

ATTACH TO CONTRACT DOCUMENTS

THE CITY OF NEW YORK DEPARTMENT
OF TRANSPORTATION
DIVISION OF BRIDGES

RESIDENT ENGINEERING INSPECTION SERVICES FOR
COMPONENT REHABILITATION OF 9 BRIDGES
IN THE BOROUGH OF THE BRONX, BROOKLYN,
MANHATTAN AND QUEENS

NYCDOT P.I.N.: **84126P0018**
PIN NO.: **84126MBBR771**

CONTRACT NO. HBCR23A

ADDENDUM NO. 1

August 5, 2026

This Addendum Is Hereby Made Part of the Contract Documents

Except as otherwise stated below and any previous and subsequent Addenda, the above-referenced Solicitation remains unchanged.

NOTE:

Attached please find

- 1. Addendum No. 1 (1 page)**
- 2. Pre-Proposal Conference Presentation (77 pages)**
- 3. Pre-Proposal Conference Attendance (2 page)**



PRE-PROPOSAL CONFERENCE

Proposal Submission Walkthrough



**RESIDENT ENGINEERING INSPECTION SERVICES
FOR COMPONENT REHABILITATION OF 9 BRIDGES
IN THE BOROUGHES OF THE BRONX, BROOKLYN,
MANHATTAN AND QUEENS**

Overview of Proposal Submission in PASSPort

PASSPort E-PIN: 84126P0018

DOT PIN: 84126MBBR771

CONTRACT NO. HBCR23A

NYC DOT - ACCO

1

Introduction:

- **Authorized Agency Contact Person:** Nikki Horton
- **Phone:** (212) 839-8974, **Email:** nhorton@dot.nyc.gov
- **Attendance:** Please scan QR code to record your attendance. A link to the attendance form will be provided in the chat.
- **Method of Procurement:** This is a Competitive Sealed Proposal procurement method utilizing Quality-Based Selection (QBS). The Consultant Selection Committee shall rank proposers by technical merit, and then consider cost by negotiating a fair and reasonable cost with the highest technically ranked proposer or proposers
- **Contract Registration:** Please note that the contract will not be valid until it has been registered by the New York City Comptroller.

84126P0018 - ATTENDANCE REMINDER

Please scan the QR code to record your attendance:

- Company Name
- Street Address
- Indicate Certification: MBE, WBE, DBE, SBE, SBA
- Attendee name
- Attendee Phone number
- Attendee Email



RFX in PASSPort

Key Dates

- **Release Date:** 7/27/2026
- **Response Due Date:** **8/26/2026**
- **Time:** NO LATER THAN 2:00 PM
- **Questions Deadline:** 8/12/2026; No later than 5:00 PM
 - ❖ We strongly recommend proposals should be submitted in advance of the response due date.
 - ❖ E-mailed or faxed proposals will not be accepted by the agency.

!! Submit well in advance to avoid any PASSPort technical issues.

!! MOCS needs time to review and resolve tickets.

Responding to RFX in PASSPort

Vendor View Navigation

Step1. View RFX

Step2. Manage Responses

1. Proposal Info
2. Questionnaire
3. Documents
4. Item
5. Subcontractors and Joint Ventures
6. M/WBE Requirements

View RFX

Save

Remaining time: 29d 20h 26min 38s

Response Activity

Receipt acknowledged on 10/1/2024 3:31:46 AM (Your Local Time)

To answer to this RFX, please confirm that you intend to bid.

☒ WILL RESPOND: our intent is to respond to this RFX

☐ WILL NOT RESPOND: our intent is not to respond to this RFX

Valid

Save Save and Close Close Cancel this response Duplicate Response

Text Alert

Response Label*

Proposal # 1

Description

Your Proposal Info: Competition Pool*

Technical Envelope Questionnaire Overview

Five (5) sections

1. Cover Letter
2. Demonstrated Quantity and Quality of Successful Relevant Experience
3. Demonstrated Level of Organizational Capability
4. Quality of Proposed Approach
5. Affirmations

Questionnaire's answer : 84126P0018-REI Srvs Comp Rehab 9 Bdgs in Bx, Bklyn, Manh, ...

Close

Overview

1.0 COVER LETTER	0 / 1
2.0 DEMONSTRATED QUANTITY AND QUALITY OF SUCCESSFUL RELEVANT EXPERIENCE	0 / 1
3.0 DEMONSTRATED LEVEL OF ORGANIZATIONAL CAPABILITY	0 / 4
4.0 QUALITY OF PROPOSED APPROACH	0 / 3
5.0 AFFIRMATIONS	0 / 8

Response Overview

PQL Label
Respondent
Taha Adam Elbasite

Creation By Import

Download in Excel 2007-2010 format (xlsx)
Download in Excel 97-2003 format (xls)
Drop here your answer (in Excel format)
Click or Drag to add a file

Access Questionnaire

Technical Envelope Sections

Click the save button after completing all sections

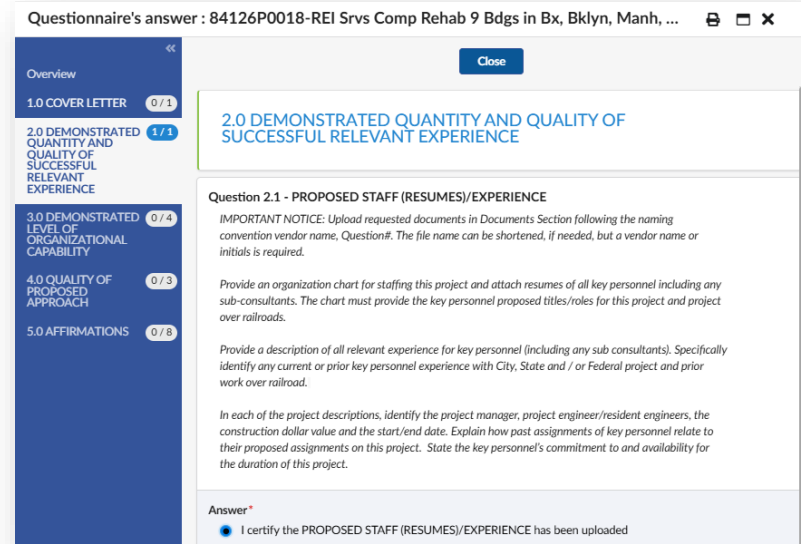
- Follow the naming convention when uploading the firm's response.
Example: [FIRM NAME]_[Document Name]
- Follow instructions and upload the requested information as indicated.



City Wide Bidder List Vendor's proposal

Your Proposal Info

Save Save and Close Close Cancel this response Duplicate Response



Questionnaire's answer : 84126P0018-REI Srvs Comp Rehab 9 Bdgs in Bx, Bklyn, Manh, ...

Close

Overview

1.0 COVER LETTER 0 / 1

2.0 DEMONSTRATED QUANTITY AND QUALITY OF SUCCESSFUL RELEVANT EXPERIENCE 1 / 1

3.0 DEMONSTRATED LEVEL OF ORGANIZATIONAL CAPABILITY 0 / 4

4.0 QUALITY OF PROPOSED APPROACH 0 / 3

5.0 AFFIRMATIONS 0 / 8

2.0 DEMONSTRATED QUANTITY AND QUALITY OF SUCCESSFUL RELEVANT EXPERIENCE

Question 2.1 - PROPOSED STAFF (RESUMES)/EXPERIENCE

IMPORTANT NOTICE: Upload requested documents in Documents Section following the naming convention vendor name, Question#. The file name can be shortened, if needed, but a vendor name or initials is required.

Provide an organization chart for staffing this project and attach resumes of all key personnel including any sub-consultants. The chart must provide the key personnel proposed titles/roles for this project and project over railroads.

Provide a description of all relevant experience for key personnel (including any sub consultants). Specifically identify any current or prior key personnel experience with City, State and / or Federal project and prior work over railroad.

In each of the project descriptions, identify the project manager, project engineer/resident engineers, the construction dollar value and the start/end date. Explain how past assignments of key personnel relate to their proposed assignments on this project. State the key personnel's commitment to and availability for the duration of this project.

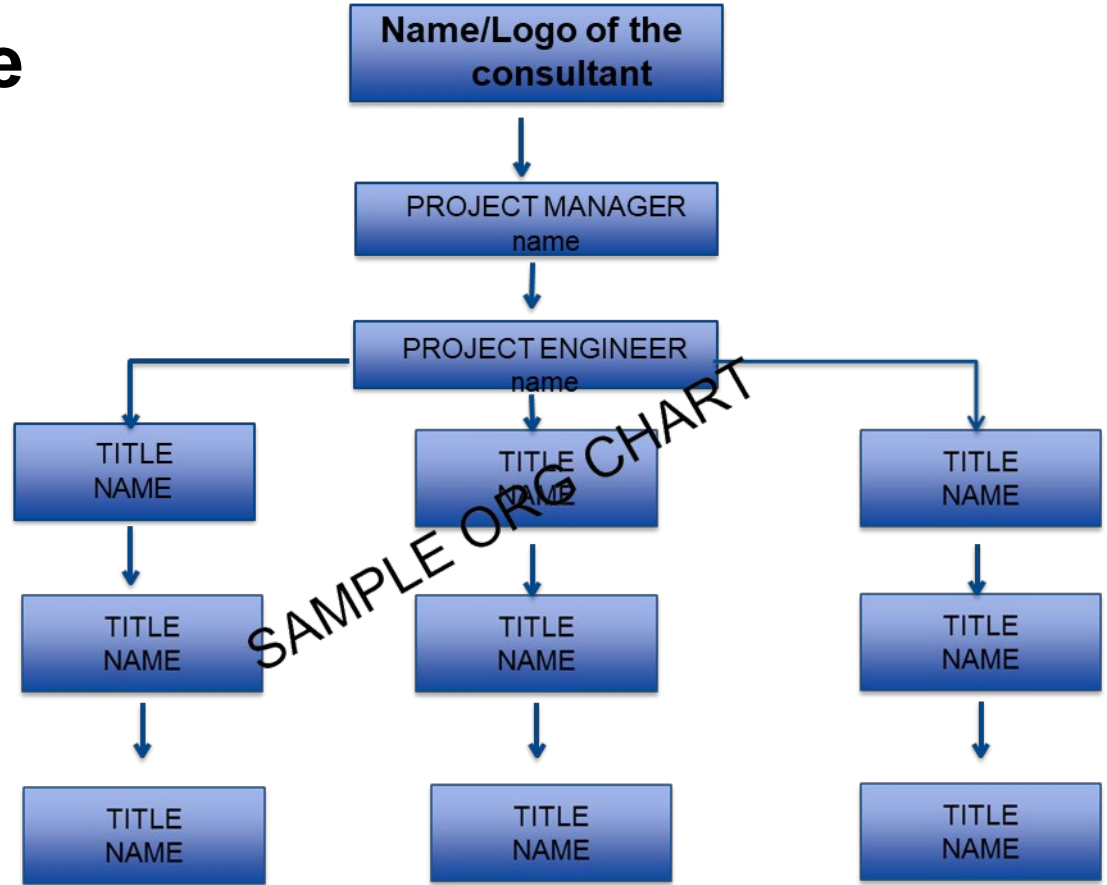
Answer*

☒ I certify the PROPOSED STAFF (RESUMES)/EXPERIENCE has been uploaded

Technical Envelope Subsection

Demonstrated Quantity and Quality of Successful Relevant Experience of Proposed Staff

- Provide an organization chart for staffing in this format.
- Do not include DOT in the firm's organization chart.



