

M/WBE Narrative Form

NYCEDC is dedicated to furthering the participation of minority- and women-owned businesses in its work. Each RFP Respondent must submit this form together with its proposal to indicate how M/WBE participation will be achieved if it is selected.

Construction Manager/Lead Consultant:

Project Number:

A. Establishment of numerical MWBE contracting utilization goals or targets

The Participation Goal Range for this contract is set in Part I Section 2.2.7 of the RFP. Please indicate the goal you commit to reaching on this contract by entering your M/WBE Participation Commitment Percentage below Please note, if you are selected this goal will become part of your contract..

MWBE Participation Commitment Percentage*:

*M/WBE Participation Commitment Percentage = Projected Payments to MWBEs/Total Contract Payments

B. Prequalified list information (Construction Management contracts only)

What is the size of your list of prequalified subcontractors?

How many M/WBE’s are on your list of prequalified subcontractors?

Please fill out table below so that we may determine how well M/WBEs represented on your prequalified list for trades that are key to this project.

	1. Trade	2. No. of Prequalified Contractors/Consultants for Trade	3. No. of Firms in Previous Column (#2) that is M/WBE
Key Trade #1			
Key Trade #2			
Key Trade #3			
Key Trade #4			
Key Trade #5			

C. List of Subcontractors (Retainers, On-Call and CM contracts)

Please separately attach the Subcontractors Participation Plan (SPP) listing all subcontractors, both M/WBE and non-M/WBE, that will be used on this contract. For CMs, list all the members of the team included in proposal. The SPP will be reviewed and rated based on:

- *Percentage of subcontractors who are certified as M/WBE with the appropriate agency*
- *Number of M/WBE firms on the SPP*

- *Type of work M/WBE firms will provide—Are they critical tasks integral to the project? Are they providing support services? Are there multiple firms on the SPP for a task that an MWBE is slated to provide?*

D. Strategies and methods that will facilitate participation by M/WBE firms

Please separately attach a narrative that lists the specific measures that will be taken to fulfill the M/WBE requirements of this contract and the goals established. Below are some recommended methods for engaging M/WBE firms. In the narrative, be sure to indicate which of the methods will be incorporated into your M/WBE outreach efforts as well as any additional strategies. These strategies should be specific and easily verifiable. Also include detailed information about any MWBE programming offered by your firm. Note that specific actions committed to in the narrative must be documented sufficiently so that proof of their application can be readily obtained. As this narrative will be a factor in selection, it is critical that consultants fulfill every aspect of the narrative set forth in the response to the RFP.

- Advertise opportunities for M/WBEs
- Hold direct subcontractors accountable to meeting Participation Goals
- Engage in direct outreach to M/WBEs
- Hold informational meetings with M/WBEs
- Work with M/WBE and community organizations to enhance outreach
- Reach out to vendors on the NYCEDC Interested Subcontractor List
- Seek assistance from NYCEDC Opportunity M/W/DBE staff
- Carve out specific work for M/WBE contractors
- Unbundle bid packages to engage more subcontractors

E. Provide the name and contact information of in-house M/WBE contact

E. Attestation

I acknowledge that all the information provided herein is true and correct. In addition, I confirm the following:

- I have read and understand the M/WBE requirements for this contract.
- I will make and thoroughly document Good Faith Efforts utilized in encouraging M/WBE participation.
- I understand that I must notify NYCEDC of any material changes to the information submitted herein.

X

Authorized Person

Date

Officer's Name, Title