

**NEW YORK CITY ECONOMIC DEVELOPMENT CORPORATION  
STANDARD FORM OF AMENDMENT OF CONSULTANT CONTRACT**

This is an amendment to the Contract entered into by New York City Economic Development Corporation (NYCEDC), a local development corporation organized pursuant to Section 1411 of the Not-for-Profit Corporation Law of the State of New York, having an office at 110 William Street, New York, New York 10038, and the Consultant:

<b>Consultant's Name:</b>	Institute for Building Technology and Services			
<b>Address:</b>	45207 Research Place, Ashburn, VA 20147			
<b>Contract No:</b>	55670001	<b>Contract Date:</b>	08/01/13	<b>Project No:</b> 5567
<b>Project Name:</b>	Architectural Services Related to Hurricane Sandy Relief Programs			
<b>Type of Services:</b>	Architectural Scoping Services			

A copy of the Contract and copies of any and all prior amendments are attached hereto as Exhibit A.

The Contract is hereby amended as follows:

<b>Amendment No:</b>	2	<b>Effective Date:</b>	08/01/2013
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**TYPE OF AMENDMENT**

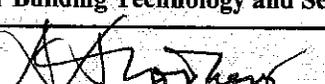
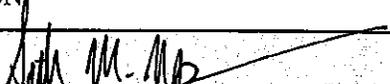
<input type="checkbox"/>	Extension of Term	Extension Date:	
<input checked="" type="checkbox"/>	Increase in Maximum Contract Price	Original Maximum Contract Price	\$ 15,555,787.00
		Total Prior Increases	\$ 0.00
		Amount of Current Increase	\$ 32,190,908.00
		Maximum Contract Price	\$ 47,746,695.00

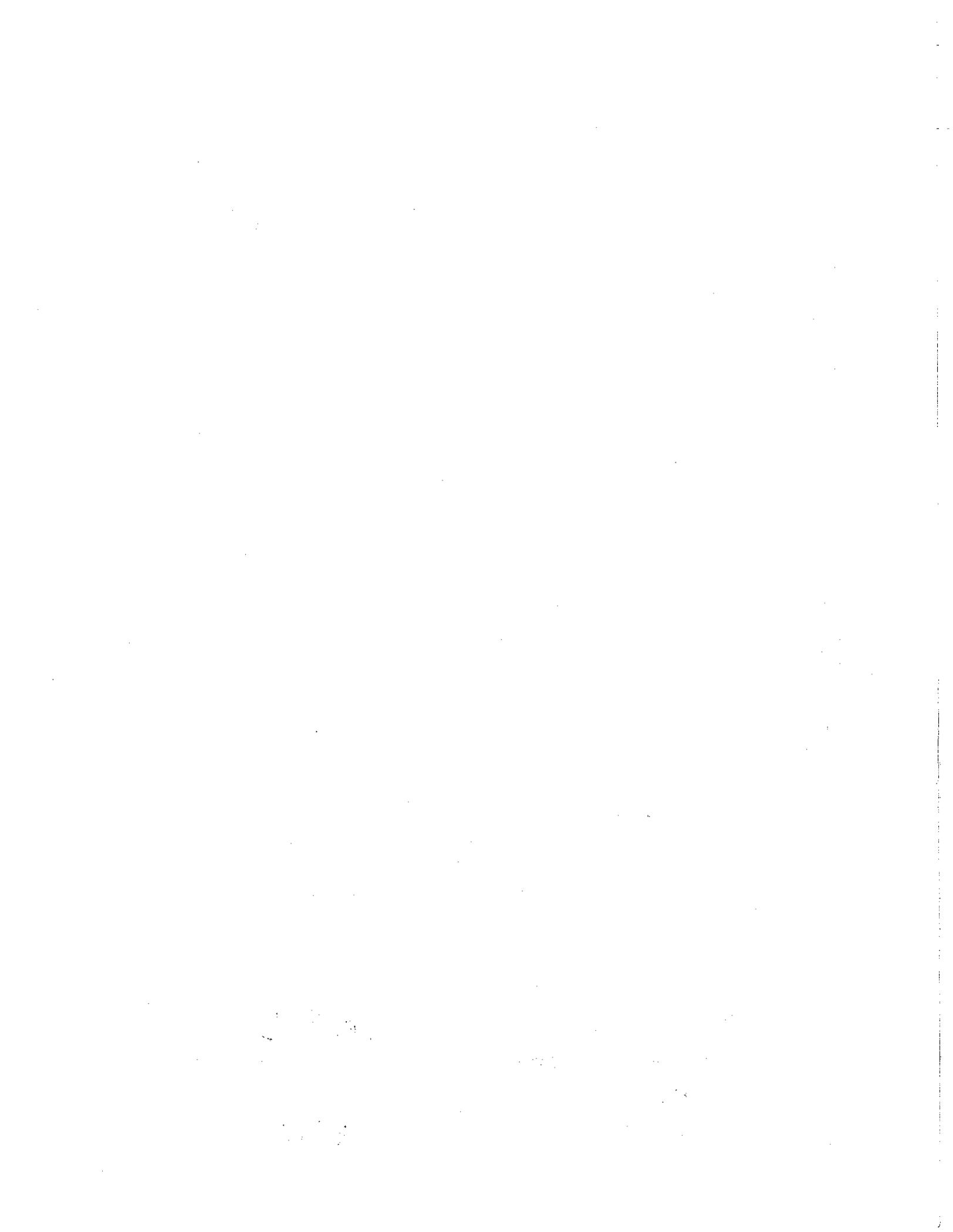
Amended Scope of Services - See attached Exhibit B

Other (as described below)  
 Exhibit C: Amended and Restated Fee and Cost Schedule (Exhibit I to Appendix C)  
 Exhibit K: Applicable Agreements: Third Amendment to the HRO\_EDC Subrecipient Agreement

<b>NYCEDC Executive Committee Approval Date:</b>	02/04/2015
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Capitalized terms used herein shall have the meanings set forth in the Contract, as previously amended, unless otherwise defined herein. Except as provided herein and in the pages attached hereto, if any, all terms and conditions of the Contract, as previously amended, remain unchanged and in full force and effect.