Financial Envelope Questionnaire

Financial Information Section

Questionnaire's answer : 84126P0018-REI Srvs Comp Rehab 9 Bdgs in Bx, Bklyn, Manh, ...

Overview

Financial Information 0 / 1

Close

Financial Information

Cost Proposal

The Proposer must submit Cost Proposal Forms using the template provided in PASSPort.

The Cost Proposal forms are available in the RFX / Document section. Download the forms, complete them and upload in Documents section.

Note: Please fill in and upload Cost Form for each location (9 items) and Grand Total Form (1 item) Each Proposer is required to submit a Cost Proposal for the project and enter the Total Cost Proposal Amount in the Item Section. However, DOT will only review the Cost Proposal of the firm selected for fee negotiation.

Answer*

☐ I certify the Cost Proposal Forms have been uploaded.

Financial Envelope Questionnaire

Cost Proposal (for Prime and all Subcontractors)

- Each Proposer is required to complete and upload Cost Proposal Forms for each location (9 items) along with the Grand Total Form (1 item).
- The Total Cost Proposal Amount is required in the Item Section.
- All form templates are available in the RFX Document section.

Title
Acknowledgement of Addenda - 84126P0018
Appendix A with Addendum(1)
Community Hiring Rider(2)
Cost_Form_2-23019-0
Cost_Form_2-24007-A
Cost_Form_2-24113-9
Cost_Form_2-24341-0
Cost_Form_2-24344-0
Cost_Form_2-24351-0
Cost_Form_2-24749-0
Cost_Form_2-24762-0
Cost_Form_2-26713-0
Cost_Grand_Total-84126P0018
EO 39 Rider - 84126P0018
Instructions for Responding to RFP - 84126P0018
1 2 3 > 32 Result(s)

Financial Envelope Questionnaire

Cost Form – Summary Tab

- For each individual bridge Cost Proposal spreadsheet, the DNSC amount specified in the note below the table must be distributed among the Prime Contractor and all Subcontractors in the “Direct Non-Salary Cost (DNSC)” column.
- The total displayed in the “Direct Non-Salary Cost (DNSC)” column must exactly match the DNSC amount allocated to that individual bridge, as indicated in the note below the table. All other fields in the sheet will be automatically populated.
- Blue cells denote information that is required by the proposer.

	A	B	C	D
				DIRECT NON-SALARY COST (DNSC)*
1	Contractor Name	Hours per Contractor	Cost Per Contractor	
2	Prime Contractor:	0	\$ -	
3	Subcontractor:	0	\$ -	
4	Subcontractor:	0	\$ -	
5	Subcontractor:	0	\$ -	
6	Subcontractor:	0	\$ -	
7	Subcontractor:	0	\$ -	
8	Subcontractor:	0	\$ -	
9	Subcontractor:	0	\$ -	
10	Subcontractor:	0	\$ -	
11	Subcontractor:	0	\$ -	
12				
13				
14				
15	Total	0	\$ -	\$ -
16	Constructability Review (CR)			\$ 5,880.00
17	Grand Total (Total Salary Cost +DNSC+CR)			\$ 5,880.00
18	* DNSC must be itemized by contractor(s) in the excel upload sheet. \$2,600.00 is allocated			

Financial Envelope Questionnaire

Cost Form – Contractor 1 (Prime)

- A single, consolidated list of job titles must be used across all Cost Proposal spreadsheets for the nine BINs.
- For each BIN, the Prime Contractor and each Subcontractor must provide hours and salary information only for the job titles applicable to that firm's proposed work.
- Job titles that do not apply to a firm's work on a particular BIN should not include hours or salary.

Prime Contractor:				
Job Title ASCE/NICET Grade	Total Hours	Hours This Firm	Average Hourly Rate	Labor Cost
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -
	0			\$ -

Financial Envelope Questionnaire

Cost Form

- The Prime Contractor and each Subcontractor must complete the “Contractor Name,” “Hours This Firm,” “Average Hourly Rate,” and “Interim Overhead Factor” fields on their respective ContractorX tab.
- Blue cells denote information that is required by the proposer.

	A	B	C	D	E
1	Subcontractor:				
2	Job Title ASCE/NICET Grade	Total Hours	Hours This Firm	Average Hourly Rate	Labor Cost
3		0	0		\$ -
4		0	0		\$ -
5		0	0		\$ -
6		0	0		\$ -
7		0	0		\$ -
8		0	0		\$ -
9		0	0		\$ -
10		0	0		\$ -

	B
37	Interim Overhead Factor
38	Profit Factor
39	Interim Multiplier
40	Total Labor Cost
41	Maximum Escalation Factor
42	Total Labor Escalated To Project Midpoint (Grand Total Cost)

Financial Envelope Questionnaire

Cost Grand Total Form

- Proposers must complete the Cost Grand Total Form.
- Ensure that YOUR firm (prime contractor) is meeting the 51% threshold .

	A	B	C	D	E	F	G	H	I
	Contractor Name	Hours per Contractor	Labor Cost Per Contractor	DIRECT NON-SALARY COST (DNSC)*	Prime Vendor, Percentage Hours Worked. Must be above 51%				
1									
2	Prime Contractor: XYZ Contract	200	\$ 19,750.50	\$ 100,000.00				56%	
3	Subcontractor: ABC Plumbing	67	\$ 7,473.07	\$ 100,000.00					
4	Subcontractor: 123 Electric	90	\$ 9,663.19	\$ 16,768.00					
5	Subcontractor 3								
6	Subcontractor 4								
7	Subcontractor 5								
8	Subcontractor 6								
9									
10									
11									
12									
13									
14									
15	Total	357	\$ 36,886.76	\$ 216,768.00					

Cost Grand Total Form

- | Contractor Name | Hours per Contractor | Labor Cost Per Contractor | DIRECT NON-SALARY COST (DNSC)* |
|---|----------------------|---------------------------|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | 0 | \$ - | \$ - |
| Total Constructability Review (CR) | | | \$ 80,360.00 |
| Grand Total (Total Labor Cost + DNSC Total + CR) | | | \$ 80,360.00 |
- * DNSC must be itemized by contractor(s) in the excel upload sheet. \$31,200.00 is allocated.

Item Section

Total Cost Proposal Amount

- Proposers must enter a Total Cost Proposal Amount into the Total Cost field in the Item Tab. This is a required field.
- Make sure to click the Save button at the top of the PASSPort page.

Response

0 Selected

	Items Code	Item Types	Label	Total Cost*
	1	Required Item	Total Cost Proposal Amount	

1 Result(s)

City Wide Bidder List Vendor's proposal

2 Save Save and Close Close Cancel this response Duplicate Response

Your Proposal Info
Questionnaire
Documents
Item

Currency: USD
Proposal Amount: 245,000.00

Discussion Section

Communicating with the agency contact

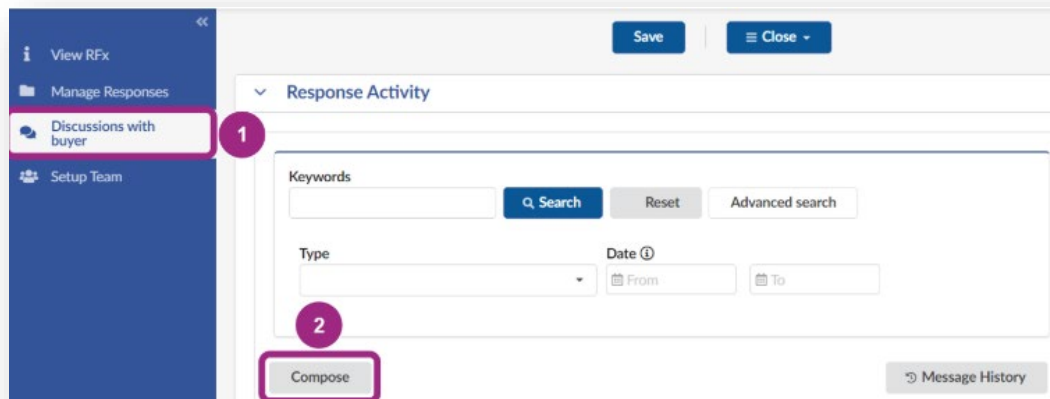
Before you submit a message:

Check the Key Dates section in the RFX to see if it lists a deadline for submitting questions.

For PASSort functionality questions and issues, contact the MOCS Service Desk, not the Agency.

To use the Discussion Forum:

1. Click Discussion on the left navigation menu.
2. Click the Compose button, and include your name, email, and company with message.



