



Request for Proposal for Professional Services

System-wide GIS Mapping & Hydraulic Model Update

INTRODUCTION

The Mohawk Valley Water Authority (MVWA) is requesting proposals from professional consultants with demonstrated experience in enterprise GIS development and hydraulic modeling. This RFP is for the update of the MVWA GIS and the development of an all-pipe and valve sustainable EPS hydraulic model from the existing MVWA all-pipe EPS hydraulic model.

- Response to this RFP must be submitted as a PDF file
- PDF proposals must be received via e-mail (rfp@mvwa.us) by 1:00 PM local time on **Thursday, July 14, 2022**
- Anticipated award date: August 15, 2022
Anticipated notice to proceed date: August 17, 2022
Desired completion date: 10 months from start date
- Questions regarding this RFP should be directed, via e-mail only, to Elisabetta DeGironimo, GISP (edegironimo@mvwa.us) by noon July 3, 2022. Subject line should begin "GIS/Model RFP". Questions and answers will be e-mailed to a contact person at each of the firms that received this RFP.
- Consultants interested in submitting proposals may request copies of the MVWA current GIS data model XML, a sample of the hydraulic model, and report/schematic examples by sending an e-mail to edegironimo@mvwa.us, with a cc directed to jbednarczyk@mvwa.us.

**Mohawk Valley Water Authority
One Kennedy Plaza
Utica, NY 13502**

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1. Company Overview

The Upper Mohawk Valley Regional Water Board (UMVRWB) was created in 1994 by an act of the New York State Legislature. The UMVRWB acquired local municipal water systems and began operations in December 1996. In 2003, the UMVRWB filed a DBA with New York State to operate under the name of the Mohawk Valley Water Authority (MVWA).

The MVWA owns and operates a water supply, treatment, transmission, and distribution system which provides water to more than 125,000 people (38,000 customer accounts). The MVWA service area covers approximately 150 square miles in the Greater Utica area in central New York State. The MVWA produces an average of 19 million gallons per day (MGD) and operates and maintains approximately 750 miles of pipe, 25 storage tanks, and 21 pumping stations.

2. Project Objectives

The MVWA intends to contract for professional services to complete updates to the MVWA GIS and hydraulic model. The primary objective of this project is to update and recalibrate the existing MVWA all-pipe hydraulic model (extended period simulation) into a "sustainable" model -- one that can extract changes directly from the GIS and includes all pipes, valves, and hydrants. This project will advance existing MVWA systems towards the goal of developing a "digital twin" of our distribution system.

The MVWA GIS water data model was last updated in 2012. Before the hydraulic model is updated and recalibrated, the GIS data model will be updated to leverage the Esri Enterprise applications, particularly the Esri Water Distribution Data Management Solution, for tasks such as editing, and asset management; and to ensure direct compatibility with the hydraulic model.

3. Project Background

In 2006-2007, the MVWA completed a GIS and hydraulic model development project to meet the requirements of the EPA's Initial Distribution System Evaluation (IDSE), model driven System Specific Study, to comply with the Stage 2 Disinfectant/Disinfection By-Product Rule (DBPR).

The IDSE project built upon several other efforts. In 2002, a pilot project was completed for approximately 5% of the system. The pilot project resulted in a geodatabase design, map updates, ESRI ArcIMS applications, all-pipe hydraulic model, and uni-directional flushing plan for the pilot area. The pilot project identified the level-of-effort to complete the mapping and modeling work for the entire system. Then in 2004, a contract was let for the first year of the multi-year project to continue GIS development and hydraulic modeling. The 2004 contract included the completion of three (3) service areas (approx. 10% of the system).

When the EPA released the requirements for the IDSE, the MVWA GIS/hydraulic model efforts were accelerated to meet EPA deadlines. As a result, the focus was on developing an all-pipe hydraulic model that met the EPA requirements for the model driven System Specific Study.

Since the IDSE project was completed, the GIS system has not fully evolved into an enterprise mapping system of record. The current data model needs some revision to be loaded into the Esri Water Distribution Data Management solution. Updated editing workflows and tools that leverage this solution not been implemented. The hydraulic model has not been calibrated since 2007 and needs recalibration. The model has been updated and maintained, and is run in-house, but is not tied to the GIS. Edits are performed independently in both systems.

With the advent of ArcGIS Pro, many of the software tools that were used with the earlier projects have been, or will be, retired (ex. geometric network). We are looking for the consultant to make recommendations regarding the evolution of the MVWA GIS/hydraulic model software suite. Primarily, whether to use the Esri Utility Network or the new Esri Trace Network to perform valve isolation tracing and integrate with the Innovyze hydraulic model network. We intend to continue with ArcGIS Pro as our desktop platform and plan on upgrading to InfoWater Pro. If it is recommended to implement the Esri Utility Network, the MVWA must upgrade from ArcGIS Server Workgroup to ArcGIS Server Enterprise.

3.1. GIS Overview & History

In the late 1990s, the MVWA began its GIS development. A GIS coordinator was hired in 2000, and three additional staff members are trained to use GIS software. An ArcGIS geodatabase, based on the ESRI Water Distribution System data model, was developed in 2002, and updated in 2007 and 2012, with incremental updates since.

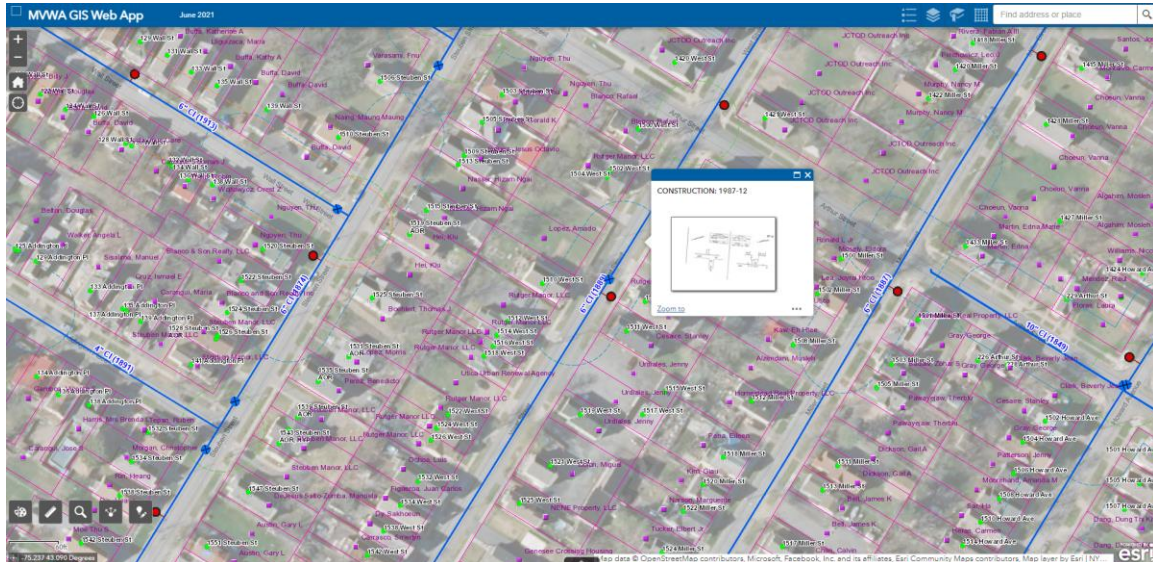
The MVWA has a great deal of legacy data. Over 50,000 hardcopy documents (as-builts, intersection maps, construction cards, and tap cards) have been scanned and indexed. They are not georeferenced, but their footprints are. These footprints serve as hyperlink areas to access the scanned documents.

