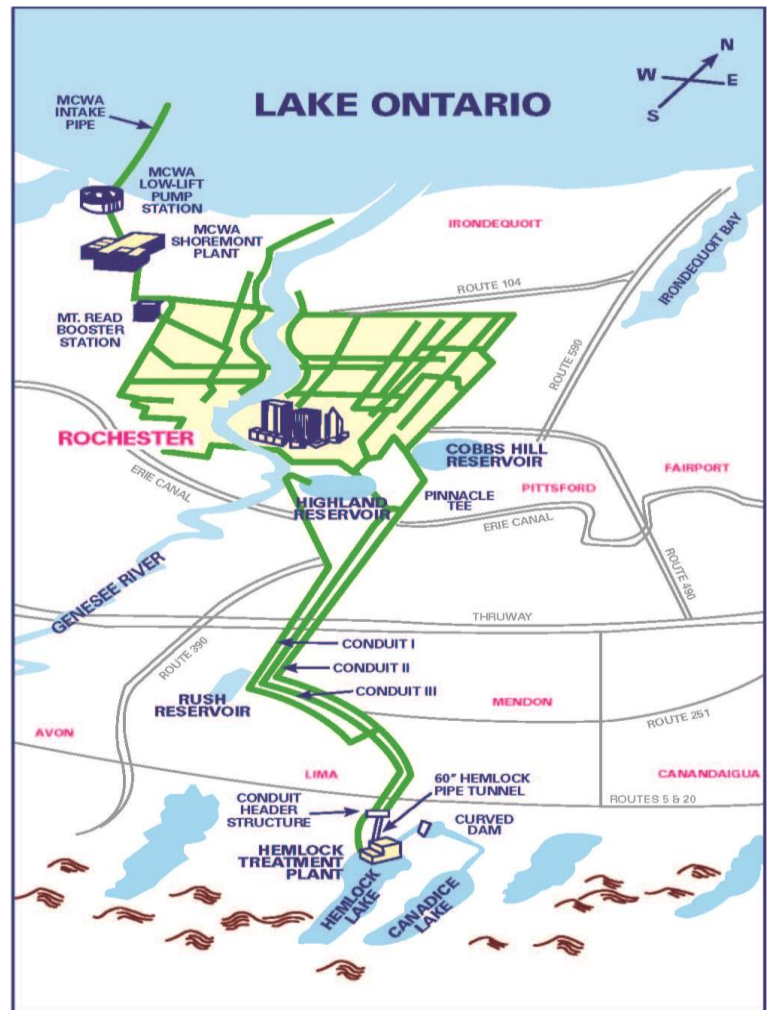
Interested firms shall prepare a comprehensive proposal for the services required to successfully perform the scope of work for the Corrosion Protection Project as described in this Request for Proposal (RFP).

Firms shall also be prepared to comply with all the City's contractual requirements and hiring practices. The Appendix contains a draft copy of Article I and Article II of the Professional Services Agreement (PSA) that will be executed between the City and the selected Consultant. Article I of the Agreement will be finalized during the negotiation process with the Consultant.

## 2.0 BACKGROUND

Since 1876, the Water Bureau has been delivering quality drinking water from Hemlock and Canadice Finger Lakes to the City. On a yearly average, the City's Hemlock Lake Water Filtration Plant (Hemlock WFP) produces 37 million gallons per day (MGD), which is delivered to the residents and businesses in the City and wholesaled primarily to the Monroe County Water Authority (MCWA), the Town of Livonia, Livingston County Water & Sewer Authority and the Town of Lima.

Treated water flows by gravity from Hemlock WFP through a 6-foot x 6-foot horseshoe shaped masonry brick tunnel for approximately 2 miles to an underground Conduit Header Structure. The tunnel was constructed in 1894. A 60-inch diameter fiberglass composite pipe was installed in the tunnel in 1991. A 36-inch diameter steel bypass pipe (Tunnel Bypass), which runs parallel of the tunnel, was installed in



1964. An impressed current cathodic protection system was installed on the Tunnel Bypass several years later.

From the Conduit Header Structure, three conduits (Conduits 1, 2, and 3) extend north to Rush Reservoir. From Rush Reservoir, all three conduits extend northerly to the City's Highland and Cobbs Hill Reservoirs. The conduits range in size from 24-inches to 38-inches in diameter. Conduit 1 was constructed between 1874 to 1875 using wrought iron and CI pipe. Conduits 2 was constructed between 1893 and 1894, which consists almost exclusively of riveted steel pipe. Conduit 3 was constructed between 1914 and 1918 using lockbar steel and CI pipe. A 24-inch diameter spiral welded steel pipeline connecting Conduits 2 and 3 with Conduit 1 (Crossover) was constructed in 1934. The Crossover was replaced in 2001 with 30-inch diameter DIP. A 9.6 mile section of Conduit 1, between the Conduit Header Structure and the Crossover, has been taken out of service since the mid-1960s due to extensive leaking.