The screenshot shows a web application interface for a discussion forum. On the left is a blue navigation sidebar with the following items: 'View RFX', 'Manage Responses', 'Discussions with buyer' (highlighted with a pink box and a purple circle with the number 1), and 'Setup Team'. The main content area is titled 'Response Activity' and contains a search bar with 'Keywords', a 'Search' button, a 'Reset' button, and an 'Advanced search' link. Below the search bar are fields for 'Type' (a dropdown menu) and 'Date' (with 'From' and 'To' sub-fields). At the bottom of the main area is a 'Compose' button (highlighted with a pink box and a purple circle with the number 2) and a 'Message History' link. At the top right of the main area are 'Save' and 'Close' buttons.

Questions Deadline:

8/12/2026; No later than 5:00 PM

84126P0018 - ATTENDANCE REMINDER

Please scan the QR code to record your attendance:

- Company Name
- Street Address
- Indicate Certification: MBE, WBE, DBE, SBE, SBA
- Attendee name
- Attendee Phone number
- Attendee Email



MOCS Service Desk / MOCS Support

For any questions pertaining to the use of PASSPort, please contact MOCS SUPPORT by using the [Inquiry Submission Form](#) and other helpful links are provided below.

MOCS Help: <https://www.nyc.gov/site/mocs/about/help.page>

MOCS Service Desk (Ticket Portal): <https://mocssupport.atlassian.net/servicedesk/customer/portals>

Vendor Resources Library: <https://www.nyc.gov/site/mocs/passport/getting-started-with-passport.page>

Respond to RFx in PASSPort: <https://www.nyc.gov/site/mocs/passport/articles/respond-opportunities.page>



NYCDOT



nyc_dot



nyc_dot



NYCDOT

Linn Mercier, PE
Consultant – Hardesty and Hanover
Scope of work overview

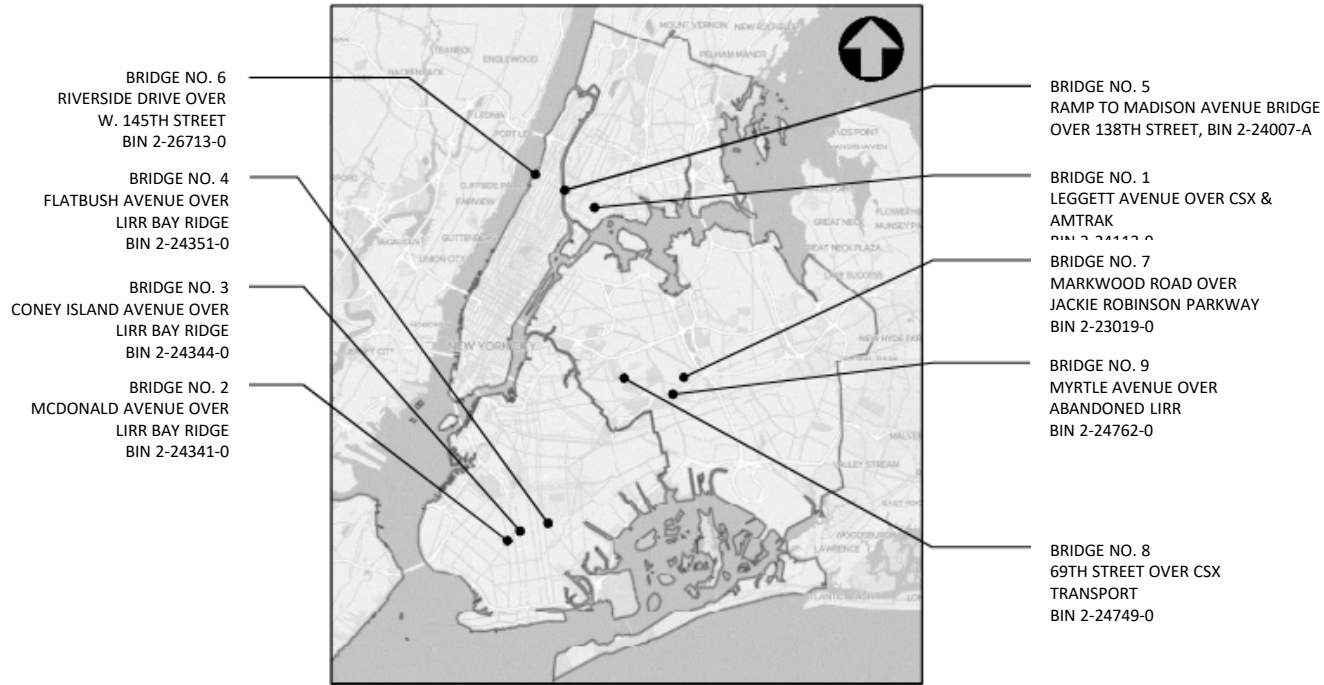
2

Contract 9 Bridges:

<u>BRIDGE LOCATION</u>	<u>BIN</u>
Leggett Avenue Bridge / AMTRAK-CSX	2-24113-9
McDonald Avenue Bridge / LIRR Bay Ridge	2-24341-0
Coney Island Avenue Bridge / LIRR Bay Ridge	2-24344-0
Flatbush Avenue Bridge / LIRR Bay Ridge	2-24351-0
Ramp to Madison Avenue Bridge / East 138th Street	2-24007-A
Riverside Drive Bridge / West 145th Street	2-26713-0
Markwood Road Bridge / Jackie Robinson Parkway	2-23019-0
69th Street Bridge / CSX Transport	2-24749-0
Myrtle Avenue Bridge / LIRR Abandoned	2-24762-0

REI SERVICES + CLOSEOUT = CONTRACT TIME: 1155 CCDs FROM NTP
CONSTRUCTION TIME: 1095 CCDs from NTP

PROJECT – COMPONENT REHABILITATION OF 9 BRIDGES IN THE BRONX, BROOKLYN, MANHATTAN, AND QUEENS



LOCATION MAP

Brief Description of Construction Scope of Work:

- Superstructure component rehabilitation
- Abutment, pier, wingwall, and underdeck concrete rehabilitation
- Filling underside of arch, bridge closure
- Sidewalk, curb, and pedestrian ramp removal and replacement
- Structural steel including truss members replacement and rehabilitation
- Clean and paint steel - replaced / rehabilitated / as indicated on drawings.
- Lead abatement as per NYCDOT Section 832.
- Bearing rehabilitation and replacement
- Lighting and utility conduit replacement
- Milling, resurfacing and waterproofing, of bridge decks
- Expansion joint removal and replacement
- Miscellaneous removals, replacement, and/or rehabilitation
- Work zone traffic control and roadway restriping
- Coordinate with railroad to perform construction work on underside of bridge
- Temporary protective shielding as needed/ track protection as required by railroad.

REI Key Staff:

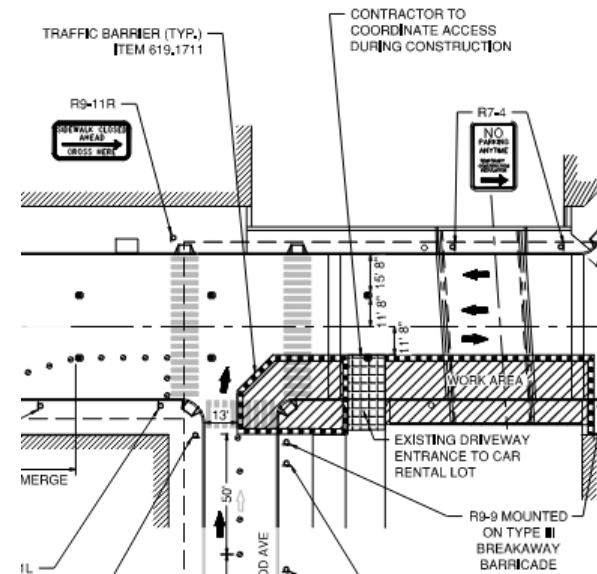
The Consultant specifically agrees that the Consultant's agents or employees shall possess the experience, knowledge, and character necessary to qualify them individually for the duties they perform. The **Resident Engineer** shall be a **Professional Engineer (P.E.) licensed in the State of New York**, ASCE grade level of (A) IV or above with min. of 2 years of REI experience, and is a full-time position for the duration of the project. **The Project Manager is a part time position** and is required to possess P.E. license in the state of New York, (A) V/VI. Other personnel shall also be NY State licensed in accordance with the requirements of their ASCE level, or NICET grade levels. Other key positions include **a full time Office Engineer** (also required to fill in as inspector when needed) (A) II / (N) III, inspector(s)/senior inspector(s) NICET grade level of (N) III/IV – part time positions as needed by bridge, Community liaison – a part time position - will be required on as needed basis, and a Structural Engineer, CADD person for closeout / As Built plans preparation work. Consultant will also be required to provide on an as needed basis services of Environmental / Paint Inspector.

Special Notice:

1. The REI Consultant shall provide Constructability Review of the Design Documents of the Component Rehabilitation of the Leggett Ave. Bridge, Riverside Dr. Bridge, Markwood Rd. and Myrtle Avenue Bridges to ensure feasibility and minimize problems during construction in accordance with requirements of NYSDOT's EI 99-013.
2. The REI Consultant shall provide the service to perform compliance reviews, tracking, and reporting in conformation with the current Federal and State Equal Employment Opportunity (EEO) and Minority / Women Business Enterprises (M/WBE) regulations during the rehabilitation. The work will be as directed by the Consultant, and in cooperation with NYCDOT Office of Contract Compliance.
3. In addition to hard files records keeping as per MURK, electronic files, including all e-mails of the entire project record are to be maintained.
4. As- Built drawings must be completed and submitted for approval by NYCDOT Engineering Review Unit within thirty (30) days of the substantial completion date of each bridge.
5. NYCDOT will not coordinate site visits. However, ADP 90% final design plans are available for review by the consultant during the Advertisement period. The consultant should coordinate with the ACCO's office for scheduled viewing time for the plans.
6. The REI consultant and its sub-consultants shall adhere to all current Federal, State, and Local City laws.

Work Zone Traffic Control (WZTC): Work Zone Traffic Control (WZTC) plans approved by OCMC and Bridges shall be adhered to strictly and at all stage of construction. It is anticipated that some construction work will be performed at night per OCMC approved stipulations/ permit.