<b>CONSULTANT'S NAME:</b> Institute for Building Technology and Services		<b>NEW YORK CITY ECONOMIC DEVELOPMENT CORPORATION</b>	
<b>By:</b>		<b>By:</b>	
<b>Printed Name:</b>	SHYAM CHOUDHARY	<b>Printed Name:</b>	Seth Myers
<b>Title:</b>	COO / CFO	<b>Title:</b>	Chief Operating Officer
<b>Date Signed:</b>	3/2/15	<b>Date Signed:</b>	4/8/15



**EXHIBIT A**

**THE CONTRACT AS PREVIOUSLY AMENDED**

**(INCORPORATED BY REFERENCE)**

## **EXHIBIT B**

### **AMENDED AND RESTATED SCOPE OF SERVICES**

Appendix B of the Contract (Scope of Services) is hereby amended and restated as follows:

#### **Introduction/Objective**

Hurricane Sandy impacted approximately 35,000 single family dwellings (one and two family buildings). The City is launching a Community Development Block Grant (CDBG) Program to provide financial assistance to impacted homeowners for residential repairs. As part of this program, the City will be conducting detailed assessments of damaged homes and creating Work Orders for distribution to participating Contractors. The New York City Housing Recovery Office (HRO) is seeking architectural scoping services to support the home assessment program. While NYCEDC will hold the contracts for this work, HRO will primarily oversee the contract services and provide direction and feedback to the selected Consultants.

The City anticipates that approximately 10,500 homes will require preparation of a detailed scoping document (Job Order) describing eligible home repairs. The final approved Job Order will determine the appropriate pathway for the homeowner applicant. Homeowners may be eligible for the Repair pathway or the Repair with Elevation pathway. Under both pathways, the program will complete repairs on any remaining storm damage. If the home was substantially damaged by Hurricane Sandy, the program will elevate the home pursuant to NYC Department of Buildings code requirements.

The Consultant will be responsible for creating comprehensive work order packages and itemized quantity take-off cost estimates of qualifying home repairs consistent with Federal, State and local requirements. The scoping documents for each home will include a list of unit price quantities, general floor plans of flood damaged areas, simple floor plan and elevation drawings of kitchen and bathroom repairs, a photographic inventory of the existing conditions, and general notes on hazardous mitigation requirements.

The Consultant is expected to have extensive experience in single family dwelling home design and familiarity with Federal Housing and Urban Development (HUD) CDBG requirements for home reconstruction.

#### **TASK 1 PROJECT MANAGEMENT**

- The Consultant shall provide a sufficient and well-organized project administration team to manage the project throughout the entire period of the Contract including proper supervision of all staff and subcontracted services. The Consultant shall be responsible to manage the efficient production of completed Job Orders, and expedite fully executing Tri-Party Agreements (TPA) by monitoring all control points and seeking ways to speed the process. The Consultant will monitor progress, prepare status updates as needed, and work closely with the Program to expedite the process, and make recommendations as appropriate. The Consultant will provide

IT management support, database administration, and coordination and resolution of work flow issues.

**Task 1.1 Project Execution Plan**

The Consultant shall develop and implement a Project Execution Plan (PEP) detailing the manner in which the project will be planned, managed and executed. The objective of the PEP is to define the approach to be used by the project team to deliver the intended project and how project information will be communicated.

The PEP must include, but is not limited to: functional organizational chart; staffing and training plan; office location; data management and project controls methods; quality assurance; risk management; reporting; communications; billing and contract scope and budget management plan.

The PEP shall be updated as necessary to reflect changes in the project and all revisions will be submitted to HRO for review and comment.

**Task 1.2 Monthly Progress Reports and Weekly Progress Meetings**

**Weekly Progress Meetings and Reports:** The Project Manager and other relevant Consultant staff shall attend a weekly coordination meeting with the Program Director to review production progress, discuss items requiring feedback, and outstanding issues requiring resolution. The Consultant shall prepare and submit a Bi-Weekly Progress Report detailing activities completed in the previous week and activities anticipated in the upcoming week, including production of completed Job Orders against targets; improvements or declines in production efficiencies; quality assurance report with error rates, trends, root cause analysis, and corrective actions; field logistics and challenges; IT challenges; action items; other critical issues, and any other items as determined by the Program. The Bi-Weekly Progress Report shall be clear and concise.

**Monthly Progress Meetings and Reports:** The Consultant shall attend a monthly coordination meeting with the Program Director, and prepare and submit a Monthly Progress Report detailing activities completed in the previous month and activities anticipated in the upcoming month. Monthly Progress Reports are intended to be a compilation of that month's Bi-Weekly Reports, and shall be clear and concise. Monthly Reports shall also include, but are not limited to, any staff changes; status of requested scope changes; other critical issues; and any other items as determined by the Program.