The City maintains over 590 miles of water mains of various sizes within the water Distribution System. The water Distribution System contains over 7,200 fire Hydrants and over 58,000 metered water services. The Water Bureau provides domestic water and fire-fighting water to the residents of the City as well as provides water to all industry and businesses located within the City. The City also maintains a high-pressure firefighting water system that is located primarily within the central business district. This non-potable water system is referred to as the Holly System. The pump station for the Holly System is located on Mill Street. The Holly System supplies sprinkler systems and some fire hydrants. This system consists of approximately 21.4 miles of water mains ranging in size from 4-inches to 20-inches diameter.

### **Water Main Materials**

Maintenance performed on the Conduit System has varied throughout the years. Approximately 22 years after installation of Conduit 1 there were over 1,000 leaks that had been repaired between Hemlock Lake and Rush Reservoir. The majority of these leaks were on the wrought iron sections and were primarily attributed to leaking lead joints. Additionally, some corrosion pitting occurred in the wrought iron piping. Numerous corrosion holes were repaired approximately 7 years after the installation of Conduit 2. A pipeline exterior recoating operation was started on the conduits, which continued for more than a decade. Significant portions of the conduits had an application of cement mortar lining applied to the pipe interior in the 1940s and 1950s. A substantial reduction in the number of reported leaks was observed several years after the cement mortar lining was installed. By 1974, the entire Conduit System had received a cement mortar lining.

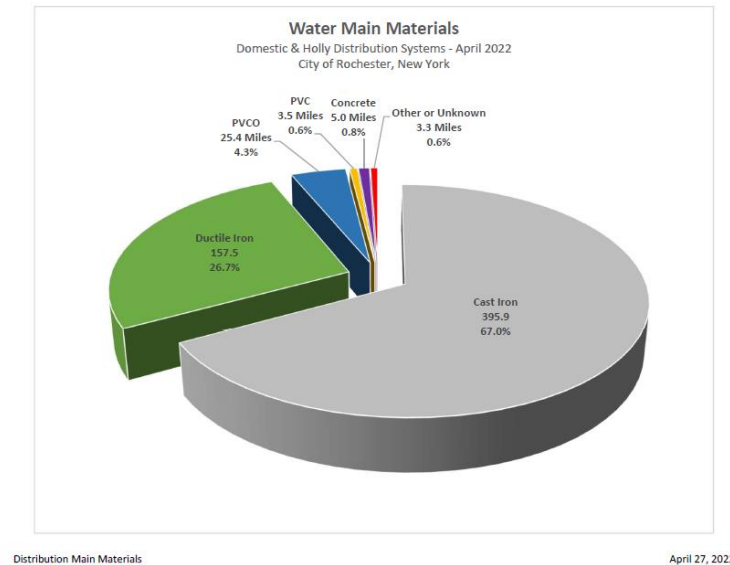
Besides the cathodic protection system on the Tunnel Bypass, an impressed current cathodic protection system with sacrificial anodes and test stations was installed on approximately 10 miles of Conduits 2 and 3 in the early 2000s.

Over the years, the existing sections of the 24-inch diameter wrought iron pipe for Conduit 1 has been replaced, with the last remaining 14,000 linear feet located within the Towns of Rush and Mendon replaced with a tape wrapped spiral welded steel pipe with a cement mortar lining in 2005.

In 2017, the City engaged a consultant to design on impressed current cathodic protection system for Conduits 2 and 3 from Sycamore Ridge to the Rush Reservoir in the Towns of Rush and Mendon. The project was completed in 2021.

Installation of the City's Water Distribution System began in 1873. CI pipe was the material used up until the 1970's when the City started using DIP. Beginning in the mid 1950's, CI and DIP water mains were installed with a factory applied cement mortar lining. All of the water mains installed between the

early 1970's and 2005 were DIP. From 2005 to the present, Polyvinylchloride (PVC) and Molecularly Oriented PVC (PVCO) have been predominantly used with limited use of DIP due to external corrosion and breakage concerns.