- WZTC shown for construction phases
- Construction activities require standard, daily, and nighttime operations
- Coordination with stakeholders (example: schools, transit agencies, hospital, etc.) prior to mobilization
- Comply with all NYCDOT requirements for special events as specified in contract drawings



DESIGN CONSULTANT SUGGESTED CONSTRUCTION SCHEDULE

B.I.N.	BRIDGE DESCRIPTION	YEAR 1												YEAR 2												YEAR 3													
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12		
2-04113-0	LEGGETT AVENUE BRIDGE OVER AMTRAK-CSX																																						
2-04341-0	MCDONALD AVENUE BRIDGE OVER LONG ISLAND RAILROAD (LIRR)																																						
2-04344-0	CONEY ISLAND AVENUE BRIDGE OVER LONG ISLAND RAILROAD (LIRR)																																						
2-04351-0	FLATBUSH AVENUE BRIDGE OVER LONG ISLAND RAILROAD (LIRR)																																						
2-04007-A	RAMP TO MADISON AVENUE BRIDGE OVER EAST 138TH STREET																																						
2-06713-0	RIVERSIDE DRIVE BRIDGE OVER WEST 145TH STREET																																						
2-03019-0	MARKWOOD ROAD BRIDGE OVER JACKIE ROBINSON PARKWAY																																						
2-04749-0	69TH STREET BRIDGE OVER CSX TRANSPORT																																						
2-04762-0	MYRTLE AVENUE BRIDGE OVER LONG ISLAND RAILROAD (LIRR) ABANDONED																																						

- 36 months for construction duration, actual start and end dates
- Contractor is allowed to work at multiple locations at any given time
- CPM Schedule – by bridge will be provided by the contractor

Amtrak Coordination

Bridges requiring coordination with Amtrak coordination:

- Leggett Avenue over Amtrak and CSX Transport



Amtrak tracks below Leggett Avenue Bridge

CSX Transport Coordination

Bridges requiring coordination with CSX Transport coordination:

- Leggett Avenue over Amtrak and CSX Transport
- 69th Street over CSX Transport



CSX tracks below Leggett Avenue Bridge



CSX tracks below 69th Street Bridge

LIRR/NYAR Coordination

Bridges requiring coordination with Long Island Rail Road (LIRR) /
New York Atlantic Railway (NYAR):

- McDonald Avenue over LIRR Bay Ridge
- Coney Island Avenue over LIRR Bay Ridge
- Flatbush Avenue over LIRR Bay Ridge



Flatbush Ave. Bridge

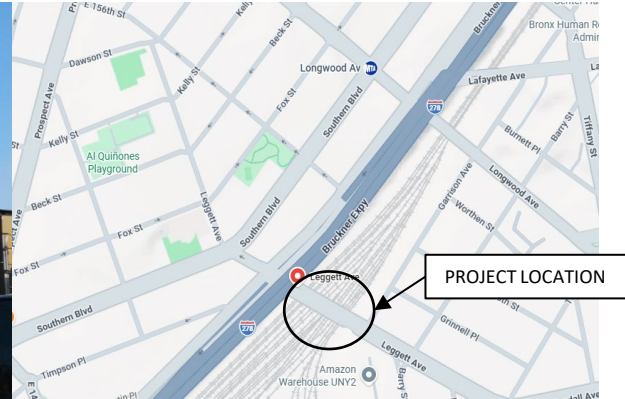


McDonald Ave. Bridge



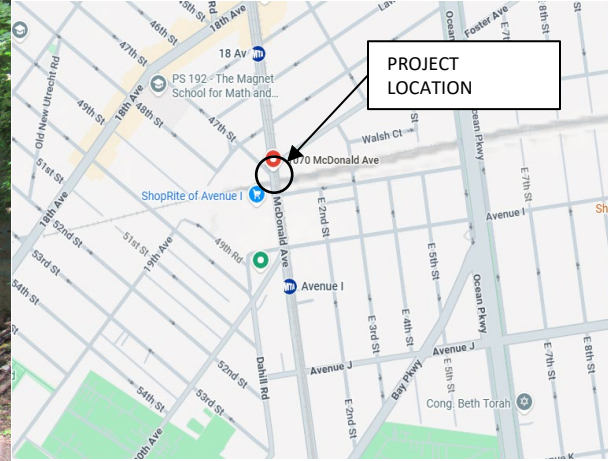
Coney Island Ave. Bridge

1. BIN. 2-24113-9, Leggett Avenue Bridge / AMTRAK-CSX



CONTRACT NO. HBCR23A

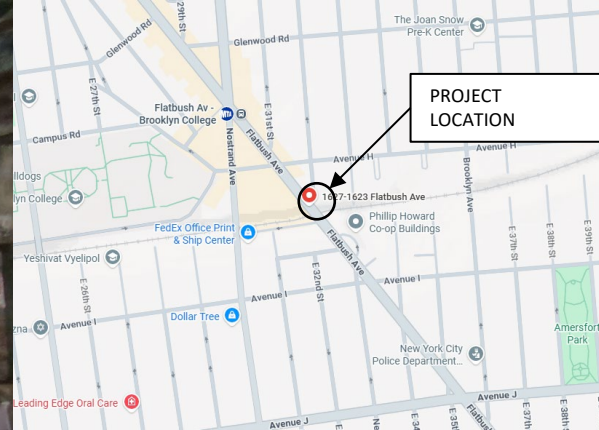
2. BIN 2-24341-0, McDonald Avenue Bridge / LIRR Bay Ridge



3. BIN 2-24344-0, Coney Island Avenue Bridge / LIRR Bay Ridge



4. BIN 2-24351-0, Flatbush Avenue Bridge / LIRR Bay Ridge



5. BIN 2-24007-A, Ramp to Madison Avenue Bridge / East 138th Street



6. BIN 2-26713-0, Riverside Drive Bridge / West 145th Street

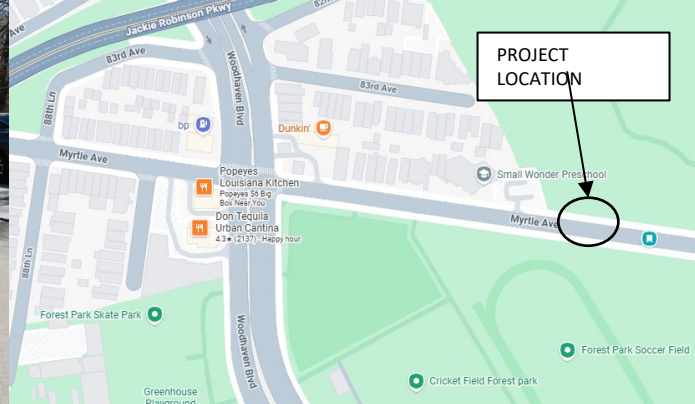


7. BIN 2-23019-0, Markwood Road Bridge / Jackie Robinson Parkway



The collage consists of four images. The top-left image is a close-up of the concrete structure of the bridge, showing a large, rectangular concrete pier. The top-right image is a map showing the project location at the intersection of Juniper Valley Rd and 63rd St, near Villa Erasmio. The bottom-left image is a street view of Juniper Valley Rd, showing a white car and a black car parked on the side. The bottom-right image is a view of the bridge structure from below, showing graffiti on the wall and a white truck parked on the side.

9. BIN 2-24762-0, Myrtle Avenue Bridge / LIRR Abandoned



Rhonda Bruton, Director
MWBE Compliance & Reporting

3



REI Services for the Component
Rehabilitation of 9 Bridges, In
the Borough of Bronx,
Brooklyn, Manhattan and
Queens

PIN: 84126MBBR771

EPIN: 84126P0018

Review of the MWBE Program Requirements & Schedule B

8/5/2026

Target M/WBE Participation Goals

Contract Overview

Include important details like:

- Agency EPIN Number
- MWBE Participation Goals
- Project Title and Description
- Contact Information for Project Oversight
- Proposer acceptance of MWBE requirement



SCHEDULE B – M/WBE Utilization Plan

Part 1: M/WBE Participation Goals

Contract Overview (To be completed by contracting agency)

APT E-Pin#	84126P0018	FMS Project ID#	HBCR23A				
Project Title	REI Srvs. Comp Rehab of 9 Bridges in BX Bklyn Man Qns	Agency PIN#	84126MBBR771				
Contracting Agency	New York City Department of Transportation	Bid/Proposal Response Date	9/16/2026				
Agency Address	55 Water Street	City	New York	State	NY	ZIP	10041
Contact Person	Rhonda Bruton	Title	Director of MWBE Program & Oversight				
Telephone	212 839-9415	Email	rbruton@dot.nyc.gov				

Project Description (attach additional pages if necessary)

Resident Engineering Inspection Services for Component Rehabilitation of 9 Bridges in the Boroughs Bronx, Brooklyn, Manhattan and Queens

Bidder or proposer ☒ is required OR ☐ is not required to specifically identify the contact information of all M/WBE firms they intend to use as a subcontractor on this contract, including the M/WBE vendor name, address and telephone number in the space provided below in Part 2 Section 4.

M/WBE Participation Goals for Services

Enter the percentage amount for each category or for an unspecified Goal.

Prime Contract Industry: Professional Services

Category and Breakdown:

Unspecified	10.00	%
Black American	10.00	%
Hispanic American	10.00	%
Asian American	0.00	%
Women	0.00	%

Total Participation Goals 30.00 %
Line 1

How to obtain credit towards the M/ WBE Participation Goals

- **As an M/WBE Prime Contractor that will self-perform** and use its current M/WBE certification to count towards the overall MWBE participation utilization goal.
 - **As a Qualified Joint Venture with an M/WBE partner**, in which the value of the M/WBE partner's participation and/or the value of any work subcontracted to other M/WBE firms will be counted towards the M/WBE participation amount.
 - **As a non-M/WBE Prime Contractor that will enter into subcontracts with M/WBE firms**, the value of the calculated M/WBE participation amount.
- * Non-MWBEs will not be credited towards the participation goals.**

Specified or Unspecified M/WBE Participation Goals

Specified Goals

If the solicitation requires specified goals in a particular ethnicity/gender category (i.e., Women, Black American, etc.) you can only meet the goal if you are certified in that specified ethnicity/gender category.