**TASK 2 POLICIES AND PROCEDURES (formerly Add/Alternate 1a)**

**Task 2.1 Develop Policies and Procedures**

The Consultant shall prepare detailed procedures for the execution of home inspections including but not limited to written standard operating procedures, checklists, and floor plan and elevation "quick" forms, etc. The goal of the procedures is to create a consistent and efficient process of working with the homeowners and contractors to finalize the scoping document and initiate construction.

**Task 2.2 Specification Updates**

At the request of the Program, the Consultant will research, justify and draft specifications.

**Task 2.3 New Staff Training in Policies and Procedures**

All staff will be trained on Program policies and procedures and will be expected to comply with all current policies and procedures in execution of the work without exception.

**Task 2.4 Ongoing Staff Training in Policies and Procedures**

At the Program's discretion, Consultant staff may receive periodic training on Program policy updates, issues requiring resolution, quality assurance, and other issues or topics as needed. Training will be provided by the Program, or by the Consultant with written approval of the Program.

**TASK 3 CONDUCT HOME INSPECTIONS AND PREPARE JOB ORDERS**

Conduct a home inspection and prepare a complete Job Order package. A Job Order includes:

- Job Order Cover Sheet (includes breakdown of JOC and NUPI multipliers and Total Cost to complete)
- Xactimate Scope/Estimate (with JOC "Zero" unit prices and no multipliers)
- Floor Plans (attached to Xactimate Scope/Estimate)
- Photo Inventory
- TPA
- Storage Checklist
- Xactimate Homeowner Scope (without prices)
- Floor Plans (attached to Xactimate Homeowner Scope)
- Homeowner Selections Form
- Homeowner Selection Renderings
- Homeowner Selection Layout

General services under this task include the following:

- Manage staff and workload for assigned home inspection appointments. All appointments for home inspections will be made by a Program customer service representative, with the exception of appointments for homes also requiring elevation (see Task 6).
- Conduct a pre-site document review a minimum of 24 hours prior to a home inspection,

including reviewing general homeowner information, available lead and asbestos reports, Tier II environmental reports, and researching open permits and violations with the NYC Department of Buildings.

- Perform complete exterior and interior home inspection and prepare quantity take-offs for all eligible repairs. Use electronic tablet and Xactimate software to record repair descriptions, quantities, prices, produce quick floor plans, and to input basic information about the result of the home inspection. The unit price items will be pre-determined by the Program and loaded on the tablet.
- Prepare detailed photographic inventory of the home (using electronic tablet) during inspection including all areas of damage and planned repairs. All photographs shall be properly logged and labeled consistent with documented procedures to facilitate ease of retrieval.
- Use electronic tablet and Chief Architect (or similar) software to prepare floor plans, elevations, and renderings sufficient for basic kitchen and bath layouts, as required.
- Coordinate selection of all eligible finish options with homeowners including, but not limited to, cabinetry, flooring, kitchen and bathroom fixtures and appliances.
- Review Scope of Work with homeowner and general contractor prior to leaving the site.
- It is intended that home inspection activities be completed in one (1) site visit limited to approximately four (4) hours.
- Incorporate all required lead abatement, asbestos remediation, mold remediation and any other required environmental remediation into scope of work, including written descriptions and quantities. Lead and asbestos testing and reports will be provided by the Program either during or after the home assessment.
- Identify any non-unit price items, including description and quantities. Prepare bids for general contractors, review and approve contractor bids, and incorporate approved bid into scope of work.
- In certain cases following a home inspection, the Consultant may request Program approval to obtain a report from a licensed structural engineer to determine suspect structural conditions, or to obtain other architectural and engineering services covered under Task 10. Upon approval, the selected vendor(s) will coordinate scheduling with the homeowner and engineer or architect. The Consultant shall incorporate any eligible repairs as a result of an approved engineer or architect report.
- Complete a Substantial Improvement calculation in accordance with Program policies.
- In certain cases of homeowner with a funding deficiency, the Program will request the Consultant assess the Scope of Work for a possible reduction of scope to meet the funding deficiency.
- Identify appropriate repair duration in accordance with Program policies depending on extent of damage. This construction duration will be used as a basis of assessing liquidated damages to the General Contractor executing the Job Order.
- Identify and record construction start date on the home, based on assessment of advance need to procure materials.
- Complete Job Order and obtain contractor agreement and signature for Scope of Work to be

completed in the home.

- Review final Scope of Work with homeowner and obtain homeowner signature via electronic method, office visit, or in-home visit, depending on the need of the homeowner.
- Most Job Orders will be completed off-site after completing the home inspection, discussions with general contractors, incorporation of environmental and engineering scope, incorporation of contractor bids, and final scope development. In some cases Job Orders and contractor and homeowner signatures may be completed during the home inspection.

#### **TASK 4 DEVELOP TABLET-BASED JOB ORDER IT SYSTEM (formerly Add/Alt 2)**

Develop tablet-based IT system to record unit price quantities using Xactimate Software, store photo inventory of the home, provide visual images of allowable materials, and produce quick floor plans and elevations of storm-damaged homes. The tablet will also serve as a valuable communication tool with the homeowner to visualize kitchen and bathroom renderings and elevation drawings. The system shall allow visual imaging sufficient for quick optioneering of various layout configurations for "on the spot" communication with homeowners, and record selected options and materials for key home components (e.g. cabinet style, toilet, kitchen sink, etc.). Output from the tablet shall automatically create simple 8-1/2" x 11" plan and elevation drawings and document homeowner selected materials, including standard photographs that will be incorporated into the overall scope package for the building Contractor. The Consultant will be responsible for providing tablets and wireless printers and configuring tablets to produce Job Order documents. General services under this task include:

- Coordinate implementation of the IT system with the Program
- Provide IT task management support and coordinate with the Program's IT department
- Provide appropriate system design, database design, code development, report and dashboard development, and an exchange for uploading and downloading data to Program's IT system
- Provide task management, engineering, data management, coordination with users, and data true-up during the initial development, testing, and deployment phase
- Develop training materials and provide training for field staff to utilize the tablet IT system
- Provide quality control check on line-item scope items sent to the Program's CMS via a data exchange
- Ensure the Program's current unit price list is loaded accurately in Xactimate on the tablet.