Hydrants and valves in the MVWA service area have been GPS located (+/- 1m or better). (The MVWA has owned a series of GPS units. The current unit is an EOS Arrow 200 capable of centimeter-level data collection.) Once the field data collection was complete, consultants used the collected locations, available as-built maps, and the MVWA pipe database to build the water system geodatabase.

The MVWA data model includes three enterprise geodatabases. One for the water system, one for base mapping, and one for operational data. Only the water system geodatabase has been populated.

At one time, the MVWA was using infraMap from iWater as our field software deployed on three field computers. In 2021, we transitioned to a custom map viewer hosted on the

MVWA Esri Portal, created in ArcGIS Web AppBuilder, and using a mixture of enterprise GIS services and NYS web services. Both field and office staff use this application to view system information, communicate mapping issues, and access record drawings. Below is a screenshot of our custom map viewer.



The MVWA has recently purchased a UAV (DJI Mavic 3 Cine) for inspections and site mapping. The UAV will enter service this summer.

3.2. Hydraulic Model Overview & History

The MVWA began its hydraulic modeling efforts by having consultants complete project-specific hydraulic models. Those early models evolved into a skeletonized system-wide model that included pipes 10" diameter and larger (and some smaller pipes necessary to reflect the operation of the system).

As a result of the 2002 pilot project, an all-pipe model ($\geq 4"$ diameter) was completed for approximately 5% of the MVWA system. This model (H2O Map) used actual consumption data mapped to user accounts instead of land-use assumptions to determine demand.

In 2006-2007 for the IDSE project, the hydraulic model created in 2002, as well as the hydraulic modeling work begun during the 2004 project, were combined to develop our current all-pipe model (InfoWater). This model met or exceeded all the EPA IDSE System Specific Study modeling requirements. Necessary data attributes such as pipe diameter, length, material, and age, were imported from the GIS data. The model includes operational controls, pump operations, and water demands. The GIS files used for the hydraulic model are kept and maintained separately from the GIS files used for system mapping. The model uses small, closed sections of pipe to delineate pressure zone boundaries.

Average daily demands were calculated by collecting and reviewing historical data. Demand patterns were developed using typical patterns based on usage categories. Water billing records were geocoded and analyzed to calculate water usage for each account. The water demand (both demand value and pattern) was allocated to the model node by using Thiessen polygons.

Thirty-four fire hydrant flow tests were conducted in 2007 to collect data for model calibration. C factors in the model were adjusted based on the field test results to calibrate the model within 5-percent for 90-percent of all field values. The extended period simulation (EPS) model was calibrated by comparing model simulated tank levels with hourly SCADA recorded tank levels for this same period. Calibration was verified by demonstrating that the simulated tank levels are within 2 feet of the actual levels and the simulated levels trend very well within the actual tank level fluctuations.

The IDSE model was updated in 2012 to reflect the five (5) new tanks that were constructed after 2007 and the reservoirs that were taken out of active service to comply with EPA regulations. After 2012, the model has been updated and run in-house. The MVWA also has a robust SCADA (Supervisory Control And Data Acquisition) system.

Since 2012, the hydraulic model has been updated in-house by an MVWA Engineering staff member. The most recent model update was completed to add our newest tank (Snowden Hill Rd).

3.3. Existing Software / Hardware

In the last few years, the MVWA has upgraded its GIS server and network. The MVWA maintains a VMware Virtual Server running Windows Server 2016 64-bit; CAT5e cables; Intel(r) Xeon(r) CPU e5-2620 third generation processor and four (4) GIS workstations capable of running ArcGIS Pro.

The MVWA is under active maintenance to Esri for: ArcGIS Server (Enterprise Workgroup Standard, 4 cores), ArcGIS for Desktop Advanced (1, concurrent use); ArcGIS for Desktop Standard (2, concurrent use); ArcGIS for Desktop Basic (1, concurrent use); ArcGIS Spatial Analyst (1, concurrent use); ArcGIS 3D Analyst (1, concurrent use). The MVWA is also under active maintenance with Innovyze for the InfoWater Executive Suite (unlimited links), but plans to update to InfoWater Pro.

4. Regional Water System Overview

The source of water for the MVWA system is the 374 square mile watershed that feeds Hinckley Reservoir. Hinckley Reservoir has an approximate storage capacity of 25 billion gallons and is located approximately 18 miles north of the City of Utica. Water flows into the MVWA system through the Hinckley Reservoir Dam intake structure.

The water is conveyed through two parallel raw water transmission mains to the primary Water Treatment Plant (WTP) for the MVWA system. The WTP (rated capacity 32MGD) is approximately 16 miles north of Utica and two miles southwest of the Hinckley Reservoir. The treated water is conveyed from the WTP through two parallel transmission mains to the Toby Road Tanks, then to the Cavanaugh Road Tank (Marcy Reservoir site) (7approx. 10 miles). From there, it is conveyed to the Trenton Road Tank (Deerfield Reservoir site) and into the distribution system. The Marcy, Deerfield, and Southern Reservoirs are classified as active-standby (i.e., off-line) and could be used in the event of an emergency.

