



**LMDC**  
Remember Rebuild Renew

Lower Manhattan Development Corporation  
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# **REQUEST FOR PROPOSALS: CHINATOWN TRAFFIC AND TRANSPORTATION IMPROVEMENTS STUDY**

**LOWER MANHATTAN DEVELOPMENT CORPORATION  
AND  
NEW YORK CITY DEPARTMENT OF TRANSPORTATION**

*The Lower Manhattan Development Corporation, a subsidiary of the New York State Urban Development Corporation d/b/a Empire State Development Corporation, in cooperation with the New York City Department of Transportation, seeks proposals and statements of qualifications for transportation consultant services relating to the area in and around Chinatown affected by the September 11, 2001 disaster.*

**Lower Manhattan Development Corporation**

John C. Whitehead, Chairman  
Louis R. Tomson, President  
Alexander Garvin, Vice President for Planning,  
Design, and Development

**New York City Department of Transportation**

Michael R. Bloomberg, Mayor  
Daniel L. Doctoroff, Deputy Mayor for Economic  
Development and Rebuilding  
Iris Weinshall, Commissioner

**November 12, 2002**

**Deadline for responses: December 3, 2002, 5:00 PM EST**

Questions must be submitted in writing or email no later than November 18, 2002 to Brandon Smith. Addenda to this RFP, including responses to any questions, will be posted on the LMDC website [www.renewnyc.com](http://www.renewnyc.com) by November 26, 2002. LMDC will not accept and cannot respond to questions submitted through any other means.

## 1. GENERAL INFORMATION

The Lower Manhattan Development Corporation (LMDC) was established following the disastrous events of September 11, 2001 to oversee the rebuilding and revitalization of Lower Manhattan south of Houston Street.

LMDC is a subsidiary of the New York State Urban Development Corporation, doing business as Empire State Development Corporation (ESDC), a political subdivision and public benefit corporation of the State of New York. LMDC is funded by federal appropriations administered by the United States Department of Housing and Urban Development (HUD) through its Community Development Block Grant (CDBG) program. To date, \$2 billion has been granted to LMDC under such appropriations and another \$783 million is anticipated through a second grant.

The New York City Department of Transportation (DOT) is responsible for regulating and maintaining city-owned streets and other transportation infrastructure.

In fulfilling its mission to revitalize Lower Manhattan, LMDC, working jointly with DOT, will require the services of a transportation consultant(s) to survey pedestrian and automotive traffic issues, congestion, parking, accessibility, and related quality of life concerns in Chinatown. Based on these findings, the consultant(s) will develop a strategy for improving traffic flow and conditions in Chinatown, as well as connections with surrounding areas of Lower Manhattan. The LMDC will seek input from many partner agencies, including ESDC, the New York City Department of City Planning (DCP), the New York City Economic Development Corporation (EDC), the New York State Department of Transportation (NYS DOT), the New York City Department of Sanitation (DOS), the New York City Police Department (NYPD), the Metropolitan Transportation Authority (MTA), and the Deputy Mayor's Office.

The selected consultant(s) will be asked to render services and complete a detailed report consisting of the following four parts:

1. **Baseline Analysis** and identification of problems
2. **Action Plan** for major transportation and traffic-related issues in Chinatown, to be coordinated with other ongoing efforts to study the areas around the Brooklyn Bridge and Canal Street (Canal Area Transportation Study or CATS).
3. **Implementation Plan** outlining potential strategies, governmental actions, community outreach efforts, etc.
4. **Benefits** of the plan, in terms of improved circulation, reduced traffic impact from trucks and buses, shorter travel times, and potential benefits to the local economy. The consultant may be asked to work with an urban design firm retained separately by LMDC to develop design solutions if and where appropriate.

Firms interested in submitting proposals to provide such services should follow the instructions in this Request for Proposals (RFP). Proposals should be prepared providing a straightforward and concise description of the capabilities of the responding firms to satisfy the requirements of the RFP. In the event it becomes necessary to revise any part of this RFP, written revisions will be issued to all firms by addendum posted on LMDC's website: [www.renewnyc.com](http://www.renewnyc.com).

