(For Use in REI & CSS Contacts)

NYCDOT CURRENT WORKLOAD DISCLOSURE

The purpose of this form is to provide information concerning the current workload of the firms interested in the project for which the proposal is being submitted. The information provided should be for the office(s) which would perform the work of this contract. The values shown ***should not*** include fees to be paid to sub-consultants and sub-contractors or for rentals or purchases of equipment.

PIN: _____ FIRM NAME: _____

CONTRACT NO.: _____ CONTACT PERSON: _____

PROJECT NAME: _____ PHONE NUMBER _____

BIN: _____ ADDRESS OF OFFICE(S) TO PERFORM WORK

DATE OF RFP: _____ _____

IS YOUR FIRM A: DBE? (YES/NO) _____

Name of Personnel (Proposed Office(s)): Administration _____ Total Personnel _____

I. Remaining NYC-DOT work of proposed office(s) (from back of sheet) with:
All NYC-DOT $ _____ Bureau of Bridges ONLY $ _____

II. Expected billings for next <u>18 months</u>:

A. NYC-DOT WORK: total expected billings in next 18 months. $ _____

B. WORK WITH OTHER PUBLIC AGENCIES: total expected in the next 18 months $ _____

C. PRIVATE WORK: total expected billings on projects in next 18 months. $ _____

TOTAL (A + B + C) $ _____

III. Certified Disadvantaged Business Enterprise (DBE) firm(s) for Federal Aid Projects or for Non-Federal air Projects proposed for use on this project:

SUBCONSULTANT FIRM NAME	PROPOSED % OF PROJECT	# OF TECHNICAL PERSONNEL	WORKLOAD
_____	_____%	_____	$ _____
_____	_____%	_____	$ _____
_____	_____%	_____	$ _____

IV. Other firm(s) proposed for use on this project

_____	_____%	_____	$ _____
_____	_____%	_____	$ _____

CERTIFICATION

I hereby certify that the above figures are actual contract amounts (when available) or my best estimate of expected billings.

_____ _____
DATE SIGNATURE (OFFICER OR PARTNER)

Remaining work with NYCDOT (within Department)

List all projects on which you are currently working for the Department and those which you have been designated to perform. These shall be categorized as indicated below (Design, Construction Inspection or Miscellaneous).

Type of work – Highway, Bridge, Planning	Contract Number	Remaining $ Value (include anticipated Supplemental Agreement for this Project (a)	Percentage of Project performed at Office(s) proposed for this Project (b)	Pro-rated Workload of proposed office(s) (a x b)
Design Division (includes Highway Design, Bridge Design and Construction Support Services)				

Total Firmwide Design Workload $ _____ Assigned Office(s) Miscellaneous Workload $ _____

Construction Division (includes only Resident Engineering Inspection)				

Total Firmwide REI Workload $ _____ Assigned Office(s) REI Workload $ _____

Miscellaneous (includes Planning and any other agreements not covered above)				

Total Firmwide Miscellaneous Workload $ _____ Assigned Office(s) Miscellaneous Workload $ _____

Total Firmwide Overall Workload with NYC-DOT $ _____

Assigned Office(s) Overall Workload with NYC-DOT $ _____

YOU MAY ATTACH ADDITIONAL SHEETS OF REMAINING WORK FOLLOWING THE SAME FORMAT AS USED ABOVE.

Use the following as a ratings guide:

Calculate the Ratio of expected billable dollars per person per year vs. average billable dollars per person per year.

If:
- **EB$PY** - expected billable dollars per person per year.
- **AB$PY** - average billable dollars per person per year.
- **EB** - expected billing dollars for next 18 months.
- **S** - Total personnel minus administrative personnel.
- **Y** - Yearly adjustment (converts 18 months into 1 year).

Assume: **AB$PY** = $120,000 and **Y** = 1.5 (18 / 12 = 1.5)

Then: **EB$PY = EB / S / Y and R = EB$PY / AB$PY X 100%**

If R is greater than or equal to 100%, a rating of 0 may be appropriate.
If R is equal to 75 %, a rating of 2.5 may be appropriate.
If R is less than or equal to 25%, a rating of 5 may be appropriate.