In the early 2000's, the City engaged a corrosion specialist to perform an evaluation of the distribution system within the City in response to several corrosion related failures of DIP that had been in service for only 20 years, while much older CI pipe was still in good condition. Some of the original CI pipe is 150 years old and still performing adequately today. Due to the increasing number of failures on DIP that were only 20 to 30 years old, the City evaluated cathodic protection systems and other pipe materials for the water distribution system.

In 2005, PVC was included in the City's approved products list and in 2007 PVCO was added to the list. PVCO is now the preferred material for water main replacement in the 6 to 12 inch diameter pipe size ranges. DIP is allowed in areas of high pressure, hydrocarbon soil contamination, and for some water mains and services. Additional requirements are placed on its use; including, polyethylene wrap, magnesium anode installation, joint bonding and installation of cathodic protection test stations. Approximately 25% of the pipe in the City's water distribution system is DIP or about 150 miles of water main.

### 3.0 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"):

Michael Bushart, P.E.  
Managing Engineer  
Rochester Water Bureau  
10 Felix Street  
Rochester, NY 14608  
[Michael.bushart@cityofrochester.gov](mailto:Michael.bushart@cityofrochester.gov)

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 in the Timeline. 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.

## **4.0 SCOPE OF SERVICES**

### **Project Area Definition**

The project area is located in the City limits on the streets, and other City property where Rush Reservoir and the Hemlock WFP are located in Monroe, Livingston, and Ontario Counties. In addition, it also includes public rights-of-way, City property and easements containing the conduits that convey water from the Hemlock Lake Water Filtration Plant to the City. The agreement will be performed on a yearly basis for a term of three years commencing in 2024 following approval by City Council and ending in 2027. The contract can be renewed for two additional year's total, in one-year increments, as directed by the Water Bureau.

The Consultant shall have on its staff and to retain during the performance of its services all appropriate professional personnel necessary to completely and accurately perform the services required. Corrosion engineering services shall either be performed by or under the direct supervision of a National Association of Corrosion Engineers (NACE) certified corrosion or cathodic protection specialists or licensed professional engineer registered to practice in the State of New York as required for the work.

The consultant shall be able to perform the following services in a professional and competent manner:

#### **A. Inspection, Testing, and Survey Services**

Perform on-site and laboratory corrosion sampling, investigations and testing of materials for identification of potential corrosion risk or cause of failure due to corrosion. Examples of materials to be sampled and tested include sections of pipe (e.g. ductile iron, steel, concrete, etc.), ground water, and various soil types.

Consultant shall perform soil corrosivity testing on various types of soils. The testing shall include; soil resistivity, pH, chlorides, sulfates, properties, and linear resistance polarization for classification of a soil corrosivity rating. The rating will be used to identify high soil corrosivity areas are located and to determine inspection frequency and future replacement.

Perform corrosion survey services; including, potential and current requirement surveys; in-situ electrical resistivity measurements of geologic materials in the area of the piping; list location, output, and purpose

of the direct-current sources in the earth situated within ¼ mile of the piping; and list all structures within ¼ mile of the vicinity of the piping, including any buried structures. Field surveying of any structures, piping, etc. shall either be performed by or under the direct supervision of a licensed surveyor registered to practice in the State of New York

#### **B. Infrastructure Condition Assessment**

Perform infrastructure condition assessment; including, but not limited to, failure analysis of existing pipelines to determine the amount of corrosion, identifying at-risk areas, thickness loss, coating condition and corrosion rate to provide an estimate of expected remaining operating life. Develop a pipe's corrosion profile to determine the pipe's likelihood to assist in determining the corrosion rates along the pipeline.

Testing may be performed without excavation as possible through use of x-ray, infrared ray, positive materials identification, etc. If excavation is required, the Bureau's staff will perform all excavation, protection, and backfill of existing pipelines.

Consultant shall conduct detailed analysis of all data collected by Water Bureau staff from test stations and rectifiers and make recommendations for adjustments, repairs, or field investigations where data show it is necessary. A summary of the data analysis and a report of recommendations shall be submitted. Data analysis will also be used to develop and plan improvements and/or new projects as needed.

