New York City Watershed Program
Information Bulletin No. 2
Guidelines for Administrative Work

The following is intended to guide you through the process of selecting a party to perform administrative work under the Upgrade Program. Please refer to the following documents as you prepare for this process:

- Section 3.01 of the Upgrade Contract, "Payment"
- Appendix B of the Upgrade Contract, "Description of Compensable Force Account Work"
- Procedures Manual for Preparing and Submitting Disbursement Requests
- Information Bulletin No. 1

1. **Administrative work** (including but not limited to preparing disbursement requests, cost estimates, and monthly reports) that is directly attributable to the Upgrade and for which a WWTP Owner seeks payment, may be performed by either:

   (1) an employee of the WWTP Owner under a NYCDEP approved Administrative Force Account proposal or
   (2) a consultant under a NYCDEP approved contract.

   In either case, costs for this work may not be submitted in a disbursement request until a Force Account proposal or contract is approved by NYCDEP.

2. **If you will be using an employee to perform all or a portion of the administrative work**, you must submit an Administrative Force Account proposal. As required on the Force Account forms that you should have received under EFC cover letter dated August 6, 1998, the employees qualifications must be listed within the Force Account proposal. Please see the Procedures Manual that was included with your Notice to Commence Work for more instructions on submitting Force Account Proposals. The Force Account proposal forms can also be found in Attachment A of the Manual.

3. **If you will be soliciting a proposal from an engineering consultant and would like the engineering firm to perform all or a portion of the administrative work**, you should outline the administrative tasks you would like the engineering firm to perform in the cover letter transmitting the RFP to the engineers. The engineer's proposal should separately identify the staff that would provide these services, the qualifications of this staff, and the cost of providing these services. Please see Information Bulletin No. 1 for more instructions on the RFP process.

4. **If you will be using a non-engineering consultant to perform all or a portion of the administrative tasks**, you must send a fully executed contract for these services to EFC for forwarding to NYCDEP for approval. This contract should include (1) a

scope of work which demonstrates that the work proposed is consistent with the WWTP Owners' obligations under the Upgrade Contract, (2) the titles, hourly rates, and qualifications of the individuals who will be providing the work, (3) an estimate of the number of hours required to perform the work for the duration of the project, and (4) applicable standard provisions as set forth in the Upgrade Contract §4.05(A), 2.05(C) and 14.07. You will not receive disbursements for work done by said consultant until you have a NYCDEP approved contract. It is not necessary to submit insurance documentation for non-engineering consultants.

5. **The approval process for Force Account proposals and non-engineering contracts is as follows:**

   A. According to the Upgrade Contract, Force Account proposals are to be submitted directly to NYCDEP with a copy to EFC. (Note: For your convenience, you should send proposals to EFC, in order for EFC to confirm completeness. If any necessary items are missing, EFC will contact you before forwarding to NYCDEP for approval. This may help to expedite the approval process.)

   B. Fully executed non-engineering contracts are to be sent to EFC for forwarding to NYCDEP. Once NYCDEP has received the proposal/contract they may contact you directly with questions or for clarification.

   C. NYCDEP will approve the proposal/contract and forward notification to EFC, ***or*** NYCDEP will not approve the proposal/contract and send comments to EFC.

   D. EFC will forward a notification of NYCDEP approval or comments to the WWTP Owner.

   E. Once the WWTP Owner has received notification from EFC of NYCDEP's approval of the proposal/contract, the WWTP Owner is then eligible to receive payment for such services. EFC recommends that the WWTP Owner <u>not</u> submit a disbursement request for the employee/consultants services until a NYCDEP approval is received. Otherwise, an adjustment may have to be made in a subsequent payment if the proposal/contract is not approved.

   F. If the WWTP Owner does not receive approval from NYCDEP, modifications must be made based on NYCDEP's comments and the proposal/contract must be resubmitted in accordance with the above process.

   G. If at some point in the future your Administrative Force Account proposal or non-engineering consultant contract requires revisions (e.g. you decide to have your selected engineering firm take over the administrative duties), please notify and/or resubmit your revised proposal to NYCDEP and EFC.

Please refer any questions regarding administrative work or the payment process to:

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