Upon request or approval by HRO, the Consultant will modify and/or develop additional features to further enhance the IT system after its initial development, and maintain a change log for specific requests for approval by the City.

#### **TASK 5 QUALITY MANAGEMENT**

The Consultant will provide centralized independent review of all Job Orders prior to finalization, including but not limited to review to verify eligibility and completeness; compliance with Program, City, State and Federal policies, codes and regulations; accuracy of quantities and data entry; accuracy of Substantial Improvement calculation, and quality of photo inventory. Any quality deficiencies identified

during quality review shall be corrected prior to obtaining General Contractor agreement and sign-off on the Job Order. It is expected that a quality review will be completed on 100% of Job Order packages, and a second level quality review completed on a minimum of 20% of Job Orders.

The Consultant shall include quality reporting as part of the required Bi-Weekly and Monthly Reports (see Task 1.2). Reporting shall include clear and concise error rate and trend statistics, root cause analysis and corrective actions, and a narrative describing ongoing quality improvement goals as well as a rationale and proposed solution for any overall decline in quality.

The Consultant shall maintain a current Quality Plan, including sample checklists and data management plan, and shall notify the Program within five (5) business days of any changes to the Quality Plan.

#### **TASK 6            PREPARE PLANS AND JOB ORDERS FOR HOME ELEVATIONS**

It is anticipated that approximately 3,500 total 1- 4-family homes will require elevation in order to comply with NYC Building Code requirements; the Consultant will be assigned up to 1,000 home elevations. The Consultant will be responsible for managing all scheduling with homeowners and subcontractors; responding to homeowner phone and email inquiries regarding the elevation and design process, including project coordination for non-attached homes; conducting all field investigations and preparing all required documents associated with a home elevation, including signed and sealed PE/RA drawings; and obtaining plan approval from the NYC Department of Buildings (DOB). The PE/RA of record will also be required to perform a final inspection on the house elevation to support final acceptance of the Job Order. General services under this task include the following:

- Utility mark-out
- Land survey
- Geotechnical services
- PE/RA site visit to conduct as-built measurements, photo inventory, and discuss potential overall elevation design concepts with homeowner
- Provide a septic system evaluation and certified report for DOB submission for homes having a septic system and, when needed, a survey indicating the nearest point of connection to a City sewer line.
- Complete a cost reasonableness analysis to compare projected elevation costs to estimated reconstruction costs
- Prepare schematic design and conduct an in-office meeting with homeowner to explain the preliminary design; answer homeowner questions regarding the proposed design, options, and limitations due to rules and requirements; obtain homeowner concurrence and signature on PW-1
- Conduct pre-construction meetings with the General Contractor throughout design and scope development process
- Conduct research, including map searches, for confirmation of a dwelling's historical renovations and/or illegal construction

- Assist and participate in addressing design issues, including resolving non-conforming egress, finding ways to comply with new regulations for location of staircases, and complying with the Flood Resiliency Zoning
- Conduct home inspection and prepare Job Order for every elevation home per Task 3
- Submit stamped drawings electronically to DOB and obtain plan approval, including discussions and revisions as required with DOB to obtain plan approval
- Conduct home inspection to prepare Job Order (per Task 3 scope)
- Obtain General Contractor and homeowner agreement and signature on Job Order (per Task 3)
- Coordinate and participate in discussions with the Program on emerging issues from homeowners, city records, and approvals from DOB.

Additional services under this task include:

- Prepare any required sprinkler design and coordinate related required permits, application fees, and approvals
- Design work for an entirely new floor for the home in accordance with Program policies
- Shoring design when the NYC Department of Building's DS1 form requires a signed and stamped drawing by a licensed professional

Services excluded under this task:

- Obtaining construction permits from the NYC DOB or other agencies.
- Obtaining a zoning variance, special permit, or any type of variance required by the Board of Standards and Appeals (BSA) or Department of City Planning.
- Filing Post-Approval Amendments with the NYC DOB.
- All work relating to septic and sewers, including percolation test, design of new or re-design of old septic systems, design connections to a city sewer, filing for septic approval from NYC DOB, and filing with NYC DEP for approval of sewer connection.
- Design work for attached- or semi-attached homes.

## **TASK 7            REVIEW/APPROVAL OF POTENTIAL CHANGE ORDERS**

As requested by the Program, the Consultant shall be responsible for reviewing and recommending approval of potential change orders to the original scope of work, including an evaluation of a time extension to complete the extra work. Potential scope changes must be submitted in writing from the General Contractor and where applicable, an electronic photo inventory of the changed condition must be provided. As requested by the Program, the Consultant shall make a site visit to verify the changed condition; otherwise, the photographic inventory provided by the General Contractor shall be used to assess the changed condition. All General Contractor submissions of potential change orders shall be made electronically into the Program's web-based data management system. All potential change order requests shall be reviewed and responded to within 48 business hours of submission from the Program.