The distribution system consists of a network of mains, pump stations, and water storage tanks located throughout the service area. There are eight (8) secondary water treatment facilities in the MVWA system, twenty-one (21) pump stations, a total of four reservoirs (3 active-standby, 1 inactive) for storing water, twenty-eight (28) storage tanks, thirty-three (33) master meter stations, seventy (70) regulators in thirty-five (35) regulating stations, and sixteen (16) altitude valves. Approximately 750 miles of water mains for the transmission (approx. 45 miles) and distribution (approx. 705 miles) of water are included within the MVWA regional system.

The MVWA system operates principally on four (4) different major service areas (pressure zones) due to the change in elevation across the geographic area. Tanks and pump stations are necessary to provide service to the two major service zones at higher elevations (“High”, and “High-High”). The two largest service areas, the “Low” and “Intermediate,” are gravity fed. The MVWA system has twenty-two (22) service areas. The service areas (pressure zones) are separated by either boundary valves or pressure regulators.

The MVWA maintains and manages a Neptune-based AMI (Advanced Metering Infrastructure) system. Expansion of district metering is ongoing.

5. Project Requirements (Scope of Services)

As stated in the Project Objectives section, the MVWA desires to update our GIS and hydraulic model. The primary objective of this project is to update and recalibrate the existing MVWA all-pipe hydraulic model (extended period simulation) into a “sustainable” model – one that can extract changes directly from the GIS and includes all pipes, valves, and hydrants. This project will advance existing MVWA systems towards the goal of developing a “digital twin” of our distribution system.

The first major project objective is to update the GIS data model and leverage industry standard tools and applications, including the Esri Water Distribution Data Management Solution, resulting in an enterprise geodatabase that will fully support MVWA information products and workflow requirements including ensuring direct compatibility with the hydraulic model. Prior to upgrading the MVWA GIS, the Consultant will guide the MVWA in discussions and the decision of whether to upgrade to the Esri Utility Model (and Enterprise Server) or continue

with the Esri Workgroup Server and use the Trace Network to meet project objectives. This recommendation can be conveyed through a brief technical memorandum issued to MVWA.

The second major objective of this project is to update the existing MVWA all-pipe hydraulic model (extended period simulation) into a “sustainable” model – one that can extract changes directly from the GIS and includes all pipes, valves, and hydrants. One of the goals of including all hydrants is to model flow rates to determine NFPA hydrant class.

A significant part of the hydraulic model update is recalibration. The current InfoWater model was last calibrated in 2007. Since that time, the MVWA Neptune AMI system was deployed and will be the source of customer demand data. Also, the NYS SAM (Street Address Mapping) points are available. The MVWA will begin the process of mapping AMI information with SAM points so that demand data is available for calibration.

Once the system data is updated in the model, the Consultant shall perform steady-state simulations, followed by extended period simulations, to ensure calibration of system behavior throughout the day. The MVWA requests that a steady state calibration standard of 5-percent for 90-percent of all data points. The extended period simulation (EPS) model calibration is acceptable once model runs match storage tank water level fluctuations within two feet and replicate pump operation and cycling over a typical 24-hour period.

Before the GIS data model is updated, it is important to define how the GIS data will be used. The MVWA has the following information product and workflow requirements:

Information Products

- Maps
 - System maps
 - Large wall map (64" x 84"), 1" = 0.25 mile scale
 - Presentation map (36" x 42"), 1" = 0.5 mile scale
 - Presentation map (24" x 36"), 1" = 0.75 mile scale
 - Tabloid map (11" x 17"), 1" = 1.5 miles scale
 - Roll map series (36" x 24"), 1" = 400' and 1" = 200' scale
 - Inset maps (various sizes), 1" = 50' scale
 - Transmission atlas book (strip maps), scale TBD
 - Hydrant atlas book, scale TBD
- Reports (samples available)
 - Book of hydrants
 - Book of mains
 - System summary

- Web services / Apps
 - Esri web services (Portal) for all layers in GIS
 - Intranet web viewer (including hyperlink to scanned drawings)
 - Valve isolation tracing
 - Create boil water advisory map
 - Create service outage map

- Hydraulic Model
 - All pipe and valve sustainable EPS hydraulic model
 - Modeled NFPA hydrant flow/class
 - Schematic representations within facilities (inc. pump & meter stations)
 - Uni-Directional Flushing plan (Optional task)

Workflows

- Add/update vector data (GIS & hydraulic model)
 - Add feature
 - Modify feature
 - Delete feature
 - Add new service connection
 - Create/update network (Esri Trace or Utility network, TBD)

- Add/update scanned document
- Create output
 - Create system maps
 - Create map series
 - Create atlas books
 - Create reports
 - Create boil water advisory map
 - Create service outage map

- Perform valve isolation trace
- Update hydraulic model from GIS

5.1. Objective 1 – GIS Update

5.1.1. Task 1 – Create/Document Information Products & Workflows

The Consultant will create and document information products and workflows, as defined above in Section 5 sufficient to determine requirements for the GIS data model design update. The Consultant will group data themes into datasets, defining feature datasets and feature classes; and define the annotation requirements for each dataset. They will also create a matrix (similar to the example below) that lists the datasets against the information products showing

scale range, spatial representation (including symbology), and annotation requirements.

Information Product	Dataset										
	Fittings			Tanks			Hydrants			...	
	Scale	Spatial	Anno	Scale	Spatial	Anno	Scale	Spatial	Anno		
Large Wall Map	--	--	--	.25 mile	point	name	.25 mile	point	--		
Tabloid Map	--	--	--	1.5 mile	point	name	--	--	--		
Roll Map Series	200	point	--	200', 400'	poly	name, capacity	200', 400'	point	--		
...											

Deliverables:

- Report that includes a description and the requirements for each information product and workflow
- Matrix showing all data layers required for each information product and workflow (include scale range and spatial representation (symbology))

5.1.2. Task 2 – Revise GIS Data Model

Once the data layer requirements are known, the Consultant will next update the MVWA GIS data model. During this task, the Consultant must address the following:

- Reviewing attribute requirements for each feature class
- Maintaining/creating compatibility with: Esri Water Distribution Data Management Solution and the Innovyze InfoWater hydraulic model
- Reviewing/updating existing MVWA domain lists
- Defining connectivity rules
- Defining external tables
- Creating Esri Trace or Utility network(s) suitable for tracing within each pressure zone
- Versioning
- Replication
- Metadata
- Annotation
- Create web services for each feature class

Deliverables:

- A GIS data model design that supports the MVWA information product and workflow requirements listed in this Scope of Services
- A Visio (or similar) graphical representation of revised GIS data model (similar to diagrams created with ArcGIS Diagrammer)
- A design document detailing data model including feature classes, attribute field descriptions, external tables, connectivity rules,

Utility/Trace network(s), web service type (ex. map or feature), domains, annotation, versioning, etc.