LMDC reserves the right to reject any or all proposals submitted if such election is deemed to be in the best interest of LMDC and DOT. LMDC and DOT assume no responsibility and no liability for costs incurred by the responding firm(s) prior to the issuance of a contract. **If you choose to respond to this RFP, please prepare five (5) copies of your proposal and work samples and deliver them to:**

Alexander Garvin, Vice President for Planning, Design, and Development  
Lower Manhattan Development Corporation  
One Liberty Plaza, 20<sup>th</sup> Floor  
New York, NY 10006  
Attn: Chinatown Transportation RFP

**The schedule for this effort is as follows:**

**November 12 – RFP Issued**

**December 3 – Responses Due**

**December 3- December 17 – Possible Oral Presentations Conducted**

**December 17 – Consultant(s) selected**

Proposals must be received no later than 5:00 PM, December 3, 2002. Firms submitting a proposal in response to this RFP may be required to give an oral presentation to LMDC and DOT. This will provide an opportunity for the firm(s) to clarify or elaborate on the proposal but will in no way change the original submission. LMDC's request for an oral presentation shall not constitute acceptance of a proposal.

## 2. Submission Requirements

Please letter your responses exactly as the questions are presented herein, and limit to ten (10) one-sided pages, except work samples, which must be included in a separate, bound, appendix. Interested firms are invited to submit proposals that contain the following information:

### A. Experience, Structure, and Personnel

1. **A history of the firm(s)' or team(s)' experience** providing transportation consulting services to economic development organizations, municipalities, other governmental entities, private developers, not-for-profits and civic organizations.
2. **A description of your organizational structure**, including resumes of the principals, project manager(s) and professional staff who would work directly with LMDC, DOT, DCP, EDC, NYS DOT, DOS, NYPD, ESDC, MTA, and the Deputy Mayor's Office.
3. **Samples of up to five major projects** that the firm has completed in the areas of transportation, traffic circulation, parking accessibility, and streetscape enforcement. Include the client, the name of a contact person who is able to provide a reference, a description of the nature of the work, the size and complexity of the project, and the amount and the agreed on fee arrangements.
4. **Any other information** that you believe would make your work on behalf of LMDC, DOT, DCP, EDC, NYS DOT, DOS, NYPD, ESDC, MTA, and the Deputy Mayor's Office superior to that of other firms.

### B. Methodological Approach

1. A description of how the firm intends to address the anticipated scope of services set forth in Section 4 of this RFP, including developing a baseline, action plan, and projected benefits.
2. A statement explaining the firm's approach to transportation, parking, and accessibility analysis, including survey methods employed, analytical techniques and/or models used, etc.

### C. Fee

1. Total estimated fee for completion of the project, and whether you would be willing to agree to a cap.
2. The normal hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate used in the proposal.
3. A list of anticipated reimbursable expenses and the rate charged for each.
4. Any reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations, and civic organizations.
5. Any other fees or charges.

NOTE: The fee proposal must be submitted in a separate, clearly marked, sealed envelope. The fees will not be opened until all proposals have been initially evaluated. Although proposed fees will be taken into account, LMDC reserves the right to negotiate a lower or different fee structure with any firm that is selected.

**D. Contact Information (NOTE: does not count toward 10 page limit)**

A separate sheet of paper indicating clearly:

1. Lead firm or individual name,
2. Contact person,
3. License or certification information of lead firm principal or individual,
4. Telephone, fax, and wireless numbers,
5. E-mail address,
6. Street address of lead firm or individual,
7. Year firm or individual practice established,
8. Indicate if MBE / WBE (Minority Business Enterprise or Women-owned Business Enterprise, as certified by New York State), and
9. Indicate type of work or specialty and size of firm. The lead firm or individual is to sign and date this form.

**E. Conflicts of Interest (NOTE: does not count toward 10 page limit)**

1. Please submit a statement describing any potential conflict of interest or appearance of impropriety, relating to other clients of the firm, or officers, directors, and employees of LMDC, DOT, DCP, EDC, NYS DOT, DOS, NYPD, ESDC, MTA, and /or the Deputy Mayor's Office that could be created by providing services to LMDC and DOT.
2. Please indicate what procedures will be followed to detect and notify LMDC and DOT and to resolve any conflicts of interest.
3. Indicate any pending litigation and/or regulatory action by any oversight body or entity that could have an adverse material impact on the firm's ability to serve as transportation consultants to LMDC and DOT.
4. Indicate if the firm has ever had a prior contract with any governmental entity terminated for any reason, and provide an explanation.

**F. Non-discrimination Commitment (NOTE: Does not count toward 10 page limit)**

1. All firm(s) with 50 or more employees shall submit a copy of their nondiscrimination or affirmative action plan.
2. Firm(s) with less than 50 employees shall submit a statement of commitment to equal opportunity and affirmative action from the chief executive officer.
3. Each responding firm must also submit a completed Staffing Plan (Attachment A-1) of the anticipated workforce to be utilized on the contract and a completed Report of Minority and Women-owned Business Participation (Attachment A-2) of the anticipated subcontractors, if any.

