



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 M/WBE contracting utilization goals or targets

The Participation Goal for this contract is set in Appendix D-1 of the RFP. Please acknowledge your intention to meet this goal by entering in your M/WBE Participation Commitment Percentage below. A commitment percentage that deviates from the Participation Goal will influence the scoring of your proposal.

M/WBE Participation Commitment Percentage*:

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

B. Prequalified list information (Construction Management contracts only)

What is the size of your list of prequalified subcontractors who are prequalified to do work in New York?

How many M/WBE's are on your list of prequalified subcontractors who are prequalified to do work in New York?

Please fill out table below so that we may determine how well M/WBE are represented on your prequalified list for trades that are key to this project. For project specific RFPs, please refer to the Scope of Services in Appendix B. For CM retainers, please use an exhaustive list of general construction trades and waterfront construction.

	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/Subconsultants (Retainers, On-Call and certain CM contracts)

Please list all subcontractors/subconsultants who are included as members of the team in the proposal and a sentence on their role. Indicate which ones are M/WBE.

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

Please separately attach a narrative that lists the specific strategies that will be taken to fulfill the M/WBE requirements of this contract and the goals established. Your narrative should relate to the project scope. These strategies should be specific and easily verifiable. 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. Your narrative should address:

- Firm's personal commitment to diversity and inclusion
- Pre-qualification process
- Outreach strategy on this contract
- Internal roles of team members to assure M/WBE performance. Including (but not limited to) purchasing agent, project managers, project executive, M/WBE and/or economic inclusion managers
- Bidding process & strategy on this contract
- Accountability for first-tier subcontractors/subconsultants

E. Experience & References

EDC as part of the M/WBE evaluation will be looking to past projects with regards to M/WBE performance. Please list five (5) projects that are similar in size and scope to this RFP, the ones that you refer to in your RFP response **in Part III Specific Requirements Section I** where your firm served as a prime/Construction Manager and where M/WBE goals were set. For every project where the goals were not met, please attach a brief narrative detailing your good faith efforts.

<i>Contract Name & Number</i>	<i>Description of work</i>	<i>M/WBE Goal (%)</i>	<i>M/WBE Award (% of M/WBE award \$ in relation to total contract \$)</i>	<i>Current or final M/WBE % (M/WBE payments divided by total payments)</i>	<i>Client Contact (Name, title, email address, phone number)</i>

F. 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.

Authorized Person

Date

Officer's Name, Title