- The data model design in these deliverables must be approved in writing by the MVWA before Consultant continues to Task 3

5.1.3. Task 3 – Load Existing GIS Data

Once the revised GIS data model design has been approved by the MVWA (in writing), the consultant will create an ETL (Extract, Transform, Load) process and load existing MVWA GIS data.

It is suggested that the Consultant first loads the data into a file geodatabase, performs QA/QC on the data, and then loads it into the MVWA enterprise geodatabase. The Consultant should propose and describe the methods they will use for data loading QA/QC.

Once the data is loaded, the consultant will create web services on the MVWA Esri Portal in support of the information products listed in Section 5.

Deliverables:

- A quality controlled, versioned, enterprise geodatabase conforming to the approved design, loaded with existing MVWA data
- Web services for all layers in the GIS

5.1.4. Task 4 – Implementation

For this task, the Consultant will complete the following:

- Implement Esri Water Distribution Data Management Solution and train MVWA staff in its use
- Create Utility/Trace network so that valve isolation tracing may be performed accurately within each pressure zone.
- Update/document the MVWA intranet map viewer to include the following functions:
 - Intranet system map viewer (keep existing functionality)
 - Create Boil Water Advisory map
 - Create service outage map
 - Valve isolation tracing (if software selection allows functionality)
- Ensure that MVWA GIS workflows listed in Section 5 are functional as documented in Task 1 (Section 5.1.1)
- Create hardcopy output of maps & reports as listed in Section 5
- Connect customer points to mains - The MVWA desires that all customer connections are depicted in the GIS so that when a pipe isolation trace is performed, a list of affected customers is obtained. Currently, existing customer points are not connected to the water mains. The Consultant

will propose/develop an automated routine that will add a customer point (curb box) at the center of each parcel line that fronts a main, connect that point to the main through a service line; and include the customer number so that a link can be made to MVWA customer/consumption information and SAM point.

Deliverables:

- 4-hour training class for MVWA GIS users
- Utility/Trace network for isolation tracing
- Web-based app (with documentation) that performs the following functions: system map viewer (including all existing functionality), create boil water advisory map, create service outage map, valve isolation tracing (if software selection allows functionality)
- Hardcopy output of maps & reports as listed in Section 5
- GIS layers depicting the connection between the customer point and the main

5.1.5. Task 5 (optional) – Provide UAS Support for Mapping

The Consultant may provide an hourly rate for the following support:

- UAV use for facility site map creation
- UAV use for facility inspection

5.2. Objective 2 – Hydraulic Model Update

5.2.1. Task 1 – Add All Hydrants & Valves to Hydraulic Model and Review Existing Model for Completeness

The MVWA plans to upgrade to InfoWater Pro at the onset of this project, so the Consultant will begin by importing the model from InfoWater. As mentioned in Section 3.1, the MVWA GIS includes GPS collected locations for all hydrants and valves within our system. The Consultant will incorporate the collected hydrants and valves into the MVWA hydraulic model and review the existing model to confirm that all pipes in the distribution system are included in the model.

5.2.2. Task 2 – Update/Build Hydraulic Model

- **Recreate Pressure Zone Boundaries**
The existing MVWA hydraulic model uses small sections of closed pipe to depict pressure zone boundaries. Once all valves are added to the hydraulic model, the Consultant will locate and use the boundary valves to determine and represent pressure zone boundaries.

- **Verify Piping at Critical Facilities**
The Consultant will examine the piping configurations at seven (7) critical MVWA facilities (chosen by the MVWA) to verify that the hydraulic model accurately reflects the pipe configuration.
- **Create Schematics within Facilities**
The Consultant will examine the piping configurations within MVWA facilities and clearly depict, using schematics, the flow of water through the facility. (Example can be provided.)
- **Verify Data in Existing Model**
The Consultant will review the data in the existing model (ex. pump curves) for accuracy and completeness and add/update data as needed.
- **Incorporate SCADA**
The Consultant will incorporate the MVWA SCADA system into the hydraulic model so that SCADA data can be used for operational steady-state model runs (ex. during large main break).

5.2.3. Task 3 – Automate Process to Update Hydraulic Model from GIS

The Consultant will develop a methodology and automate (or semi-automate) a process so that the MVWA can update their hydraulic model after edits have been made to the GIS. Scenarios include the following: new/modified piping, no change in demands; change in demands, no change to piping; new/modified piping, change in demands (ex. proposed system expansion).

5.2.4. Task 4 – Calibrate & Run Hydraulic Model

- **Calibrate Hydraulic Model**
Once the system data is updated in the model, the Consultant shall perform steady-state simulations, followed by extended period simulations, to ensure calibration of system behavior throughout the day. The MVWA requests that a steady state calibration standard of 5-percent for 90-percent of all data points. The extended period simulation (EPS) model calibration is acceptable once model runs match storage tank water level fluctuations within two feet and replicate pump operation and cycling over a typical 24-hour period.
 - Utilize Neptune AMI data that is mapped to SAM points
 - Utilize MVWA SCADA data
- **Run Hydraulic Model**
The Consultant will run the hydraulic model once all updates have been completed with the following objectives:

- To determine the NFPA GPM for each hydrant under normal and peak demand conditions
- To produce a valve criticality report

5.2.5. Task 5 (optional) – Create Uni-directional Flushing (UDF) Plan

The Consultant will use the calibrated model to develop a UDF plan for the MVWA distribution system. UDF sequences will be cataloged by pressure zone.

Modeling Deliverables:

- 4-hour training class for MVWA hydraulic model users
- Calibrated all pipe and valve sustainable EPS hydraulic model that:
 - Includes all hydrants and valves
 - Uses boundary valves to delineate pressure zones
 - Is accurate at critical facilities
 - Clearly depicts, through use of schematics, piping within facilities
 - Meets calibration requirements as described in Section 5
- Automated process, including documentation, to update the hydraulic model from edits made to the GIS layers
- Documented process to perform model runs based on scenarios including new/modified piping, no change in demands; change in demands, no change to piping; new/modified piping, change in demands (ex. proposed system expansion).
- User's manual that clearly explains the following:
 - Updating the model from edits made to the GIS
 - Include deriving NFPA GPM for newly installed hydrant(s)
 - Running scenarios without affecting the GIS files
 - How the model should be maintained
- Hydraulic model results that:
 - Determines the NFPA GPM for each hydrant under normal and peak demand conditions
 - Determines valve criticality
- UDF plans (Optional Task)

5.3. Project Communication and Reporting Requirements

5.3.1. Kick-off Meeting

For this task, the Consultant will schedule a kick-off meeting to introduce their staff and project approach.