### 3. SELECTION CRITERIA

In evaluating proposals submitted pursuant to this request, LMDC and DOT place high value on the following factors, not necessarily listed in order of importance:

1. **Quality of work product and methodological approach** as demonstrated in submitted work samples of past transportation and streetscape studies and successful traffic flow / safety, parking, and accessibility improvement strategies.
2. **Experience with complex transportation-related issues.**
3. **Knowledge of New York City and Chinatown** in particular, including any projects or other factors impacting transportation, traffic flow and accessibility.
4. **Innovative or outstanding work** that demonstrates unique qualifications to provide transportation-related consultant services in regard to this project.
5. **Staff ability and availability of principals** for working with LMDC, DOT, DCP, EDC, NYS DOT, DOS, NYPD, ESDC, MTA, and the Deputy Mayor's Office staff and officials.
6. **Effective presentation and communication skills** (an oral presentation may be required from the finalists and, if required, such presentation will be a rating factor. Project staff should be present at the oral presentation).
7. **Experience in providing services to municipalities** or other governmental entities.
8. **Cost** of services.

## **4. ANTICIPATED SCOPE OF SERVICES FOR CHINATOWN TRAFFIC AND TRANSPORTATION IMPROVEMENTS STUDY**

LMDC and DOT are seeking a transportation consultant to assist in developing an action plan for improving traffic flow and safety, parking, and accessibility in Chinatown. For the purposes of this study, the boundaries of Chinatown are roughly: Centre Street on the West, Rivington Street on the North, the East River on the East, and the Brooklyn Bridge on the South. All work will be conducted in coordination with other ongoing efforts by other agencies, such as the New York Metropolitan Transportation Council's (NYMTC) Canal Area Transportation Study (CATS), to improve connectivity and accessibility in Chinatown. Selected consultant(s) will be asked to perform one or more of the following services.

### **PART 1—Baseline Analysis**

Conduct an initial study of Chinatown that includes:

- a) Survey of existing conditions to understand how the area uses its sidewalks, roads, and parking areas and their relationship to local businesses,
- b) Identification of existing key problem areas,
- c) Collection/update of traffic data, and
- d) Assessment of pre and post 9/11 traffic conditions, particularly the impact of pedestrian and road closings around One Police Plaza

### **PART 2 –Action Plan**

Propose solutions to some of the most pressing challenges facing Chinatown:

#### **Impact of Road Closings**

Since September 11, Park Row North has been closed to automobile traffic. Park Row North once served as a major artery connecting Chinatown and the Financial District. With the closure of this principal thoroughfare, Chinatown's access to local services and amenities, such as Beekman Hospital, has been reduced. In some cases, as with the Brooklyn Bridge, the city has already initiated action to study ways to improve traffic flow and accessibility to Chinatown. The consultant(s) will be asked to outline ways to reconnect Chinatown with the Financial District *and* adjacent sections of Lower Manhattan, supplementing efforts already begun by the city, and to study the Brooklyn Bridge and Canal Street areas. Moreover, consultants should consider ways of creating appealing and attractive walking and driving routes, which emphasize links with areas to the south and west. Proposals should consider the design and operation of major traffic arteries, including Broadway, Park Row, St James Place, Bowery, etc.

#### **Parking**

A variety of factors, especially the closure of the One Police Plaza Parking Garage to public use, require an examination of parking availability and alternatives in Chinatown. Consultants will be asked to identify on and off-street alternatives to increase parking capacity without exacerbating automotive congestion or unnecessarily sacrificing existing commercial or residential occupancy.

### **Commuter Van Services**

Approximately 20 commuter van companies currently operate in Chinatown. These services offer regular connections to Chinese communities in other cities such as Philadelphia, Boston, Washington D.C., Lancaster, PA, and Chicago. Many of these services also offer door-to-door local service, in some cases providing faster connections between interborough destinations than subways. However, while these bus and shuttle companies provide a popular service to Chinese residents throughout New York City, they also add to congestion on Chinatown's streets. Consultants will be asked to develop alternative strategies for accommodating these buses, including potential stops, parking, and layover areas.