#### **C. Cathodic Protection System and Pipeline Corrosion Assessment / Design**

Perform evaluation, recommendations for improvements, and design to the existing cathodic protection systems and assessment of existing pipelines; including, rectifier design, galvanic anode evaluation and design, and ground bed design. Existing cathodic protection systems include; rectifiers / impressed-current systems, anode wells / beds, and exterior coatings / wrapping of pipes.

#### **D. Over-Line Cell Testing / Survey**

Provide testing of existing cathodic protection system to determine if the required corrosion protection is achieved at a test site on underground or submerged metallic piping per NACE TM-0497, Measurement Techniques Related on Criteria for Cathodic Protection on Underground or Submerged Metallic Piping Systems. Provide findings and recommendations from results of over-line cell testing.

#### **E. Stray Current Testing / Survey**

Perform stray current testing for electrical discontinuity on existing impressed current systems (using rectifiers and anode beds). Provide recommendations and design for insulating or shielding the pipeline from the stray current source.

#### **F. Interference Testing, Evaluation, and Recommendations**

Conduct interference testing, which may cause a risk of corrosion, between two electrically separated pipes, which has been established by a preliminary study of the drawings or by on-side electrical measurements to be examined and neutralized. Testing shall:

- Confirm the origin of the interference.
- Assess the risk of corrosion according to the criteria of the current standards.
- Assess the mitigating measures to be implemented.

## 5.0 PRE-PROPOSAL MEETING

In order to provide the City with an opportunity to discuss the RFP and to provide Respondents with an opportunity to ask questions and clarify the RFP, a pre-proposal meeting will be held as follows:

Date: Wednesday, November 15, 2023  
Time: 10:00 AM Local Time (EST)  
Location: Zoom Video Conference  
Meeting URL: <https://cityofrochester.zoom.us/j/88975278921>  
Meeting ID: 889 7527 8921  
Dial-in Only (US): +1 646 931 3860

There is no requirement to attend the pre-proposal meeting and no obligation by the City to provide information from the meeting to parties who do not attend.

## 6.0 PROPOSAL PREPARATION AND SUBMISSION PROCESS

Proposals must be postmarked or received by the City no later than December 4, 2023 @ 4:00 PM Local Time. One digital PDF copy and five (5) printed copies of the proposal are to be submitted to:

Michael J. Bushart, P.E.  
Managing Engineer/Water Design  
City of Rochester DES/Water Bureau  
10 Felix Street  
Rochester, NY 14608

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. The proposal should not exceed 25 pages, not including required City forms (Exhibits A, B and C).

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, which is the draft PSA for this contract). 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 MWBE and Workforce Utilization Goals).

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.

## 7.0 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 firm qualifications for this Project. Brief description of responsibilities and summary resumes of key professional personnel emphasizing experience directly relating to responsibilities on this project as well as any specialty certification or licenses (i.e. Professional Engineering Licenses held, NACE certifications, including state where registered, etc.) which demonstrates special qualifications related to this project.
- E. Project personnel: The name and resume of the Respondent's lead person for the Project. Names, resumes, and roles of all staff who will be involved in the Project. Provide data on the diversity of Respondent's overall workforce, including total number of employees, and percentages of minorities and females employed. Include a copy of the City's Professional Consultant Services Workforce Staffing Plan (Exhibit A).
- F. Subcontractors: Names, resumes, and roles of sub-contractors, associates, or any non-employees who will be involved in the Project.
- 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.
- H. MWBE: 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. Include a copy of the City's MWBE Utilization Plan – Professional Consultant Services (Exhibit B).
- I. Consultant Information Form (CIF) shall be filled out by the prime consultant only to verify that the prime consultant information listed on the New York State Department of State database is

correct and provide local contact information. Subconsultants do not need to complete this form. This form is found in Exhibit C.

## 8.0 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.

**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:** The Respondent's relevant experience in providing the same or similar services.

**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 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 (MWBE) 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 see <http://www.cityofrochester.gov/mwbe>.

Respondents shall be awarded MWBE bonus weighting 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 weighting of 10%**.
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 weighting of 5%**. If MWBE subcontractors will perform more than 20% of the work of the contract, the Consultant shall receive an **additional weighting of 10%**.
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 and/or their subcontractors' workforce on this Project meets or exceeds these goals shall receive an **additional weighting of 10%**. 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.
  5. If selected, the Respondent shall provide MWBE utilization and subcontractor/supplier payment certification and/or workforce utilization reports on the City's forms. These reports shall be submitted with each invoice or as otherwise requested by the MWBE Officer.
  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 Weight Awarded
Respondent is New York State Certified MWBE	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 located in the City, through an additional weighting of 10%. Non-local firms may wish to consider partnerships or other collaborative arrangements with local firms as a strategy to address this criterion.