5.3.2. Monthly Progress Meetings

The Consultant will hold monthly 30-minute progress meetings via videoconference.

5.3.3. Milestone (Task) Deliverables & Reporting

After completion of each of the four, Objective 1 tasks, and completion of the Objective 2 tasks, the Consultant will convey the task deliverables along with a narrative, if appropriate.

6. Terms and Conditions

- The services in this proposal shall be awarded by Board Resolution. Consultant shall prepare an Agreement for Services for review by the MVWA and execution by the MVWA Executive Director.
- The contents of the successful firm's proposal will become part of the Agreement for Services.
- The MVWA reserves the right to accept or reject any or all submissions when it is considered to be in the best interest of the MVWA to do so.
- The MVWA is not liable for any costs incurred prior to the issuance of an executed Agreement or a written notice to proceed.
- The MVWA reserves the right to negotiate scope revisions and associated compensation adjustments with any or all respondents prior to award.

7. Consultant Liability Insurance

- The Consultant and all sub consultants are required to carry malpractice liability insurance. A statement of liability insurance limits will be required with the Agreement. This statement must include Liability Insurance Coverage of at least One Million (\$1,000,000) dollars for the Consultant.
 - Copies of liability insurance are not required with the Proposal submission, but will be required prior to Award.

8. MWBE & SDVOB Documents

- The Consultant will be required to complete MWBE & SDVOB documents as included in Appendix A of this RFP. MVWA recognizes the niche market for the services outline in this proposal and has provided a waiver process in Appendix A in the event MWBE & SDVOB participation is not feasible.

9. Compensation

9.1. *Basic Services*

Payments will be made on a monthly basis. Consultant must provide a progress report detailing work completed along with each billing. Each billing must include a table of total dollars and person hours for the major tasks as defined by the MVWA.

9.2. *Additional Services*

Additional services, as authorized in writing by the MVWA, will be paid at an hourly billing rate. Provide individual hourly billing rates for personnel titles to be used on this project. Additional direct expenses will be paid at cost.

10. Submission Requirements

10.1. *General*

The proposal shall follow the format outlined in this section. The number of single sided pages indicated is a guideline with a goal of conciseness. Please do not submit irrelevant data or information.

10.2. *Contact Information*

Provide the complete name, address (including e-mail address), and telephone numbers of the individual who is proposed to be the Consultant's project manager and primary communications contact for this project. Also provide firm name, address (including e-mail address), and phone numbers for each of the sub-consultants, if any. One (1) page.

10.3. *Firm Experience*

Describe projects that you have completed that are comparable to this project in both scope and complexity. Include contact information for the key client representative for each. Please indicate your firm's and all sub consultant's prior experience in working with: GIS for water utilities, sustainable all-pipe and valve hydraulic modeling, geodatabase design, Esri ArcGIS Enterprise Solutions, and Innovyze InfoWater. Five (5) pages.

10.4. *Personnel Qualifications & Experience*

Please provide a one (1) page summary of the team member names, roles and responsibilities. Also provide individual qualifications in brief, summary format (one (1) page each) of the staff that will provide the services for this project.

10.5. Technical Understanding & Approach

Provide your understanding of the project scope and your firm's approach to accomplishing the Scope of Services. It is permissible to reference the RFP Scope of Services and add specific information on how your firm will approach the work and how this approach is a benefit to the MVWA. Five (5) pages.

10.6. Time Schedule

Please provide a proposed schedule, in simple outline form, indicating the date your firm is available to start the required work and potential dates for completion of each of the tasks described. One (1) page.

10.7. Budget/Compensation

This proposal shall indicate a lump sum fixed fee for completion of Scope of Services as outlined in this RFP. This fee shall include the Consultant's personnel, including sub-consultants (if any), and all direct expenses to complete the work. Provide the fee proposal and table of person-hours by each objective and task, as required in the Scope of Services. One (1) page.

11. Evaluation Criteria

Proposals will be evaluated using the following criteria:

- Technical Proposal (60%)
 - Proposed project approach (20%)
 - Experience with similar projects (20%)
 - Experience with specified software (Innovyze InfoWater, Esri suite (especially ArcGIS Enterprise)) (20%)

- Credentials (20%)
 - Qualifications of firm, staff

- Compensation (20%)
 - Cost-effectiveness based on technical proposal, credentials, & fee

APPENDIX A, B, and C

MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES (MWBE)

CONTRACTOR REQUIREMENTS AND PROCEDURES FOR BUSINESS PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN

NEW YORK STATE LAW

Pursuant to New York State Executive Law Article 15-A, Mohawk Valley Water Authority (MVWA) recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority-and women-owned business enterprises and the employment of minority group members and women in the performance of MVWA contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority-and women-owned business enterprises in state procurement contracting versus the number of minority-and women-owned business enterprises that were ready, willing and able to participate in state procurements. Because of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that MVWA establishes goals for maximum feasible participation of New York State Certified minority- and women - owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

BUSINESS PARTICIPATION OPPORTUNITIES FOR MWBES

For purposes of this solicitation, MVWA hereby establishes an overall goal of 30% for MWBE participation, 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). A contractor ("Contractor") on the subject contract ("Contract") must document good faith efforts to provide meaningful participation by MWBES as subcontractors or suppliers in the performance of the Contract and Contractor agrees that MVWA may withhold payment pending receipt of the required MWBE documentation. The directory of New York State Certified MWBES can be viewed at: <http://www.esd.ny.gov/mwbe.html>.