### **Delivery / Freight Vehicles**

Delivery trucks routinely use an already crowded set of streets to bring a host of goods to merchants throughout Chinatown. Narrow streets and limited service alleys cause delivery vehicles to compete for space with local traffic. Congestion is particularly heavy along Broadway, the approaches to the Brooklyn, Manhattan, and Williamsburg Bridges, the Holland Tunnel, and Canal Street. Additionally, some delivery vehicles serve as mobile "storage" units for overflow stocks of produce when actual storage facilities are full. The consultant(s) will be asked to thoroughly examine the daily movement of delivery / freight vehicles through Chinatown, and devise potential alternative strategies for mitigation of the congestion problems generated by these uses without affecting local businesses.

### **Garbage Disposal and Storefront Operations**

Storefront and sidewalk vending operations are an important part of the Chinatown economy. General garbage disposal practices, carting routes and schedules, and vending operations in some cases result in pedestrian congestion and a degraded public realm. Changes in carting practices and disposal methods could help prevent traffic jams—both pedestrian and vehicular—and prevent the accumulation of fish oil in city streets and gutters. The consultant should examine these operations and suggest a strategy for solving these problems that does not adversely affect local businesses.

### **Tour Buses**

The tourist industry in Chinatown is limited by certain conditions, particularly by the difficulty of finding parking for tour buses, limited accessibility, and in some areas the quality of public streets and sidewalks. The consultant(s) should identify potential barriers to access by tour buses in Chinatown and propose solutions to help the area benefit more from the large number of visitors to Lower Manhattan each year.

### **Canal Area Transportation Study (CATS)**

NYMTC is presently conducting a study of transportation impacts on areas surrounding Canal Street. That study is intended to identify problems and propose solutions to some of the major traffic and safety concerns posed by the heavy use of Canal Street by local and through traffic. The consultant will be asked to become familiar with the study and to integrate the proposals with broader initiatives for Canal Street as they emerge from that study. However, this RFP is not intended to duplicate CATS work. LMDC and DOT will help to coordinate communication between the various agencies participating in the study.



### **PART 3 – Implementation Plan**

The selected consultant(s) will be asked to define the requirements and propose mechanisms for implementation of each of the recommendations of the action plan:

- a) Develop a timeframe for implementation, including any key target dates.
- b) Propose possible management structure(s) for implementation, operation, and/or maintenance.
- c) Identify any necessary regulatory changes or other government actions.
- d) Assess potential traffic impact and necessary street changes with DOT and develop an implementation schedule in conjunction with already planned street improvements.
- e) Provide rough cost estimates for all proposed projects.

### **PART 4 – Benefits**

The selected consultant(s) will quantify the projected benefits of projects to be implemented, including:

- a) Reduced Travel Times
- b) Lowered Congestion
- c) Improved Levels of Service
- d) Enhanced Servicing and Loading
- e) Increased Parking
- f) Better Access
- g) Cleanliness & Improved Sidewalks

### **Part 5 –Additional Services**

The selected consultant(s) may be asked to perform additional services, as requested in writing by LMDC, on a time and materials basis. The consultant(s) should provide the normal hourly billing rate of each principal and staff member whose resume is provided or job category may be required, and the rate used in the proposal.

### **Deliverables**

The selected consultant(s) will be expected to deliver to LMDC and DOT a completed report summarizing their work and containing the following:

- a) Ten (10) bound copies of the report printed on 8 ½" x 11" size pages.
- b) Text thoroughly addressing all four parts outlined above, along with any necessary tables, charts, graphs, and other statistical analysis or supporting documentation.
- c) Results of any and all surveys, polls, and interviews.
- d) Plans, elevations, and/or renderings of any suggested streetscape proposals, road changes, etc.
- e) Electronic database(s) and electronic map(s) of data, as appropriate, that are readable by MapInfo software.

### **Schedule**

The selected consultant(s) will be expected to propose a schedule for completion of the tasks outlined in this RFP. The schedule for additional services will be established as future tasks are defined, but within a period of three (3) years from the execution of a formal contract between LMDC and the firm(s) selected.

## **5. CONTRACT TERMS AND REQUIREMENTS**

The contents of the proposal prepared by the successful firm(s), with any amendments approved by LMDC and DOT, will become a part of the contract awarded as a result of this RFP process. The terms outlined below should be considered all inclusive.