Unspecified Goals M/WBE Participation Goals

If the total M/WBE participation goal is unspecified, this means you can satisfy the MWBE participation goals with any ethnic or gender category listed.

SCHEDULE B – M/WBE Utilization Plan in PASSPort

Part 1: M/WBE Participation Goals

The M/WBE Requirements tab along with the information provided in the Subcontractors and Joint Ventures tab of the RFx encompasses a Prime Vendor's M/WBE Utilization Plan.

Part 1: M/WBE Participation Goals

The M/WBE Participation Goals are found in the M/WBE Requirements tab of your RFx (Solicitation) response in PASSPort. Please follow the instructions below to **review** an RFx's M/WBE Participation Goals in PASSPort. Please refer to the Local Law 1 Notice to All Prospective Contractors for additional information about the M/WBE program related to this solicitation.

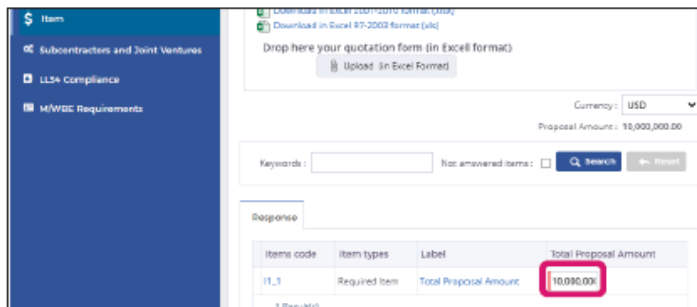
1. Log in to [PASSPort](#) and click the **pencil icon** to access the RFx.
2. Click the **Manage Responses** tab of the RFx and click the **pencil icon** to access your in progress response.
3. Click the **M/WBE Requirements** tab. The M/WBE Requirements section will outline the goals for the RFx. The Your M/WBE Subcontracts section will list all subcontracting work that you've identified for certified M/WBEs. (Please see Part 2 for instructions on how to add subcontracting information in PASSPort.)

Group	Percentage
Black American	5
Hispanic American	5
Asian American	5
Native American	
Women	
Unspecified	15
Total Participation Goals	30

Part 2: M/WBE Participation Plan

The M/WBE Participation Goals are found in both the M/WBE Requirements tab and the Subcontractors and Joint Ventures tab of your RFx (Solicitation) response in PASSPort. Please follow the instructions below to review an RFx's M/WBE Participation Goals and **enter** information in PASSPort to meet these goals. Please refer to the Local Law 1 Notice to All Prospective Contractors for additional information about the M/WBE program related to this solicitation.

1. Log in to [PASSPort](#) and click the **pencil icon** to access the RFx.
2. Click the **Manage Responses** tab of the RFx and click the **pencil icon** to access your in progress response.
3. Complete all the required sections in the Your Proposal Info, Questionnaire, Item, LL34 Compliance (if required) and all other relevant tabs in your Response.
4. Be sure to complete the **Item** tab before the Subcontractors and Joint Ventures tab. Enter the **Proposal Amount** (or Bid Amount) and click **Save**.



The screenshot shows the 'Item' tab in the PASSPort system. On the left is a navigation menu with options: Item, Subcontractors and Joint Ventures, LL34 Compliance, and M/WBE Requirements. The main area is titled 'Response' and contains a table with the following data:

Items code	Item types	Label	Total Proposal Amount
IT_1	Required Item	Total Proposal Amount	10,000,000

The value '10,000,000' in the 'Total Proposal Amount' column is highlighted with a red box. Above the table, there is a 'Keywords' search bar, a 'Not answered items' checkbox, and a 'Search' button. The 'Currency' is set to 'USD' and the 'Proposal Amount' is displayed as '10,000,000.00'.

5. To identify your M/WBE subcontractors and joint ventures, click the **Subcontractors and Joint Ventures** tab and click the white box with the Subcontractors and Joint Venture text.

Test Vendor PASSPort Organization's proposal

Save Save and Close Cancel this response Close Duplicate Response

Your Proposal Info

Questionnaire

\$ Item

Subcontractors and Joint Ventures

LL34 Compliance

M/WBE Requirements

Subcontractors and Joint Ventures

6. Read the instructions in the M/WBE Requirements section of this tab.

Test Vendor PASSPort Organization's proposal

Save Save and Close Cancel this response Close Duplicate Response

Data has been saved

Questionnaire

Items

Subcontractors and Joint Ventures

LLSA Compliance

M/WBE Requirements

M/WBE REQUIREMENTS

INSTRUCTIONS

This tab outlines the M/WBE Participation Goals for this solicitation. You can meet the goals either through self-performance (your own certifications will automatically count towards the goals) or by identifying subcontractors or joint ventures within this tab.

Progress towards meeting each disaggregated goal is tracked in the table showing group participation. Blocking alerts display next to the table identifying which M/WBE requirements are not met. To submit your response, all M/WBE requirements alerts must clear. Please note that your organization's certifications will count towards the specific disaggregated goal as well as the Unspecified goal if required.

Please complete the Item tab before you proceed with completing this tab. PASSPort will calculate M/WBE participation goals based on the subcontractor or joint ventures information added and the total proposal or bid amount in the Item tab.

For detailed instructions, please click [here](#).

Prime Vendor M/WBE Certification:

Group	Percentage
Black American	10
Hispanic American	8
Asian American	
Native American	
Unspecified	12
Women	
Total Participation Goals	30

Black American M/WBE Requirements are not yet met.

Hispanic American M/WBE Requirements are not yet met.

Unspecified M/WBE Requirements are not yet met.

SUBCONTRACTOR INFORMATION

Add Subcontractor

0 Results

JOINT VENTURE

Add Joint Venture

7. Your own organization's M/WBE certifications count towards the Total Participation Goals and automatically display in the field directly below the Instructions labeled as **Prime Vendor M/WBE Certification**. Any M/WBE participation goals that remain unmet are highlighted with red text alerts displaying to the right of the M/WBE Participation Goals table.

In this example, the Prime Vendor does not have any M/WBE Certifications displaying (the field is blank) and thus still needs to meet the requirements as indicated.

Test Vendor PASSPort Organization's proposal

Save Save and Close Cancel this response Close

✓ Data has been saved

Questionnaire

Item

Subcontractors and Joint Ventures

LLSA Compliance

M/WBE Requirements

M/WBE REQUIREMENTS

INSTRUCTIONS

This tab outlines the M/WBE Participation Goals for this solicitation. You can meet the goals either through self-performance (your own company) or through subcontractors. Progress towards meeting each disaggregated goal is tracked in the table showing group participation. Blocking alerts display next to the table. Please note that your organization's certifications will count towards the specific disaggregated goal as well as the Unspecified goal if not otherwise specified.

Please complete the Item tab before you proceed with completing this tab. PASSPort will calculate M/WBE participation goals based on the information provided.

For detailed instructions, please click [here](#).

Prime Vendor M/WBE Certification:

Group	Percentage
Black American	10
Hispanic American	8
Asian American	
Native American	
Unspecified	12
Women	
Total Participation Goals	30

Black American M/WBE Requirements are not yet met.

Hispanic American M/WBE Requirements are not yet met.

Unspecified M/WBE Requirements are not yet met.

8. Any participation goal(s) your organization cannot meet through its own certification(s), must be met by identifying subcontractors and/or joint ventures with the required certifications in the **Subcontractor Information** and **Joint Venture** sections of the Subcontractors and Joint Ventures tab.

Prime Vendor M/WBE Certifications:

Category	Percentage	Notes
Black American	11	Black American M/WBE Requirements are not yet met.
Hispanic American	8	Hispanic American M/WBE Requirements are not yet met.
Asian American		
Native American		
Disability	12	Disability M/WBE Requirements are not yet met.
Women		
Total Participation Goals	26	

SUBCONTRACTOR INFORMATION

[Add Subcontractor](#)

JOINT VENTURE

[Add Joint Venture](#)

9. To add a subcontractor, click the **Add Subcontractor** button.

10. In the Add Subcontract window, complete all the fields in both the **Subcontract Information** and **Vendor Information** sections.

Note, the **Subcontractor Dollar Amount** value entered will be calculated against the total Proposal Amount in the Item tab to determine the percentage towards your M/WBE Goal Participation for this RFx.

In this example, \$1 million is allocated to the **Subcontractor Dollar Amount** which is 10% of the Proposal Amount (in the Item tab) and can count towards a Participation Goal if the subcontractor is M/WBE Certified in one of the specified goals.

Add Subcontract

Proposal ID : Proposal # 1

SUBCONTRACT INFORMATION

Subcontractor Dollar Amount : 1,000,000

Purpose : HVAC

Estimated Start Date : 08/01/2022

Estimated End Date : 08/31/2022

M/WBE Certification :

VENDOR INFORMATION

Subcontractor not filed in PASSPort or not yet identified : ☐

Select PASSPort Vendor : Subcontractor Vendor

EIN :

Subcontractor Name :

11. To identify a specific M/WBE certified PASSPort Vendor, type the subcontracting vendor name in the **Select PASSPort Vendor** field or click the ellipsis to search for and select the vendor. Click **Save**.

VENDOR INFORMATION

Subcontractor not filed in PASSPort or not yet identified : ☐

Select PASSPort Vendor : Subcontractor Vendor

EIN :

Subcontractor Name :

12. Choose the relevant **M/WBE Certification** from the drop-down in the Subcontract Information section of the Add Subcontract screen. Click **Save** and then click **Close** to return to the Subcontractors and Joint Ventures tab.

Add Subcontract

Save

Close

Proposal ID :

Proposal # 1

SUBCONTRACT INFORMATION

Subcontractor Dollar Amount : 1,000,000.

Purpose : HVAC

Estimated Start Date : 08/01/2022

Estimated End Date : 08/31/2022

M/WBE Certification

VENDOR INFORMATION

To change the PASSport V

Subcontract

13. If the **Subcontractor is not Filed in PASSPort or not yet identified** (to be determined), click the corresponding checkbox in the Add Subcontract pop-up window. Be sure to complete all relevant fields in each section and click **Save**. The example below reflects scenarios 1 or 2.