For guidance on how MVWA will determine a Contractor's "good faith efforts" refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR §142.13, Contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such finding constitutes a breach of Contract and MVWA may withhold payment from the Contractor as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBES had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBES for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a bidder on the Contract ("Bidder/") agrees to submit the following documents and information as evidence of compliance with the foregoing:

- A. Bidders are required to submit a MWBE Utilization Plan with their bid or proposal. Any modifications or changes to the MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to MVWA.
- B. MVWA will review the submitted MWBE Utilization Plan and advise the Bidder of MVWA acceptance or issue a notice of deficiency within 30 days of receipt.
- C. If a notice of deficiency is issued, Bidder agrees that it shall respond to the notice of deficiency within seven (7) business days of receipt by submitting to the MVWA, 1 Kennedy Plaza, Utica, NY 13502, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is

found by MVWA to be inadequate, MVWA shall notify the Bidder and direct the Bidder to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver in a timely manner may be grounds for disqualification of the bid or proposal.

- D. MVWA may disqualify a Bidder as being non-responsive under the following circumstances:
- a) If a Bidder fails to submit a MWBE Utilization Plan;
 - b) If a Bidder fails to submit a written remedy to a notice of deficiency;
 - c) If a Bidder fails to submit a request for waiver; or
 - d) If MVWA determines that the Bidder has failed to document good faith efforts.

Contractors shall attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made after Contract Award may be made at any time during the term of the Contract to MVWA but must be made no later than prior to the submission of a request for final payment on the Contract.

Contractors are required to submit a Contractor's Quarterly M/WBE Contractor Compliance & Payment Report to the MVWA, 1 Kennedy Plaza, Utica 13502 by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

BUSINESS PARTICIPATION OPPORTUNITIES FOR SDVOBS

For purposes of this solicitation, MVWA hereby establishes an overall goal of 6.5% for Service-Disabled Veteran-Owned Business Program ("SDVOB") participation. A contractor ("Contractor") on the subject contract ("Contract") must document good faith efforts to provide meaningful participation by SDVOBs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that MVWA may withhold payment pending receipt of the required SDVOB documentation. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/Veterans/>.

For guidance on how SDVOB will determine a Contractor's "good faith efforts" refer to 5 NYCRR §142.8.

In accordance with 5 NYCRR §142.13, Contractor acknowledges that if it is found to have willfully and intentionally failed to comply with the SDVOB participation goals set forth

in the Contract, such finding constitutes a breach of Contract and MVWA may withhold payment from the Contractor as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to SDVOBs had the Contractor achieved the contractual SDVOB goals; and (2) all sums actually paid to SDVOBs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a bidder on the Contract ("Bidder/") agrees to submit the following documents and information as evidence of compliance with the foregoing:

- E. Bidders are required to submit a SDVOB Utilization Plan with their bid or proposal. Any modifications or changes to the SDVOB Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised SDVOB Utilization Plan and submitted to MVWA.
- F. MVWA will review the submitted SDVOB Utilization Plan and advise the Bidder of MVWA acceptance or issue a notice of deficiency within 30 days of receipt.
- G. If a notice of deficiency is issued, Bidder agrees that it shall respond to the notice of deficiency within seven (7) business days of receipt by submitting to the MVWA, 1 Kennedy Plaza, Utica, NY 13502, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by MVWA to be inadequate, MVWA shall notify the Bidder and direct the Bidder to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver in a timely manner may be grounds for disqualification of the bid or proposal.
- H. MVWA may disqualify a Bidder as being non-responsive under the following circumstances:
 - e) If a Bidder fails to submit a SDVOB Utilization Plan.
 - f) If a Bidder fails to submit a written remedy to a notice of deficiency.
 - g) If a Bidder fails to submit a request for waiver; or
 - h) If MVWA determines that the Bidder has failed to document good faith efforts.

Contractors shall attempt to utilize, in good faith, any SDVOB identified within its SDVOB Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made after Contract Award may be made at

any time during the term of the Contract to MVWA but must be made no later than prior to the submission of a request for final payment on the Contract.

Contractors are required to submit a Contractor's Quarterly SDVOB Contractor Compliance & Payment Report to the MVWA, 1 Kennedy Plaza, Utica 13502 by the 10th day following each end of quarter over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all the terms and conditions of Appendix A including Clause 12 - Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor, shall undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

Bidder further agrees, where applicable; to submit with the bid a staffing plan identifying the anticipated work force to be utilized on the Contract and if awarded a Contract, will, upon request, submit to the MVWA, a workforce utilization report identifying the workforce utilized on the Contract if known.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.



M/WBE UTILIZATION PLAN

INSTRUCTIONS: This form **MUST** be submitted with any bid, proposal, or proposed negotiated contract prior to contract award. This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each NYS-certified Minority and Women-owned Business Enterprise (M/WBE), including the offeror if a NYS-certified MWBE, and estimated (or actual if known) annual dollar value under the contract and reflect the MWBE participation goals specified in the contract or procurement document.

Will there be M/WBE participation for services provided under this contract? YES (Complete the form.) NO (If No, please complete Request for Waiver.)

Contract Overview			
Offeror/Contractor Name: _____		Telephone: _____	
Address: _____		SFS Vendor ID: _____	
City, State, Zip: _____		Solicitation No: _____	
NYS Certified M/WBE Fill out box below for each NYS Certified M/WBE Contractor or Subcontractor	Classification	Description of Scope of Work (Subcontractors/Supplies/Services)	Annual Dollar Value of Subcontracts/Supplies/Services
Name: _____ Address: _____ City, State, Zip _____ Telephone: _____ Fed. ID. No: _____ SFS Vendor ID: _____	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DUAL	<input type="checkbox"/> DIRECT (Spending directly fulfilling contract obligations.) Description: _____ <input type="checkbox"/> INDIRECT (Spending in support of company operations.) Description: _____ <input type="checkbox"/> Copy of written agreement attached (Required for teaming.)	\$ _____
Name: _____ Address: _____ City, State, Zip _____ Telephone: _____ Fed. ID. No: _____ SFS Vendor ID: _____	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DUAL	<input type="checkbox"/> DIRECT (Spending directly fulfilling contract obligations.) Description: _____ <input type="checkbox"/> INDIRECT (Spending in support of company operations.) Description: _____ <input type="checkbox"/> Copy of written agreement attached (Required for teaming.)	\$ _____

VENDOR CERTIFICATION: I hereby affirm that the information supplied in this utilization plan is true and correct.

SUBMISSION OF THIS FORM CONSTITUTES THE OFFEROR/CONTRACTOR'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-A, 5 NYCRR PART 142, AND THE ABOVE REFERENCED SOLICITATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NONCOMPLIANCE AND/OR TERMINATION OF THE CONTRACT.