#### **TASK 8            REQUESTS FOR INFORMATION/CLARIFICATION**

The Consultant shall be responsible for reviewing and responding to scope related requests for information (RFI) from the General Contractor. The General Contractor must submit all RFIs through the Program's web-based Construction Management System. All RFIs shall be responded to within 48 business hours of submission by the General Contractor.

#### **TASK 9            SUBMITTAL REVIEW**

The General Contractors are required to provide basic submittals of materials for all unit price items for review and approval. The General Contractors may also be required to provide submittals related to house elevations. Substitutions for approved submittals may be received throughout the construction period and the Consultant is expected to review and approve individual submissions within 48 business hours of submission. The Consultant will be required to review any submissions for compliance with the General Contractor contract specifications as well as HUD Single Family Housing Rehabilitation Specifications, and Program policies.

#### **TASK 10          ARCHITECTURAL AND ENGINEERING SERVICES**

The Consultant shall provide architectural and engineering design services for individual homes as requested by the HRO. Given that each house is unique, the Program has identified a need for flexibility when additional architectural and/or engineering services are required that are not otherwise covered under Task 3, to address specific issues where design analysis and recommendations may be required for a variety of issues.

Projects may be located in any of the five Boroughs of the City of New York. The Consultant shall provide architectural and engineering design services including design services during construction. The Consultant shall not provide any construction services. The Consultant will provide architectural, engineering and construction related services for the Project, in accordance with Job Orders issued by the HRO, including, but not limited to the preparation and filing of any and all required documents required for permit issuance from the Department of Buildings.

The Consultant shall provide a Project Manager (Architect) to coordinate and oversee services provided by subconsultants working under IBTS as prime consultant for specific assignments. Design services to be provided may include architectural/engineering reports and/or preparation of design construction documents for specific site and building conditions necessary to be submitted to the DOB or other NYC agencies for approval and permitting. If required, all construction documents shall bear professional architect or engineer stamps from New York licensed design professionals. The services shall be provided through IBTS employees or subconsultants, and may include the following:

- A. Structural Engineering: Site analyses and Structural conditions and recommendations reports. Plans and construction documents for repairs required by the DOB.
- B. Architectural and Engineering Plans related to relocation of utilities within a home or site, provision of universal design, or other site or building renovations or construction.
- C. Historic Preservation Design

- D. Landscape Architectural Design
- E. Vertical Transportation Design for wheelchair lift
- F. HVAC and Fire Protection Design
- G. Plumbing Design
- H. Cost Estimating
- I. Electrical Engineering
- J. Post-Approval Amendments, including filing with NYC DOB and stamped plan revisions.
- K. Septic and sewers, including percolation test, design of new or re-design of old septic systems, design connections to a city sewer, filing for septic approval from NYC DOB, and filing with NYC DEP for approval of sewer connection.

#### **TASK 11      WETLANDS SERVICES**

The projects for which services are required shall be on an as-needed basis. Such projects may be located in any of the five Boroughs of the City of New York. The Consultant will be required to provide all services necessary and required for all architectural, engineering and construction related services for the Project, in accordance with Job Orders issued by the HRO, including, but not limited to the preparation and filing of any and all required documents required for wetlands permit issuance from the New York State Department of Environmental Conservation or United States Army Corps of Engineers.

The Consultant shall follow appropriate architectural and engineering practices in designing projects and preparing design and construction documents. The Consultant is responsible for the design, checking, cross checking, coordination and cross-referencing of the project documents. Any review undertaken by HRO or any other NYC Agencies and other regulatory entities shall not eliminate, substitute for or reduce the Consultant's responsibility for their work.

The furnishing of information by HRO shall in no way limit the responsibility of the Consultant to properly analyze the documents and data furnished and develop suitable design in accordance with the best professional practices and all applicable codes and regulations.

#### **SERVICES TO BE PROVIDED**

During the course of job surveying and preparation of construction documents it is anticipated that conditions may arise that require the identification and delineation of wetlands boundaries and soil erosion and sedimentation controls and preparation of construction documents for specific site conditions, to be submitted to the New York State Department of Environmental Conservation or other agencies having jurisdiction for review, approval and permitting. If required, all drawings shall bear all required stamps of approval, including the seal and authorized facsimile of the signature of the Architect or Engineer, and shall be accompanied by all necessary applications, certificates, or permits of all local, state and federal agencies having jurisdiction over the Work.

The services to be provided shall include without limitation the services set forth below:

**A. Identification and Delineation of Wetlands Boundaries**

1. The Consultant shall perform a field survey to identify, stake and photo-document the wetlands boundary.
2. Wetlands boundaries shall be identified and delineated in accordance with New York State Environmental Conservation Law, the United States Clean Water Act, and generally accepted best management practices.
3. The identification and delineation of wetlands boundaries shall culminate in the delivery of a Delineation Report which includes a mapped location of the wetlands boundary, global positioning system (GPS) coordinates (if necessary to complete the survey), photographs of the wetlands boundary and site conditions, and any other information necessary or beneficial to avoid impacts to the wetlands.

**B. Identification of Soil Erosion and Sedimentation Controls**

1. The Consultant shall identify the appropriate locations for soil erosion and sedimentation controls to be placed on the landward side of the wetlands boundary, sufficient to protect water quality and preserve wetlands functions from being impacted by rehabilitation operations. Soil and erosion controls shall be satisfactory to permitting authorities having jurisdiction for completing the permit review process.