The successful firm(s) will be required to:

- 1.** Work with LMDC and DOT staff, their consultants, and designees to provide transportation consultant services in connection with the planning, development, and revitalization of Chinatown in the wake of September 11, 2001, in accordance with the Scope of Services in Schedule A hereof. Coordination with DCP, NYS DOT, EDC, DOS, NYPD, ESDC, MTA, and the Deputy Mayor's Office will also be required as part of this effort.
- 2.** Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services and to make such records available to LMDC at all reasonable times during the contract period and for five (5) years after the date of the final payment to the firm(s) under the contract, upon request of LMDC.
- 3.** Assume sole responsibility for the complete effort as required by this RFP, and be the sole point of contact with regard to contractual matters.
- 4.** Refrain from assigning, transferring, conveying, subletting or otherwise disposing of the contract or its rights, titles or interest therein or its power to execute such agreement to any other person, firm, partnership, company, or corporation without the prior consent and approval in writing of LMDC.
- 5.** Comply with applicable law governing projects initiated or supported by LMDC, including all applicable HUD requirements and regulations.

LMDC reserves the right to terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given to the firm(s) at least thirty (30) days prior to such proposed termination date.

The contract term will be for a period of three (3) years, subject to annual review and approval by the LMDC Board of Directors, in order to provide LMDC and DOT with the option of conducting the studies described herein as well as additional studies of transportation south of Houston Street on an as-needed basis. The scope of these services will be non-exclusive and defined in conjunction with the selected firm(s).

## 6. MISCELLANEOUS CONDITIONS

- A. The issuance of this RFP and the submission of a response by any responding firm(s) or the acceptance of such response by LMDC and DOT do not obligate LMDC and DOT in any manner. Legal obligations will only arise on the execution of a formal contract by LMDC and the firm(s) selected.
- B. LMDC reserves the right (i) to amend, modify, or withdraw this RFP, (ii) to revise any requirements of this RFP, (iii) to require supplemental statements or information from any firm, (iv) to accept or reject any or all responses hereto, (v) to extend the deadline for submission of responses thereto, (vi) to negotiate or hold discussions with any respondent and to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein, and (vii) to cancel this RFP, in whole or in part, if LMDC deems it in its best interest to do so. LMDC may exercise the foregoing rights at any time without notice and without liability to any proposing firm or any other party for their expenses incurred in the preparation of the responses hereto or otherwise. Responses to this RFP will be prepared at the sole cost and expense of the responding firm(s). No copies of materials submitted in response to this RFP will be returned.
- C. It is the policy of the State of New York and the LMDC to comply with all federal, state, and local laws, policy, orders, rules, and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties to ensure that New York State Business Enterprises, Minority and Women-Owned Business Enterprises (M/WBEs), Minority Group Members and women share in the economic opportunities generated by LMDC's participation in projects or initiatives and/or the use of LMDC funds. LMDC is a subsidiary of the ESDC. Accordingly, ESDC's non-discrimination and affirmative action policy will apply to this incentive. The selected consultant(s) shall be required to use its best efforts to achieve M/WBE participation of not less than 20% of the total dollar value of the contract. The ESDC Affirmative Action Unit (AAU) is available to assist you in identifying New York State certified M/WBEs that can provide goods and services in connection with the anticipated contract. If you require M/WBE listings, please call the AAU at (212) 803-3224.

**ATTACHMENT A-1**

**STAFFING PLAN**

Project/RFP Title \_\_\_\_\_ Location of Contract \_\_\_\_\_

County \_\_\_\_\_ Zip \_\_\_\_\_

Contractor/Firm Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Check applicable categories: (1) Staff Estimates include:  Contract/Project Staff  Total Workforce  Subcontractors  
 (2) Type of Contract:  Construction Consultants  Commodities  Services/Consultants

TOTAL ANTICIPATED WORK FORCE											Total Percent Minority Employees	Total Percent Female Employee	
Federal Occupational Category	Total Number of Employees		Black (Not of Hispanic Origin)		Hispanic		Asian or Pacific Islander		Native American Alaskan Native				
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female			
Officials/ Admin.													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craft Workers													
Operatives													
Laborers													
Service Workers													
<b>TOTALS</b>													

**CERTIFICATION:**

I, \_\_\_\_\_ (Print Name), the \_\_\_\_\_ (Title),  
do certify that (i) I have read this Staffing Plan and (ii) to the best of my knowledge, information and belief  
the information herein is complete and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

**CONTRACTORS STAFFING PLAN**  
*Instructions for Completion*

**PURPOSE:**

The Contractors Staffing Plan is prepared by all contractors providing good, products and merchandise, or services (skilled and non-skilled) or professional consulting services (inclusive of professional construction consultant services) to a state agency. The plan is required prior to the award of a contract and contains the anticipated staff assignments during the contract. **In instances where that cannot be identified, the contractor may identify the total work force of the company.** The form will be reviewed by state agencies for the purposes of equal employment opportunity requirements.