Scenarios to click this checkbox:

- 1: If the subcontractor has a PASSPort account, but their PASSPort Vendor Status is not Filed.
- 2: If the subcontractor does not have a PASSPort account.
- 3: A specific subcontractor was not yet identified by your organization, and this serves as a placeholder to meet a specific participation goal.

14. Choose the applicable **M/WBE Certification** from the drop-down to meet the corresponding Participation Goal for the subcontractor. Click **Save** and then **Close** to return to the Subcontractors and Joint Ventures tab.

Add Subcontract

Save Close

✓ Data has been saved

Proposal ID: Proposal # 1

SUBCONTRACT INFORMATION

Subcontractor Dollar Amount: 1,000,000.

Purpose: HVAC

Estimated Start Date: 10/01/2022

Estimated End Date: 10/30/2022

M/WBE Certification:
Asian American
Black American
Hispanic American
Native American
Women

VENDOR INFORMATION

To change the PASSport Vendor, please delete this record and add a new subcontract

Subcontractor not filed in PASSport or not yet identified: ☒

EIN: 123456789

Subcontractor Name: HVAC City

Subcontractor Address: 12 Greenwich Ave

Subcontractor Phone: 212-123-4567

0 Result(s)

15. If you are submitting on behalf of a joint venture, click **Add Joint Venture** in the Subcontractors and Joint Ventures tab.
16. To identify a specific M/WBE certified PASSPort Vendor, type the vendor name of the joint venture partner entity in the **Select PASSPort Vendor** field or click the **ellipsis** to search for and select the vendor. Click **Save**.

The screenshot shows a web form titled "Joint Venture". At the top, there are three buttons: "Save" (with a floppy disk icon), "Save and Close", and "Close". The "Save" button is highlighted with a red rectangular box. Below the buttons is a section titled "ADD VENDOR" with a dropdown arrow. Inside this section, there are several fields: "Proposal ID : Proposal # 1", "Select PASSport vendor" (with an empty input field and an ellipsis button, highlighted with a red rectangular box), "Ownership % :", "M/WBE Certification :", "Status : Valid", and "Total :".

17. Complete the **remaining fields** in the Add Vendor section of the Joint Venture pop-up and click **Save**.

The screenshot shows a 'Joint Venture' pop-up window. At the top, there are three buttons: 'Save' (highlighted with a red box), 'Save and Close', and 'Close'. Below the buttons is a green status bar that says 'Data has been saved'. The main section is titled 'ADD VENDOR' and contains the following text and fields:

- To change the PASSport Vendor, please delete this record and add a new joint venture
- Proposal ID : Proposal # 1
- Select PASSport vendor : Fancy HVAC
- Ownership % : 60
- M/WBE Certification : Black American (dropdown menu)
- Status : Valid
- Total :

18. PASSPort automatically populates the **Total** amount covered by the joint venture based on the Ownership % entered compared to the Proposal Amount (see Item tab)

In this example, the joint venture partner entity selected has 60% ownership which calculates here to equal \$6 million in total of the full \$10 million Proposal Amount.

Joint Venture

Save

Save and Close

Close

✓ Data has been saved

ADD VENDOR

To change the PASSport Vendor, please delete this record and add a new joint venture

Proposal ID : Proposal # 1

Select PASSport vendor : Fancy HVAC

Ownership % : 60.00

M/WBE Certification : Black American

Status : Valid

Total : 6,000,000.00

19. Once participation goals are met and all alerts are addressed, the alerts will disappear from the tab.

Group	Percentage
Black American	10
Hispanic American	8
Asian American	
Native American	
Unspecified	12
Women	
Total Participation Goals	30



For vendors with **multiple M/WBE certifications**, please note that only one certification can be entered at a time. To add an additional certification, please repeat the Add Subcontractor or Add Joint Venture steps to meet additional participation goals.

If any information entered requires updating in an added Subcontractor or Joint Venture record, delete the record by clicking the **trash icon** and add it again with the updated information.

Waiver Request

What if a bidder/proposer doesn't think it can meet all or part of the M/WBE participation goal?

APPLY FOR A PRE-AWARD WAIVER.

Types of Waivers: Full and Partial

Full Waiver: Approval for a vendor that does not plan to subcontract at all and that cannot use **its own participation** towards fulfilling the M/WBE participation requirement.

Partial Waiver: Approval for a vendor that plans **to subcontract** at an amount **less** than the agency establishes as its M/WBE participation goal and that cannot use **its own participation** towards fulfilling the M/WBE participation requirement.

Passport Process for Schedule B Part 3- Request for Waiver of M/WBE Participation Requirements

Vendors wishing to request a waiver of the M/WBE participation requirement must complete the Schedule B – Part 3 form offline outside of the bid/proposal response via the [Discussion Forum](#).

The waiver request must be submitted to the Agency 7 days before the due date.

If submitted with less than 7 days remaining from the due date, the Agency is unable to accept the request.

The vendor must provide the following:

1. The basis for the waiver request
2. The proposed goal that the vendor is seeking
3. Five reference contracts that are relevant in size, scale, and scope for the bid/proposal
4. The vendor's full and complete contracting history for the last three years in the separate Excel template accessible via Schedule B

Part 3: SCHEDULE B – Part 3 Instructions for Waivers

Please follow the Instructions in Step 1 to 5 on how to submit a Waiver and Contract History document in PASSPort.

Step 1 Log into PASSPort and open the **RFx** by clicking the **edit pencil button**.

Step 2 In the View RFx tab, **download the Schedule B form and complete Part 3**.

Step 3 Navigate to the **Discussion With Buyer tab** and click the **Compose button** to draft a message.

A. In Type field, select Clarification.

B. Add a subject in Subject field.

C. Select Agency Contact in the To field.

D. Compose your message in the Text field.

E. Attach the completed Part 3 of Schedule B and completed Vendor Contract History Excel document in the **Click or Drag to add files field**.

Step 4 Click on the green Send button to send the message to Agency contact.

Step 5 The agency contact will **review the waiver** and **submit to the Mayor's Office of M/WBE's**.

Once approved, the result of the waiver determination will be reflected in PASSPort⁶³ in the M/WBE Requirements tab of your response to the RFx. For additional information, please refer to the Local Law 1 Notice to All Prospective Contractors.



Tax ID _____	RHS Vendor ID _____
Business Name _____	Contact Name _____
Email _____	Telephone _____
Contracting Agency _____	
PASSPort PIN# _____	Bid/Proposal Due Date _____

Explain under separate cover.

Please make sure to highlight the 5 reference contracts provided below among the comprehensive list of all your contract awards within the attached Excel template.

Prime-Contract description

☐ **Feedback**

If you performed as the Subcontractor, please provide a description and value of work areas you self-performed.

For information or assistance, please contact your contractive City Agency.

Total Participation Goals _____ %

Part 3: SCHEDULE B
– Request for
Waiver of M/WBE
Participation
Requirements Page
1 of 3

Reference 2

Agency/Organization _____ Contract # _____

Reference Contact _____ Telephone _____ Email _____

Contract Start Date _____ Contract End Date _____ Total Contract Value \$ _____

Prime Contract description _____

Did the vendor perform as a Prime Contractor or as a Subcontractor? ☐ Prime Contractor ☐ Subcontractor

Was the Prime Contract subject to any Goals? ☐ City MWBE Goals ☐ State Goals ☐ Federal Goals ☐ No Applicable Goals

Did the Prime Contractor meet Goal requirements? ☐ Yes ☐ No ☐ N/A

If **Yes/No**, Contractor did not meet Goal requirements or contract is still ongoing, please explain _____

If you performed as the Prime Contractor, please provide a description and value of all work subcontracted to other vendors.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	Percentage of total _____ %

If you performed as the Subcontractor, please provide a description and value of work areas you self-performed.

_____	\$ _____
-------	----------

Reference 3

Agency/Organization _____ Contract # _____

Reference Contact _____ Telephone _____ Email _____

Contract Start Date _____ Contract End Date _____ Total Contract Value \$ _____

Prime Contract description _____

Did the vendor perform as a Prime Contractor or as a Subcontractor? ☐ Prime Contractor ☐ Subcontractor

Was the Prime Contract subject to any Goals? ☐ City MWBE Goals ☐ State Goals ☐ Federal Goals ☐ No Applicable Goals

Did the Prime Contractor meet Goal requirements? ☐ Yes ☐ No ☐ N/A

If the Prime Contractor did not meet Goal requirements or contract is still ongoing, please explain _____

If you performed as the Prime Contractor, please provide a description and value of all work subcontracted to other vendors.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	Percentage of total _____ %

If you performed as the Subcontractor, please provide description and value of work areas you self-performed.

_____	\$ _____
-------	----------

Part 3: SCHEDULE B – Request for Waiver of M/WBE Participation Requirements Page 3 of 3

Contract Start Date _____		Contract End Date _____		Total Contract Value \$ _____	
Prime Contract description _____					
Did the vendor perform as a Prime Contractor or as a Subcontractor?				☐ Prime Contractor	☐ Subcontractor
Was the Prime Contract subject to any Goals?				☐ City M/WBE Goals	☐ State Goals
Did the Prime Contractor meet Goal requirements?				☐ Yes ☐ No	☐ N/A
If the Prime Contractor did not meet Goal requirements or contract is still ongoing, please explain _____					
If you performed as the Prime Contractor, please provide a description and value of all work subcontracted to other vendors.				\$ _____	
				\$ _____	
				\$ _____	
				\$ _____	
				\$ _____	
				\$ _____	
				Percentage of total contract value subcontracted to other vendors _____ %	
If you performed as the Subcontractor, please provide a description and value of work areas you self-performed. _____ \$ _____					

Reference 5

Agency/Organization _____		Contract # _____			
Reference Contact _____		Telephone _____			
Contract Start Date _____		Contract End Date _____			
Prime Contract description _____		Total Contract Value \$ _____			
Did the vendor perform as a Prime Contractor or as a Subcontractor?					
Was the Prime Contract subject to any Goals?					
Did the Prime Contractor meet Goal requirements?					
If the Prime Contractor did not meet Goal requirements or contract is still ongoing, please explain _____					
If you performed as the Prime Contractor, please provide a description and value of all work subcontracted to other vendors.				\$ _____	
				\$ _____	
				\$ _____	
				\$ _____	
				\$ _____	
				\$ _____	
				Percentage of total contract value subcontracted to other vendors _____ %	
If you performed as the Subcontractor, please provide a description and value of work areas you self-performed. _____ \$ _____					

Vendor Certification

Identify/tot all the work areas you intend on subcontracting on the current anticipated contract for which you are submitting this waiver request.