**C. Preparation of Site Layout Documents**

1. Following the identification and delineation of wetlands boundaries, the Consultant shall deploy a land surveyor to prepare a Site Layout to include the proposed location(s) of the definable features of the site, the delineated wetlands boundaries and proposed locations for soil erosion and sedimentation controls.
  - a. The Site Layout shall be prepared to an appropriate size and scale, adequate for permit application. Site Layouts, unless otherwise requested, will be prepared to a scale no smaller than 1 inch = 50 inches.
  - b. Topography, when requested, though not expected, shall be drawn with a two foot contour interval.
  - c. The Site Layout must show existing conditions and the work to be performed, including all pertinent dimensions and elevations.
  - d. When required, the plan must also show the mean high water line.

**D. Preparation of Wetlands Permit Application Packages and Submission to NYC HRO**

1. Following the identification and delineation of wetlands boundaries, including soil erosion and sedimentation controls, and preparation of applicable Site Layout documentation, the Consultant shall prepare the necessary documentation to complete the permit application package.
  - a. The Consultant shall prepare the Requests for Authorization or Joint Application Forms, depending on the extent of permit coverage necessary (i.e., general or individual permit). This may require completion of contact and property information (including coordinates), as well as descriptions of work to be performed.
  - b. Recent clear photographs of the project site and wetlands area mounted on a separate sheet labeled with the view shown and the date of the photographs.

**EXHIBIT C**

**AMENDED AND RESTATED FEE AND COST SCHEDULE**

**(EXHIBIT 1 TO APPENDIX C)**

Exhibit 1 to Appendix C of the Contract (Fee and Cost Schedule) is hereby amended and restated as follows:

**General Assumptions (applicable to all tasks)**

1. Hourly rates are fully burdened rates including overhead, G&A, and fee.
2. For fixed-unit rates, ODCs are included in unit prices and the breakdown of hours and ODCs are illustrations only.
3. "One day" or "24 hours" means one business day.

**Task 1. Project Management**

Task Cost Item	Quantity	Unit Cost	Total Cost
Task 1.1	Project Execution Plan (% complete)	\$42,210	\$42,210
Task 1.2	Per Month Project Management		
Months 1-10	10 months	\$67,693.90	\$676,939
Months 11-24	14 months	\$98,069.00	\$1,372,966
		<b>Task 1 Total</b>	<b>\$2,092,115</b>

**Task 2. Develop Policies and Procedures (Formerly Add/Alternate 1)**

Task	Task Cost Item	Quantity	Unit Cost	Total Cost
2.1	Procedures for Tablet (% complete)	1	\$81,334	\$81,334
2.1	SOP Maintenance (T&M*)	N/A	N/A	\$55,703
2.2	Specifications (T&M*)	N/A	N/A	\$17,143
2.3	Initial Program & Procedure training for 40 staff (% complete)	2000 Hours	\$100/Hour	\$200,000
2.3	Training for New Staff (above the initial training of 40 staff) (T&M)	1863 hours	\$100/Hour	\$186,320
2.4	Pre-approved Ongoing Training (Fixed)	Per day Per half-day	\$5,000 per day \$2,500 per half-day	\$90,000
2.4	Quarterly Training for Staff (T&M)	400 hours	\$100/Hour	\$40,000
		<b>Task 2 Total</b>		<b>\$670,500</b>

\* Time and Materials Rate Table

Staff/Role	All-Inclusive Hourly Rate
Architectural Technician	\$118.24
Lead Design Specialist	\$100.00
Contract Manager/Project Manager	\$172.50
Assessment Lead/Trainer	\$162.00
Design Specialist	\$86.50
IT Help Desk & IT Engineer	\$100.00

### Task 3. Home Survey and Job Order

Task Cost Item	Quantity	Unit Cost	Total Cost
Homes	5,000 homes	\$3,160.47	\$15,802,350
Billable after Design Consultation	5,000 homes	\$1,382.60	
Billable after TPA Signature	5,000 homes	\$1,777.87	
No Shows	500 homes	\$767	\$383,500
Failed DC's	150 homes	\$767	\$115,050
Multiple Unit	2,050 homes	\$238	\$487,900
Scope Reduction	100 homes	\$270	\$27,000
<b>Task 3 Total</b>			<b>\$16,815,800</b>

#### Task 3 Assumptions:

1. A "No Show" means either the Homeowner or General Contractor fails to attend a scheduled home inspection.
2. A "Failed DC" means the home survey design consultation was stopped before completion due to an unsafe condition or because the Homeowner would not allow access to the entire home.
3. "Multiple Units" means a Design Consultation where Program scoping is required in multiple dwelling units within the same structure. The Consultant may invoice a total of one Multiple Unit item for any structure where Program scoping is required in two or more dwelling units.
4. The Consultant may invoice in two parts: 1) \$1,382.60 after the completion of a Design Consultation, and 2) the unit price balance of \$1,777.87 after obtaining General Contractor and Homeowner signatures on the Job Order ("Tri-Party Agreement"). However, Consultant may invoice and shall be compensated for the remaining balance (\$1,777.87) after completing the Job Order if (1) the Job Order and TPA cannot be signed by the Homeowner due to an unresolvable funding gap identified by the Program; (2) after a reasonable attempt to obtain signatures (which shall be no fewer than sixty (60) days of Consultant's due diligence in attempting to obtain such signatures), a General Contractor or Homeowner refuses or fails to sign the Job Order for factors outside of Consultants control; (3) Homeowner withdraws from the Program at any time, by informing the Program of the withdrawal in writing; or (4) if the application moves to a pathway change (e.g. from Rehabilitation Only to Elevation and Rehabilitation or Reconstruction). In the event Consultant requests the balance of payment under one of the exceptions listed in the preceding paragraph, the Program may request written justification from the Consultant explaining how the conditions of the relevant exception have been met.
5. A "Scope Reduction" means the Consultant will prepare a revised Scope of Work, where possible, to reflect any scope reductions in an attempt to close a funding gap. Scope Reductions will be performed in Task 3 as requested by HRO. The Consultant may invoice in the amount of \$270 for a Scope Reduction after a revised Scope of Work is submitted to the Program.