Signature: _____ Date: _____
 Print Name: _____ Telephone: _____
 Title: _____ Email: _____



M/WBE UTILIZATION PLAN

FOR AUTHORIZED USE ONLY	
Utilization Plan Approved: <input type="checkbox"/> Y <input type="checkbox"/> N	Date: _____
Notice of Deficiency Issued: <input type="checkbox"/> Y <input type="checkbox"/> N	Date: _____
Notice of Acceptance Issued: <input type="checkbox"/> Y <input type="checkbox"/> N	Date: _____
Reviewed By:	Date: _____
Comment(s):	



REQUEST FOR WAIVER

Please see bid specifications for documentation requirements. By submitting this form and the required information, the offeror/contractor certifies that every Good Faith Effort has been taken to promote M/WBE participation pursuant to the M/WBE participation requirements set forth under the contract.

CONTRACT OVERVIEW

Offeror/Contractor Name: _____ Telephone: _____
 Address: _____ Federal ID No. _____ SFS Vendor ID: _____
 City, State, Zip: _____ Solicitation/Contract: _____
 Type of Procurement: Competitive Bid Other Bid Response Due Date: _____ Est. or Actual Cost: _____

WAIVER REQUEST ("X" ALL boxes that apply)

1. MBE Waiver – A waiver of the MBE Goal for this procurement is requested. Total Partial
2. WBE Waiver – A waiver of the WBE of the WBE Goal for this procurement is requested. Total Partial
3. Waiver – Pending ESD Certification – Check here if subcontractors or suppliers of Contractor are not certified M/WBE but an application has been filled with Empire State Development. Supplier Name: _____ Date of Filing: _____ Reference submission Instruction on Page 2, Item 1.
4. Vendor does not subcontract construction/professional services.
5. Vendor subcontracts some of this type of work but at lower % than bids/solicitation describes.
6. Vendor has solicited NYS Certified M/WBE firms for purposes in complying with participation goals without success. Reference submission Instruction on Page 2 – 10.
7. Other:

Provide a summary of your Justification for requesting a waiver:

By checking this box you verify that you went through the NYS ESD M/WBE Directory of Certified firms to view companies that you may be currently using or may use on this bid.

SUBMISSION OF THIS FORM CONSTITUTES THE OFFEROR/CONTRACTOR 'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-A, 5 NYCRR PART 142, AND THE ABOVE REFERENCED SOLICITATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN FINDING OF NON-COMPLIANCE AND/OR TERMINATION OF THE CONTRACT.

Submit copy via email to: jmurray@mvwa.us or fax to: 315-792-0358. Originals are to be mailed to: Mohawk Valley Water Authority, Attn: Jolie Murray, 1 Kennedy Plaza, Utica, NY 13502



REQUEST FOR WAIVER

VENDOR CERTIFICATION – 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.

Signature *Date*

Print Name

Title

Company

COUNTY OF _____)
)
 STATE OF NEW YORK)

Sworn to before me this _____ day of _____ 20____

Notary Public

REQUIREMENTS AND DOCUMENT SUBMISSION INSTRUCTIONS

To be considered, the Request for Waiver form must be accompanied by supporting documentation for Items 1 – 10 as listed below. If a Waiver Pending ESD Certification is requested, please see note below. Copies of the following information and all relevant supporting documentation must be submitted along with the request.

SUPPORTING DOCUMENTATION:

1. Provide any other information you deem relevant which may help us in evaluating your request for a waiver.
2. Provide the names of general circulation, trade association, and MWBE oriented publications in which you solicited certified MWBEs for the purposes of complying with your participation goals.
3. Provide a list identifying the date(s) that all solicitations for certified MWBE participation were published in any of the above publications and the text of said solicitation(s).
4. Provide a list of all certified MWBEs appearing in the NYS Directory of Certified Firms that were solicited in writing for purposes of complying with the certified MWBE participation levels.
5. Provide copies of notices, dates of contract, letters and other correspondence as proof that solicitations were made in writing and copies of such solicitations, or a sample copy of the solicitation if an identical solicitation was made to all certified MWBEs.
6. Provide copies of responses made by certified MWBEs to your solicitations.
7. Provide a description of any contract documents, plans or specifications made available to certified MWBEs for purposes of soliciting their bids, and the date and manner in which these documents were made available.
8. Provide documentation of any negotiations between the Offeror/Contractor, and/or MWBE(s) undertaken for purposes of complying with the certified MWBE participations goals.
9. Provide the name, title, address, telephone number, and email address of the Offeror/Contractor’s representative authorized to discuss this waiver request.
10. Copy of notice of application receipt issued by Empire State Development (ESD).

NOTE: Unless a Total Waiver has been granted, Offeror/Contractor will be required to submit all reports and documents pursuant to the provisions set forth in the Contract, as deemed appropriate by the State, to determine MWBE compliance.

FOR AUTHORIZED USE ONLY

Reviewed By: _____ Date: _____ Waiver Granted: Yes No

Total Waiver Partial Waiver Conditional Waiver ESD Certification Waiver Date of Deficiency Issued: _____

Instructions for Completing the Monthly SDVOB Compliance Report – SDVOB 101

The SDVOB Monthly Reporting Form is to be completed by the Contractor/Vendor, and submitted **by the 10th day of each month for the duration of the Contract.** This form should include **all** (e.g. SDVOB and non SDVOB) Subcontractors and/or Suppliers assigned by the Contractor/Vendor to perform work during the contract. This reporting should also include payments made by your Subcontractors and/or Suppliers to SDVOB firms.

Complete the form as specified below.

Contract No.	Indicate the MVWA Contract No.
Contractor/Vendor Name and Address	Provide your firm's name and address.
Federal ID No.	Enter your firm's Federal ID No.
Goals	Indicate SDVOB participation goals.
Reporting Period	Fill in the month and year of reporting period. One copy must be submitted with final payment application.
Contract Name	Fill in the name of the contract
Firm Name and Address	Provide the name, address and phone number of all Subcontractors/Suppliers assigned by the Contractor/Vendor on this contract or purchase agreement(s).
Federal ID No.	Enter the Subcontractor's/Supplier's Federal ID No. If no Federal ID No. has been assigned, provide only the owner's last four (4) digits of his or her Social Security No.
Payment This Month	Indicate the amount paid <i>this month</i> to each SDVOB Subcontractor/Supplier. If there was no income activity for the Subcontractor/Supplier, please check the box indicating "No Payment This Month."
Contract Amount	Enter the total contract amount or purchase agreement(s) amount for each contract or total monthly sales, which ever applies
Description of Work/Supplies	Briefly describe the work performed or supplies provided by each Subcontractor/Supplier.