I hereby affirm that the information supplied in support of this waiver request is true and correct, and that this request is made in good faith. I further affirm that the work that I did not let us work that will be subcontracted on this contract for which I am submitting this waiver request is work that I have performed on past contracts and will not subcontract if awarded this contract.

Signature _____ Date _____

Print Name _____ Title _____

Approvals (for Agency completion only)

ACCO Signature _____ Date _____

CPO Signature _____ Date _____

Waiver Determination

☐ Full Waiver Approved

☐ Waiver Denied

Partial Waiver Approved With Revised Participation Goals

Unspecified _____ %

Black American _____ %

Hispanic American _____ %

Native American _____ %

Asian American _____ %

Women _____ %

Total Revised Goals _____ %

Keon Pitter, Director, External Engagement
Office of Community Hiring

4

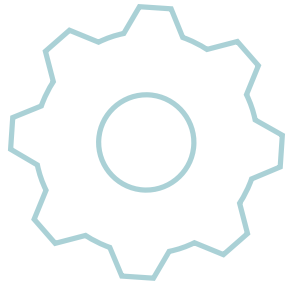
NYC COMMUNITY HIRING



Community Hiring Overview

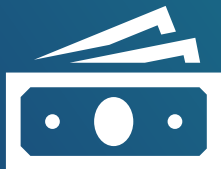


Community Hiring allows City agencies to include **workforce goals in their procurement contracts for vendors to provide employment and apprenticeship opportunities** to low-income individuals and those living in low-income communities.



The Office of Community Hiring's mission is to **leverage the City's purchasing power to drive economic mobility** by connecting City vendors with a pipeline of talent and creating pathways to careers for our community.

Income-Based Community Hires



An individual with an income that falls below 300% of the federal poverty guidelines

For professional services, human services, and standard services, the Community Hiring Goal is to employ one **Income-Based Community Hire** for every \$500K in contract value

The Federal Poverty Guidelines is updated every year in the Federal Register by the U.S. Dept of Health and Human Services (HHS)

300% of the 2026 Federal Poverty Guidelines

Household/Family Size	Dollars Per Year
1	\$47,880
2	\$64,920
3	\$81,960
4	\$99,000
5	\$116,040
6	\$133,080
7	\$150,120
8	\$167,160

Source: [U.S. Department of Health and Human Services \(HHS\), Office of the Assistant Secretary for Planning and Evaluation, 2025.](#)

Community Hiring Goal Professional Services

Vendors must make best efforts to employ **Income-Based Community Hires*** to meet the goal



Hire **1 Income-Based Community Hire**
for every \$500K in cumulative contract
value

* “**Income-Based Community Hire**” means an individual with an individual or household income that falls below 300% of the federal poverty guidelines

Vendor Responsibilities

The Vendor awarded a contract subject to Community Hiring agrees to comply with the requirements set forth in the Community Hiring Rules

The awarded Vendor, among other things, must:

- ✓ **Agree** to make best efforts to meet the Community Hiring Goal
- ✓ **Require** subcontractors, if any, to agree to make best efforts to help meet the prime's Community Hiring Goal
- ✓ **Publicly disclose** Employment Opportunities, unless work is subject to PLA
- ✓ **Notify** Referral Sources (union referrals) or Apprenticeship Programs of the goals and any vacancies to be filled by Residence-Based Community Hires
- ✓ **Enroll** in an electronic system designated by OCH
- ✓ **Monitor and document** compliance with Community Hiring

Referral Sources

~~Entity authorized to refer Community Hires to Vendors for~~
purposes of filling employment needs and meeting

~~Community Hiring Goals~~

Who Can Be a Referral Source?

Agencies that directly refer jobseekers to City vendors

City Vendors contracted for employment recruitment or workforce development services

Union Referral Systems

Entities selected through an OCH solicitation to connect Community Hire jobseekers to City vendors

Referral Source Responsibilities

Identify and certify jobseekers as Community Hires

Provide employment recruitment or workforce development services at no cost to Community Hires

Partner with City vendors to help fill their employment needs

Maintain records of certifications and services provided

OCH Responsibilities

Identify criteria for finding qualified entities to function as Referral Sources

Authorize in writing the approval of Referral Sources

Publish directory of Referral Sources on OCH website

Monitor performance of Referral Sources

How Is “Best Efforts” Determined?

Factors Considered:

- ✓ Review Community Hires' qualifications
- ✓ Advertise Employment Opportunities, as applicable
- ✓ Coordinate with Referral Sources or apprenticeship programs
- ✓ Review and organize work under the contract to eliminate obstacles to meeting the goal
- ✓ Monitor and document the Vendor's efforts
- ✓ Contact Office of Community Hiring
- ✓ Take all other commercially reasonable actions to meet the goal

Factors Not Considered:

- x Undertake undue financial burden
- x Terminate or reduce work levels of existing employees
- x Extend job offer to individuals whose labor is not commercially useful
- x Forgo requesting, employing or hiring individuals or assigning individuals to perform Construction Work in accordance with an agreement with a Referral Source to which the Vendor is a signatory

Reporting & Compliance



Enroll in the designated electronic tracking system



Use Referral Sources to connect with job seekers



OCH will monitor compliance and report on progress towards goals across all contracts subject to Community Hiring



Maintain records for at least 6 years

Vendor Non-Compliance

- 1. Demonstration of Best Efforts.** Vendors who do not meet the Community Hiring Goal must provide documentation demonstrating best efforts to meet it
- 2. Non-Compliance Determination.** A notice of Non-Compliance will be issued to allow such Vendor to respond within 45 days
- 3. Corrective Action.** Where the non-compliance can be remedied, the Vendor may be required to:
 - Take a specific action proscribed by the City or
 - Submit a corrective action plan
- 4. Final Determination.** The City makes the final determination assessing the civil penalty amount, if applicable



Thank You



PRE-BID/PROPOSAL CONFERENCE ATTENDANCE SHEET

EPIN #: 84126P0018
PROJECT NAME: RESIDENT ENGINEERING INSPECTION SERVICES FOR COMPONENT REHABILITATION OF 9 BRIDGES IN THE BOROUGH OF THE BRONX, BROOKLYN, MANHATTAN AND QUEENS
DATE: 8/5/2026