**Task 4. Develop Tablet-based Work Order System (Formerly Add/Alternate 2)**

Task Cost Item	Quantity	Unit Cost	Total Cost
Develop Tablet Based Work Order System and Training Materials (Lump Sum)	1	\$88,335	\$88,335
Hardware (Lump Sum)	1	\$160,000	\$160,000
Xactimate Software (Per Month)	24 months	\$5,000	\$120,000
IT Help Desk Support (Per Month)	24 months	\$10,417	\$250,000
Automated Data Exchange (T&M*)	N/A	N/A	\$216,129
Electronic Signature Solution (T&M*)	N/A	N/A	\$48,250
Elevations IT Solution (T&M*)	N/A	N/A	\$15,135
Data True-Up (T&M*)	N/A	N/A	\$76,882
Task Management (T&M*)	N/A	N/A	\$194,444
Unit Price Modification (T&M*)	N/A	N/A	\$46,838
Xactimate Data Quality Control	10,000 homes	\$118	\$1,180,000
Additional IT Development (T&M*)	N/A	N/A	\$250,000
Maintain/Operate Data Exchange (Per Month, starting Aug 1, 2014)	12 months	\$25,000	\$300,000
<b>Task 4 Total</b>			<b>\$2,946,013</b>

**\* Time and Materials Rate Table**

Staff/Role	All-Inclusive Hourly Rate
IT Task Manager	\$135.00
IT Director/ Manager	\$172.50
Architectural Technician	\$118.24
DBA	\$100.00
SP Developer	\$100.00
QA Tester	\$100.00
IT help desk/network	\$100.00
IT Engineer	\$100.00

**Task 5. Quality Management**

Task Cost Item	Quantity	Unit Cost	Total Cost
Quality Management	5,000 homes	\$163.25	\$816,250
<b>Task 5 Total</b>			<b>\$816,250</b>

**Task 5 Assumptions:**

1. Invoicing will be as follows: For 5,000 homes completed by IBTS, \$163.25 will be invoiced after the General Contractor has signed the Tri-Party Agreement.

**Task 6. Prepare Engineering Drawings and Inspection for Home Raising**

Task Cost Item	Quantity	Unit Cost	Total Cost
Home Elevation	1,000 homes	\$16,598.00*	\$16,598,000
Fire Sprinkler Design	250 homes	\$4,529.90	\$1,132,475
Fire Sprinkler - DEP permit	250 homes	\$850.00	\$212,500
New Floor Design	200 homes	\$1,970.00	\$394,000
Shoring Design	250 homes	\$3,710.00	\$927,500
<b>Task 6 Total</b>			<b>\$19,265,350</b>

**Task 6 Assumptions:**

1. The fixed unit rate for basic elevation is \$16,598.00 per home. \*The baseline unit rate per home will be invoiced in four progress payments:

% Completion Milestone	Milestone Description	Unit Price
35%	Completion of Elevation Consultation	\$5,809
55%	Completion of Schematic Design Drawings and Schematic Design Meeting with Homeowner	\$3,320
95%	DOB Approval	\$6,640
100%	Final Inspection	\$829
Elevation Total Fixed Unit Rate		\$16,598

2. Should the homeowner withdraw from BiB prior to DOB approval, IBTS will invoice through the most recent completed phase of work after the Homeowner withdrawal is verified by HRO.
3. Additional unit fees will be invoiced as follows:
  - a) Fire Sprinkler Design fixed unit rate: \$4,529.90. IBTS will file for the permit with DEP and invoice for direct reimbursement of such fees. This rate of \$4,529.90 will be invoiced after obtaining approval from DOB. Applicable fees of \$850 per home will be invoiced after the application is approved by DEP. Should the applicant withdrawal from BiB be prior to DOB approval, the total amount will be invoiced after HRO verifies the Homeowner withdrawal.
  - b) New Floor Design fixed unit rate: \$1,970. This will be invoiced after obtaining DOB approval. Should the applicant withdraw from BiB prior to DOB approval, the total amount will be invoiced after HRO verifies the homeowner withdrawal.
  - c) Shoring design fixed-unit rate: \$3,710. This will be invoiced after approval and Contractor signature on the revised scope/estimate. Should the applicant withdraw from BiB prior to DOB approval, the total amount will be invoiced after HRO verifies the homeowner withdrawal.
  - e) Design Consultations for elevations will be invoiced under Task 3, and comply with all Task 3 assumptions.

**Task 7. Review/Approval of Potential Change Orders**

Role	Hours	Hourly Rate	Total Cost
Architect, Technical Review	658 hours	\$197.08	\$129,679
Cost Estimator, Site Visit	2,632 hours	\$112.33	\$295,316
Cost Estimator, Prepare Detailed Estimate	2,632 hours	\$112.33	\$295,316
Architect, Final Review	658 hours	\$197.08	\$129,679
<b>Task 7 NTE Total</b>			<b>\$849,988</b>

**Task 7 Assumptions:**

1. These figures include the time for discussions regarding the change orders, and for overall management, reporting, meetings, quality assurance, and expediting the resolution of change order issues.