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.

## 9.0 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.

# EXHIBIT A

DRAFT - FOR RFP SUBMITTAL - Prime Consultant

## City of Rochester Professional Consultant Services Workforce Staffing Plan

WORKFORCE STAFFING PLAN FOR PROFESSIONAL CONSULTANT SERVICES								
PROJECT NAME:				DATE:		MINORITY GOAL	FEMALE GOAL	
CONSULTANT:				AGREEMENT NUMBER: <span style="color: red;">N/A</span>		20.00%	6.90%	
CLASSIFICATION	NUMBER OF EMPLOYEES WORKING ON PROJECT						MINORITY %	FEMALE %
	TOTAL		MINORITY		NON-MINORITY			
	M	F	M	F	M	F		
Officials, Administrators								
Professionals								
Technicians								
Sales Workers								
Office, Clerical								
Craft Workers								
Laborers								
Temporary, Apprentices								
Other (Specify)								
<b>TOTAL WORKFORCE</b>								

Prepared by (Signature):	Title:	Phone:
Printed Name:	Date:	Email:

Reviewed by MWBE Officer:	Date:
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# EXHIBIT A

DRAFT - FOR RFP SUBMITTAL - Sub-Consultant

## City of Rochester Professional Consultant Services Workforce Staffing Plan

WORKFORCE STAFFING PLAN FOR PROFESSIONAL CONSULTANT SERVICES								
PROJECT NAME:				DATE:			MINORITY GOAL	FEMALE GOAL
CONSULTANT:				AGREEMENT NUMBER: <span style="color: red;">N/A</span>			20.00%	6.90%
CLASSIFICATION	NUMBER OF EMPLOYEES WORKING ON PROJECT						MINORITY %	FEMALE %
	TOTAL		MINORITY		NON-MINORITY			
	M	F	M	F	M	F		
Officials, Administrators								
Professionals								
Technicians								
Sales Workers								
Office, Clerical								
Craft Workers								
Laborers								
Temporary, Apprentices								
Other (Specify)								
<b>TOTAL WORKFORCE</b>								

Prepared by (Signature):	Title:	Phone:
Printed Name:	Date:	Email:

Reviewed by MWBE Officer:	Date:
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# EXHIBIT A

DRAFT - FOR RFP SUBMITTAL - Combined Project Team

## City of Rochester Professional Consultant Services Workforce Staffing Plan

WORKFORCE STAFFING PLAN FOR PROFESSIONAL CONSULTANT SERVICES								
PROJECT NAME:				DATE:			MINORITY GOAL	FEMALE GOAL
CONSULTANT:				AGREEMENT NUMBER: N/A			20.00%	6.90%
CLASSIFICATION	NUMBER OF EMPLOYEES WORKING ON PROJECT						MINORITY %	FEMALE %
	TOTAL		MINORITY		NON-MINORITY			
	M	F	M	F	M	F		
Officials, Administrators								
Professionals								
Technicians								
Sales Workers								
Office, Clerical								
Craft Workers								
Laborers								
Temporary, Apprentices								
Other (Specify)								
<b>TOTAL WORKFORCE</b>								

Prepared by (Signature):	Title:	Phone:
Printed Name:	Date:	Email:

Reviewed by MWBE Officer:	Date:
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# EXHIBIT B

DRAFT - FOR RFP SUBMITTAL

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

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

Project Name \_\_\_\_\_ Agreement # N/A

Consultant \_\_\_\_\_ Total Contract Amount\* \$ N/A 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	<del>Total Amount of MWBE Subcontract</del>	<del>Percentage of Total Contract*</del>
<b>TOTAL:</b>							

\*Total Contract equals contract award plus all change orders

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

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

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



# EXHIBIT C



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/>

Current Entity Name:	
DOS ID #:	
Initial DOS Filing Date:	
County:	
Jurisdiction:	
Entity Type:	
Current Entity Status:	

### Chief Executive Officer Information:

Name:	
Address:	

### Principal Executive Office Information:

Name:	
Address:	

## EXHIBIT C

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:	