Id	FIRM'S NAME	CERTIFICATION : MBE, WBE, DBE, SBE, SBA	FIRM'S STREET ADDRESS, CITY, STATE, ZIP	NAME OF ATTENDEE	PHONE #	E-MAIL
1	NV5	n/a	32 Old Slip, 4th Floor. NY NY 10005	Liam Madden	646 300 7154	Liam.Madden@nv5.com
2	KS Engineers, P.C.	MBE	65 Broadway, Suite 1002, New York, NY 10006	Emily Dangelmaier	646-293-9512	edangelmaier@kseng.com
3	LiRo Engineers, Inc.	N/A	3 Aerial Way, Syosset, NY 11791	Stephanie Buchanan	516-214-8485	buchanans@liro-hill.com
4	TriState Planning Engineering & Land Surveying, P.C.	WBE, DBE, SBE	161-01 Horace Harding Expressway, Fresh Meadows, NY 11365	Annie Carper	516-496-7700	acarper@tspe.com
5	SI Engineering, P.C.	MBE & WBE	107 Greenwich Street, 19th Floor, New York, NY 10006	Raim Izhar	212-354-5939	rizhar@siengineering.com
6	Melissa Johnson Associates, Inc.	WBE/DBE	26 Broadway, 3rd Floor, New York, NY 10004	Olivia King	(917) 932-0077	oking@melissajohnsonassociates.com
7	LOZIER, INC	MBE, WBE, DBE	141-07 20th Ave Suite501, Whitestone, NY 11357	Uzma Ahmad	718-767-0484	uahmad@lozierinc.com
8	KS Engineers	MBE (Asian)	65 Broadway, Suite 1002, New York, NY 10006	Charles Bunyaviroch	845-490-7597	cbunyaviroch@kseng.com
9	ZOFS Engineering and Land Surveying P.C.	MBE, DBE, SBE	1095 Tulip Ave, Franklin Square, New York. 11010	Bilal Syed	9294658675	bsyed@zofsengineering.com
10	Greenman-Pedersen, Inc.	NA	175 Pinelawn Road, Melville, NY 11747	Danielle Washington	631-587-5060	dWASHINGTON@gpinet.com
11	Infra Tech Engineering, LLC	MBE, WBE, DBE, SBE	15 Maiden Lane, Suite 200, New York, NY 10037	Susan Schmidt	845-323-7234 - 212-514-7500	marketing@inftratechengineering.com; ssschmidt@inftratechengineering.com
12	Excelsior Engineering and Land Surveying, P.C.	MBE and DBE	560 Sylvan Ave, Ste 1200, Englewood Cliffs NJ 07632	Ernst Fleuranvil, P.E., DBIA	347-339-6688	efleuranvil@eengs.com
13	EnTech Engineering, PC	WBE	17 State Street, New York, NY 10004	Shayne Spector-Smith	(646) 722-0000 x195	sspectorsmith@entech.nyc
14	AI Engineers, Inc.	MBE	39 Broadway, Suite 1140, New York, NY, 10006	Dalvin Mateo	347-957-6929	Dmateo@aiengineers.com
15	Armand Resource Group, Inc.	DBE, MBE, SBE	One University Plaza, Suite 314, Hackensack, NJ 07601	Staci Tackie	201-357-8725	stackie@argdiversity.com
16	Siddiqui Engineering PC	MBE, DBE, SBE	35A Engel Street, 2nd Floor, Hicksville, NY 11801	Ofelia Celis	516-622-3333	o.celis@sepcus.com
17	Hudson Valley Engineering Associates, PC	WBE, DBE	560 Route 52, Suite 201, Beacon, NY 12508	Karen Anewalt	(845) 838-3600	kanewalt@hveapc.com
18	Liriano & Associates Engineering Consulting Services PLLC	MBE / DBE / SBE	30-10 41st Avenue, Long Island City, NY, 11101	Angel Quezada	6468424789	angel.quezada@lirianoengineering.com
19	Gedeon GRC	MBE	6901 Jericho Turnpike, NY 11791	Landry Philemy	516-886-9313	lphilemy@gedeongrc.com
20	Infrastructure Engineering Inc PC	MBE	14 Penn Plaza 225 West 34th Street, Floor 21 New York, NY 10122	Gabriella Sciannantena	646-439-0191	gsciannantena@infrastructure-eng.com
21	PACO Group, Inc.	MBE, DBE, SBE	88 Pine Street, Suite 1802, New York, NY 10005	Enid Santiago	212-685-0578 x308	esantiago@pacogroup.com
22	VRX, Inc.	WBE	1330 Avenue of the Americas, 23rd Floor, New York, NY 10019	Dianna Keable	917.805.5238	dianna.keable@VRXglobal.com
23	KS Engineers, P.C.	MBE	65 Broadway, Suite 1002, New York, NY 10006	Michael Tolliver	(201) 747-7797	mtolliver@kseng.com
24	ZOFS Engineering and Land Surveying P.C.	MBE, DBE, SBE	2 Columbine Lane, Valley Stream, NY 11581	Zane Amray	3475452023	zamray@zofsengineering.com
25	ZOFS Engineering and Land Surveying PC	MBE	1095 Tulip Avenue Franklin Square NY 11010	Sasha Latchana	516-415-7186	Slatchana@zofsengineering.com
26	IVY Engineering Group	WBE, DBE, SBE	175 Varick St. New York, NY 10014	Samira Ayati	5168577770	samira@IVYEngineeringGroup.com
27	SC Engineers, P.C.	MBE/DBE/SBE	450 7th Avenue - Suite 2906, New York, NY 10123	Mo Faraj	917-903-0921	mo.faraj@scengineerspc.com
28	KS Engineers, P.C.	MBE	65 Broadway, Suite 1002, NY, NY, 1006	Tom Tehrani, PE	917.434.9768	ttehrani@kseng.com
29	Bureau Veritas North America Inc	NA	1500 Broadway, Suite 1900, New York, NY 10036	Muhammad Aftab Ahmad	9293709028	muhammad.ahmad@bureauveritas.com
30	Bureau Veritas	N/A	1500 broadway, suite 1900, New York, ny 10036	Ibrahim Mourad	917-562-7669	ibrahim.mourad@bureauveritas.com
31	INFOTRAN ENGINEERS & ARCHITECTS PC	MBE/DBE	60 Evergreen Dr., East Orange, NJ 07018	Indra Nayee	9736794566	inayee@infotrancorp.com
32	ENTECH Engineering, PC	WBE	17 State Street, 36th floor, ny ny	Karim Palomino	646-628-2742	kpalomino@entech.nyc
33	Greenman-Pedersen, Inc.	Prime	175 Pinelawn Road Melville, NY 11747	James Valenti	6317617384	jvalenti@gpinet.com
34	AI Engineers, Inc.	MBE	919 Middle Street, Middletown, CT, 06457	Alex Tow	8606576882	atow@aiengineers.com
35	RLB - Rider Levett Bucknall	N/a	535 Fifth Ave, suite 601, New York, ny 10017	Oscar Gonzalez, Ccm	6318391013	Oscar.Gonzalez@us.RLB.com
36	CSM Engineering P.C.	MWDBE	626 RXR Plaza, Uniondale, NY 11556	Hlara Guevara	516-378-4887 ext 203	hgd@cmsengineering.com
37	Lozier, inc	Me web end sba	141-07 20 avenue Whitestone by 11357	Vincent Dalessandro	6462588041	Vdalessandro@lozierinc.com
38	ALRA Engineers, P.C.	MBE, DBE, SBE	1 Blue Hill Plaza, 16th Floor, Suite 1501, Pearl River, NY 10965	Krista Shevit	516-347-2303	kshevit@alraengineers.com
39	Popli Design Group	MBE	450 seventh Ave suite 1701, New York, NY 10123	Parmjit Sahani	212 951 0170	Psahani@popligroup.com
40	INFOTRAN Engineers & Architects, PC	MBE, SBE	224 W 35th Street, Suite 600, New York, NY 10001, 60 Evergreen Pl, Suite 301, East Orange, New Jersey 07018	Fouzia Iram Fatima	973.512.2233	ffatima@infotrancorp.com
41	Liriano & Associates Engineering Consulting Services PLLC	MBE, DBE, SBA	30-10, 41 st Avenue, LIC NY 11101	Cristian Liriano	917-560-0572	Cristian.Liriano@lirianoengineering.com
42	EnTech Engineering	WBE	17 State St., 36th FL, New York, NY 10004	Kristan Wolf	(646) 722-0000 x 162	kwolf@entech.nyc
43	SI Engineering, PC	MBE and WBE; both	107 Greenwich Street, 19th Floor, New York, NY 10006	Muhammad Izhar	212-354-5939	mizhar@siengineering.com
44	VRX, Inc.	WBE	1330 Avenue of the Americas, 23rd Floor	Sally Wong	631.703.1497	sally.wong@vrxglobal.com
45	M & J Engineering, D.P.C	MBE	2003 Jericho Turnpike, New Hyde Park, Ny 11040	Roseann Boyd	516-821-7307	Rboyd@mjengineers.com
46	Rider Levett Bucknall	None	535 Fifth Ave. Suite 601, New York NY 10017	Paraic Morrissey	646-693-2348	paraic.morrissey@us.rlb.com
47	Atane consulting	MBE	225 Broadway NYC ny 10007	Diego Alaimo	9174149502	Dalaimo@ataneconsulting.com
48	LiRo Engineers, Inc.	n/a	3 Aerial Way Syosset, NY 11791	George DeMarco	516-236-4163	demarcog@liro-hill.com
49	LiRo Engineers, Inc.	n/a	3 Aerial Way, Syosset, NY, 11791	Joseph Catapano	5169385476	catapanoj@liro-hill.com
50	Omsum Engineering, LLC	N/A	25 Broadway, 10th Floor, Suite 1037, New York, NY -10004	Dinesh Patel, P.E.	718-496-2068	Dinesh.Patel@omsumeng.com

51	NV5 New York - Engineers, Architects, Landscape Architects and Surveyors	N/A	32 Old Slip, Suite 401, New York, NY 10005	Alicia Petrulis	(631) 891-3211	alicia.petrulis@nv5.com
52	HIRANI ENGINEERING & LAND SURVEYING DPC	MBE - Asian	120 West John Street, Hicksville, NY 11801	Sana Khan	516-248-1010	skhan1@hiranigroup.com
53	ALRA Engineers, P.C.	MBE/SBE/DBE	1 Blue Hill Plaza, Pearl River, NY 10965	Rose Santos	475-275-1174	rsantos@alraengineers.com
54	Lozier inc	MBE, WBE, SBE, DBE	141-07 20th Ave, Whitestone, NY 11357	buket Agdere	631-871-4165	bagdere@lozierinc.com
55	Greenman-Pedersen, Inc.	N/A	175 Pinelawn Rd, Suite 400, Melville, NY 11747	William Ferdinandsen	3472426203	wferdinandsen@gpinet.com
56	Infrastructure Engineering Inc. PC	MBE	14 Penn Plaza 225 W. 34th Street Floor 21 New York, NY 10122	Homam Isleem	646 804 2812	hisleem@infrastructure-eng.com
57	ATANE Engineers, Architects and Land Surveyors, DPC.	MBE	225 Broadway, Ste 505. New York, NY 10007	Nadeem Shakir	9342559911	nshakir@ataneconsulting.com
58	NV5	n/a	32 Old Slip, NY, NY	Joseph LaRocca	5166623627	joseph.larocca@nv5.com
59	ZI Engineering, P.C.	MBE,DBE	300 Merrick Road, Suite 310, Lynbrook, 11563	Atika Naeem	(516) 341-7218	Atika@ziengineering.com
60	NYC DOT - ACCO OFFICE	N/A	55 Water Street - 8th Floor, NY, NY 10004	Avery Smith	212-839-2791	asmith5@dot.nyc.gov
61	Gedeon Engineering, PC, d/b/a Gedeon GRC Consulting	MBE/DBE	6901 Jericho Turnpike, Suite 216, Syosset NY 11791	Amanda Plair	516.873.7010	aplair@gedeongrc.com
62	ATANE	MBE	225 Broadway, Suite 505, New York, NY 10007	Anas Hashmi	2127471997	Ahashmi@ataneconsulting.com
63	ZI Engineering, P.C.	MBE - DBE	300 Merrick Road Suite 310, Lynbrook, 11563	Zahid Ismail	(516) 341-7218	zismail@ziengineering.com
64	J. Evans Dpleyres	MBE	65 Roosevelt Avenue Suite 207 valley Stream NY 11581	J. Evans Doleyres	9176826174	edoleyres@jedengineering-pc.com
65	AI Engineers, Inc.	MBE	39 Broadway, Suite 1140, New York, NY, 10006	Mohammed Sayeed	860-635-7740 ext.242	msayeed@aiengineers.com
66	M J Engineering	MBE	2003 Jericho Turnpike, New Hyde Park, NY 11040	Pranod R Patel	2013100339.0	prpatel@mjengineers.com

Rhonda Bruton	Director, MWBE Compliance & Reporting	<i>Rhonda Bruton</i>	8/5/2026
Name	Title	Signature	Date:

It is hereby certified that all attendees were provided with the following information relating to M/WBE contract requirements for the resulting contract from this solicitation: an explanation of M/WBE contract requirements; a review of how to properly complete Schedule B to ensure a responsive bid and request a waiver; the consequences for prime contractors that demonstrate non-compliance; an overview of the Online Directory; and the SBS Prime contractor resource sheets: ‘Assistance Contacts for Primes’ and ‘Online Directory tips’.