**Task 8. Review Request for Information/Clarification**

<b>Role</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total Cost</b>
Architect, Technical Review	461 hours	\$197.08	\$90,854
Architect Technician, Resolve/Clarify Issues	1,846 hours	\$118.24	\$218,271
Architect, Final Review	461 hours	\$197.08	\$90,854
<b>Task 8 NTE Total</b>			<b>\$399,979</b>

**Task 8 Assumptions:**

1. This is a T&M task.

**Task 9. Submittal Review**

<b>Role</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total Cost</b>
Architect, Technical Review	226 hours	\$197.08	\$44,540
Architect Technician, Submittal Review	1,359 hours	\$118.24	\$160,688
Architect, Final Review	227 hours	\$197.08	\$44,737
<b>Task 8 NTE Total</b>			<b>\$249,965</b>

**Task 9 Assumptions:**

1. This is a T&M task.

**Task 10. Architectural/Engineering Services**

Time and Materials NTE \$2,500,000

Staff	Estimated Hours*	All Inclusive Hourly Rate	Estimated Cost
<b>Architectural Personnel</b>			
Principal Architect	100	\$232.82	\$23,282
Project Architect	300	\$206.96	\$62,088
Project Manager (Architecture)	800	\$206.96	\$165,568
Senior Architectural Designer	1000	\$178.49	\$178,490
Junior Architectural Designer	800	\$162.97	\$130,376
Architectural Technician	800	\$109.24	\$87,392
Senior Landscape Architect	200	\$206.96	\$41,392
Junior Landscape Architect	200	\$162.97	\$32,594
Historic Preservation Specialist	200	\$263.86	\$52,772
Masonry Conservation Specialist	200	\$263.86	\$52,772
<b>Engineering Personnel</b>			
Principal Engineer	100	\$232.82	\$23,282
Project Engineer	300	\$206.96	\$62,088
Project Manager (Engineer)	200	\$206.96	\$41,392
Senior Structural Engineering Designer	1000	\$206.96	\$206,960
Senior Electrical Designer	200	\$206.96	\$41,392
Senior Plumbing Designer	1000	\$206.96	\$206,960
Senior HVAC Designer	400	\$206.96	\$82,784
Junior Structural Engineering Designer	100	\$151.33	\$15,133
Junior Electrical Designer	100	\$151.33	\$15,133
Junior Plumbing Designer	400	\$151.33	\$60,532
Junior HVAC Designer	100	\$151.33	\$15,133
Engineering Technician	300	\$109.24	\$32,772
Senior Engineering Draftsperson/CAD	800	\$77.60	\$62,080
Junior Engineering Draftsperson/CAD	800	\$69.84	\$55,872
<b>IBTS Management Personnel</b>			
Senior Project Manager	100	\$207.20	\$20,720
Project Manager	400	\$185.00	\$74,000
Task Manager	1400	\$155.40	\$217,560
Architectural Technician	1400	\$146.52	\$205,128
Lead Design Specialist/Estimator	1400	\$129.64	\$181,496
Administrative	791	\$66.83	\$52,857
		<b>Not-To-Exceed Total</b>	<b>\$2,500,000</b>

**Task 10 Assumptions:**

1. The fee for each home will be based on T&M using the above fully-loaded hourly rates for consultants and IBTS staff. These are add-on services as needed, and they represent exclusions from

other tasks. The invoices for such services will be submitted upon completion. \* Actual hours may vary.

**Task 11. Wetlands-Related Services**

<b>TABLE 1 - PROFESSIONAL REQUIREMENTS AND ALL-INCLUSIVE HOURLY RATES</b>			
<b>ENVIRONMENTAL PERSONNEL TO SUPPORT HOMES REQUIRING INDIVIDUAL WETLANDS PERMITS</b>			
<b>Staff</b>	<b>Estimated Hours*</b>	<b>All Inclusive Hourly Rate</b>	<b>Estimated Cost</b>
Land Surveyor	400	\$140.00	\$56,000
Wetland Project Manager	200	\$206.96	\$41,392
Wetlands Specialist	200	\$175.00	\$35,000
Architectural Technician	400	\$146.52	\$58,608

Table 1 NTE Total \$191,000

<b>TABLE 2 - WETLANDS SERVICES TO BE PAID ON A PER UNIT BASIS</b>			
<b>DELINEATION AND PERMIT APPLICATION FOR ADJACENT AREA HOMES</b>			
<b>Deliverable</b>	<b>Expected # of units</b>	<b>Cost per unit</b>	<b>Total cost</b>
A. Land Survey for Non-Elevation Homes	50	\$1,000.00	\$50,000
B. Delineation Report	250	\$1,344.00	\$336,000
C. Preparation of Site Plan, Including Soil and Erosion Controls	250	\$1,676.80	\$419,200
D. DEC General Permit Filing	250	\$578.12	\$144,530

Table 2 Total \$949,730

**Total Task 11 Fees, Table 1 and Table 2: \$1,140,730**

**Task 11 Assumptions:**

1. The fee for each home will be based on T&M for consultant staff using the above fully-burdened rate and fixed unit prices for specific deliverables.
2. Task 11 services may be invoiced upon DEC permit approval.
3. Land surveying services shall only be billed for the additional time required to account for the wetlands delineation and permitting effort, including topography map as required. All other land surveying services shall be billed under Task 6 unless it is a non-elevation home.

