SUBCONSULTANT STAFFING LIST

Instructions for completing the form:

1. In the spaces provided, fill in all requested information completely, for both your firm and any subconsultant firms nominated in accordance with Article II, Section B of the Agreement. Firms located out of New York State should have the appropriate approvals in place to practice in NYS.

2. If a firm provides service in multiple design areas, list them for each area of expertise.

3. The license number listed should be that of the person responsible for design, whose stamp will be affixed to the completed construction documents.

4. The sum of the individual contract values should add up to the total value and/or 100% of the anticipated value of the basic fee. Percentages or values for ECA work should be in addition to the basic fee.

5. Propose subconsultants in a manner that reflects an appropriate response to the Fund's policy for meaningful utilization of NYS Certified Minority & Women's Businesses (MBE & WBE).

6. “MWBE Program Coordinator Approval” line is for Fund internal use only.

7. The Fund will issue a letter approving all subconsultants prior to their work on the Project.

8. Retain a copy for your files and as a reference when completing each Application for Payment for the project and for proposing future changes, if any, in the subconsultant staffing. (Prior to implementing any change in the approved plan, contact the Project Coordinator at the Fund to learn the process for proposing a change)