**GENERAL INFORMATION:**

1. **Project/RFP Title:** describe the project for which you are competing as indicated on the RFP/RFB document.
2. **Location of Contract:** the company's location and postal zip code.
3. **Contractor/Firm Name:** the company that will be providing workforce. Include *address*, city name, state and zip code.
4. **Check applicable categories:**
  - (1) *Staff Estimated include:* **Contract/Project Staff** (check in cases where the workers to be assigned can be determined, **Total Work Force** (check in the event the contract work force cannot yet be determined, **Subcontractors** (check if the work force for the project is that of a subcontractor).
  - (2) *Type of Contract:* **Construction Consultants, Commodities, Services/Consultants** (check appropriate box).

**TOTAL ANTICIPATED WORK FORCE:**

1. **Federal Occupational Category:** The contractor's work force is broken down and reported by the nine Federal Occupational Categories (FOC's) consistent with the Federal government's EEO-1 categories for the private sector labor force. The categories are general in nature, and include all related occupational job titles. The contracting agency can provide assistance in categorizing specific jobs.
2. **Total Number of Employees:** Record the total number of all persons employed in each FOC regardless of ethnicity (either to be assigned to the contract/project staff OR in the company's total work force, as indicated by the categories selected in number 4 (1) Staff Estimated, of the General Information. Report the number of male employees in column (1), and the total number of female employees in column (2) for each FOC. In columns (3) through (10), report the number of male and female *minority* group member, based on the following defined groups:

**Black (not of Hispanic origin):** all persons having origins in any of the Black African racial groups.

**Hispanic:** all persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American or either Indian or Hispanic origin, regardless of race.

**Asian or Pacific Islander:** all persons having origins in any of the Far East countries, South East Asia, the Indian subcontinent or the Pacific Islands.

**Native American or Alaskan Native:** all persons having origins in any of the original peoples of North America.

**TOTAL PERCENT MINORITY:**

Add all minority group members (male and female) columns (3) through (10), divide by the total numbers of all employees in that FOC (columns 1 + 2). Post the percentage result for that FOC. [Total number of minority employees (columns 3 thru 10) Total number of employees (columns 1 and 2)].

**TOTAL PERCENT FEMALE:**

Divide the number of female employees (column 2) in the FOC, by the total number of both Male and Female (column 1+2). Post the percentage result for that FOC. [Total female employees (column 2). Total number of employees (columns 1 and 2)].

**TOTALS:**

To compute the column totals, add vertically. *Total Percent Minority Employees and Total Percent Female Employees* should be calculated as shown above, using the summed column totals.

The Contractors Staffing Plan is to be completed by the prime contractor and signed and dated by an authorized representative before submission. The *Company Official's Name, Title, Telephone Number, Signature and Date* signed should be provided where indicated on the form.

**ATTACHMENT A-2**

**MBE/WBE COMPLIANCE REPORT**  
**NON-CONSTRUCTION**

*(to be filed quarterly)*

PROJECT SPONSOR/DEVELOPER: \_\_\_\_\_ ESD AA REPRESENTATIVE: LAVERNE POOLE

ADDRESS: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ PROJECT START DATE: \_\_\_\_\_ PERCENT COMPLETE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ ACTUAL COMPLETION: \_\_\_\_\_

TOTAL NUMBER OF SUBCONTRACTORS: \_\_\_\_\_ *Attach M/WBE contract documentation,*  
*i.e. executed contracts, signed purchase orders or canceled checks.*

TOTAL DOLLAR AMOUNT OF SUBCONTRACTS: \_\_\_\_\_ *This report should be completed by an officer of the*  
*reporting company, and forwarded to the ESD*  
*AA Representative with the appropriate documentation.*

PRIME CONTRACTOR (Name, Address, Contact Person and Phone)	TYPE OF CONTRACT (Trade/Service)	CONTRACT AMOUNT	M/WBE SUBCONTRACT DATE	MBE/WBE SUBCONSULTANT (Name, Address, Contact Person Phone)	SCOPE OF SERVICES	AMOUNT CONTRACTED TO MBE/WBE

**CERTIFICATION:**

I, \_\_\_\_\_ (Print Name), the \_\_\_\_\_ (Title),  
do certify that (i) I have read this Compliance Report and (ii) to the best of my knowledge, information and belief the information  
contained herein is complete and accurate.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_