Submit to:

MVWA

SDVOB UTILIZATION PLAN

Initial Plan Revised plan Contract/Solicitation # _____

INSTRUCTIONS: This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each NYS **Certified** Service-Disabled Veteran-Owned Business (SDVOB) under the contract. By submission of this Plan, the Bidder/Contractor commits to making good faith efforts in the utilization of SDVOB subcontractors and suppliers as required by the SDVOB goals contained in the Solicitation/Contract. Making false representations or providing information that shows a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Firms that do not perform commercially useful functions may not be counted toward SDVOB utilization. Attach additional sheets if necessary.

BIDDER/CONTRACTOR INFORMATION		SDVOB Goals In Contract
Bidder/Contractor Name:	NYS Vendor ID:	%
Bidder/Contractor Address (Street, City, State and Zip Code):		
Bidder/Contractor Telephone Number:	Contract Work Location/Region:	
Contract Description/Title:		

CONTRACTOR INFORMATION			
Prepared by (Signature):	Name and Title of Preparer:	Telephone Number:	Date:

Email Address: _____

If unable to meet the SDVOB goals set forth in the solicitation/contract, bidder/contractor must submit a request for waiver on the SDVOB Waiver Form.

SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:	Federal Identification No.:	Telephone No.:	
Address:	Email Address:		
Detailed description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____%			

SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:	Federal Identification No.:	Telephone No.:	
Address:	Email Address:		
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____%			

FOR MVWA USE ONLY			
MVWA Authorized Signature:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Accepted as Noted	<input type="checkbox"/> Notice of Deficiency
NAME (Please Print):	SDVOB %/\$ _____	Date Received:	Date Processed:
Comments:			
NYS CERTIFIED SDVOB SUBCONTRACTOR/SUPPLIER INFORMATION: The directory of New York State Certified SDVOBs can be viewed at: https://ogs.ny.gov/Veterans/default.asp Note: All listed Subcontractors/Suppliers will be contacted and verified by MVWA.			

ADDITIONAL SHEET

Bidder/Contractor Name:	Contract/Solicitation # _____
--------------------------------	--------------------------------------

SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:		Federal Identification No.:	Telephone No.:
Address:		Email Address:	
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____%			
SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:		Federal Identification No.:	Telephone No.:
Address:		Email Address:	
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____%			
SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:		Federal Identification No.:	Telephone No.:
Address:		Email Address:	
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____%			
SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:		Federal Identification No.:	Telephone No.:
Address:		Email Address:	
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____%			
SDVOB Subcontractor/Supplier Name:			
Please identify the person you contacted:		Federal Identification No.:	Telephone No.:
Address:		Email Address:	
Detailed Description of work to be provided by subcontractor/supplier:			
Dollar Value of subcontracts/supplies/services (When \$ value cannot be estimated, provide the estimated % of contract work the SDVOB will perform): \$ _____ or _____%			

APPLICATION FOR WAIVER OF SDVOB PARTICIPATION GOAL

(must be submitted before requesting final payment on the Contract)

Section 1: Basic Information			
Contractor's Name:		Federal Identification Number:	
Street Address:		E-Mail Address:	
City, State, Zip Code:		Telephone: () -	
Contract Number:		SDVOB CONTRACT GOALS	
		%	
Section 2: Type of SDVOB Waiver Requested			
<input type="checkbox"/> Total	<input type="checkbox"/> Partial	If partial waiver, please enter the revised SDVOB percentage:	%
Please explain the reason for the waiver request:			
Section 3: Supporting Documentation			
Provide the following documentation as evidence of your good faith efforts to meet the SDVOB goals set forth in the contract and in support of your waiver application:			
<input type="checkbox"/> Attachment A. Copies of solicitations to SDVOBs and any responses thereto. <input type="checkbox"/> Attachment B. Explanation of the specific reasons each SDVOB that responded to Bidders/Contractors' solicitation was not selected. <input type="checkbox"/> Attachment C. Dates of any pre-bid, pre-award or other meetings attended by Contractor, if any, scheduled by MVWA with certified SDVOBs whom MVWA determined were capable of fulfilling the SDVOB goals set forth in the contract. <input type="checkbox"/> Attachment D. Information describing the specific steps undertaken to reasonably structure the contract scope of work for the purpose of subcontracting with, or obtaining supplies from, certified SDVOBs. <input type="checkbox"/> Attachment E. Other information deemed relevant to the request.			
Section 4: Signature and Contact Information			
By signing and submitting this form, the contractor certifies that a good faith effort has been made to promote SDVOB participation pursuant to the SDVOB requirements set forth under the solicitation or Contract. Failure to submit complete and accurate information may result in a finding of noncompliance, non-responsibility, and a suspension or termination of the contract.			
Prepared By: (Signature)			Date:
Name and Title of Preparer (Print or Type)			

For MVWA Use Only

Reviewed By:

Date:

Decision:

- Full SDVOB waiver granted
- Partial SDVOB waiver granted; revised SDVOB goal: _____ %
- SDVOB waiver denied

Approved By:

Date:

Date Notice of Determination Sent:

Comments

CONTRACTOR'S MONTHLY SDVOB COMPLIANCE REPORT (DUE ON THE 10TH DAY OF EACH MONTH FOR THE PRECEDING MONTH'S ACTIVITY AS EVIDENCE TOWARDS ACHIEVEMENT OF THE SDVOB GOALS ON THE CONTRACT

Contract No.: _____

Contractor/Vendor Name, Address and Phone No.:	Contractor/Vendor Federal ID No.:	SDVOB Goals	Reporting Period	
			Month	Year
	Contract Name	%		
SDVOB Firm Name, Address and Phone Number (List All Firms)	Description of Work or Supplies Provided	SDVOB Payment	Contract Amount	
Federal ID No.:		<input type="checkbox"/> No Payment This Month		
Federal ID No.:		<input type="checkbox"/> No Payment This Month		
Federal ID No.:		<input type="checkbox"/> No Payment This Month		
Federal ID No.:		<input type="checkbox"/> No Payment This Month		

Signature Print Name and Title Date

Submission of this form constitutes the Contractor's acknowledgement as to the accuracy of the information contained herein. Failure to submit complete and accurate information may result in a finding of noncompliance, non-responsibility, suspension and/or termination of the Contract.

For MVWA Use Only	
Reviewed By:	Date: