

00.00.00

CONSTRUCTION PHASE

INSTITUTION
Building/Facility
Contract No. _____

CONTRACT

A Contract is hereby made by and between DASNY, having its principal office and place of business as 515 Broadway, Albany, New York 12207-2964, hereinafter referred to as the OWNER, and _____, whose office is located at _____, hereinafter referred to as the CONSTRUCTION MANAGER; and

WHEREAS, the OWNER intends to _____, hereinafter referred to as the Project; and

WHEREAS, the CONSTRUCTION MANAGER has provided Design Consulting Services during the Design Phase of the Project; and

WHEREAS, the OWNER now desires the CONSTRUCTION MANAGER to provide Construction Management Services for the Construction Phase of the Project, including the administration of the General Conditions Work;

NOW, THEREFORE, the OWNER and the CONSTRUCTION MANAGER hereby mutually covenant and agree as follows:

ARTICLE I: SCOPE OF SERVICES

The CONSTRUCTION MANAGER's Services shall include, but not be limited to, all Articles of this Contract and all Services enumerated in Appendix "A", entitled **SCOPE OF SERVICES**, (hereinafter the Work), which is attached to and made a part hereof.

ARTICLE II: ADDITIONAL SERVICES

The OWNER reserves the right to direct the CONSTRUCTION MANAGER to provide Additional Services and the CONSTRUCTION MANAGER shall provide said Additional Services when so directed.

ARTICLE III: EXTRA WORK

If the CONSTRUCTION MANAGER believes that any work it has been directed to perform is beyond the scope of this Contract and constitutes Extra Work, it shall promptly so notify the OWNER in writing. The OWNER shall determine whether or not the work is in fact beyond the scope of this Contract and is Extra Work. If the OWNER determines that the work is Extra Work, this Contract shall be modified to equitably reflect the cost of said Extra Work.

ARTICLE IV: CONSULTANTS

A. The OWNER may retain a Consultant or Consultants to furnish services throughout the term of this Contract, and the CONSTRUCTION MANAGER shall cooperate with said Consultant or Consultants.

B. The CONSTRUCTION MANAGER shall require that any Subcontractor providing engineering services, required under the Scope of this Contract, provide a **Certificate of Authorization in New York** issued by the New York State Department of Education. A copy of said Certificate shall be kept by the CONSTRUCTION MANAGER, and upon request furnished to the OWNER.

The CONSTRUCTION MANAGER may propose and engage Subcontractors, hereinafter referred to as Approved Design Subcontractors, to perform portions of the Services required under this Contract. The OWNER retains the right to disapprove the proposed Subcontractor and, in such event, the CONSTRUCTION MANAGER shall propose another Subcontractor for that portion of the required services. The CONSTRUCTION MANAGER shall be responsible to the OWNER for the timely and efficient completion of all services performed by said Approved Design Subcontractors.

Prior to execution of a contract between the CONSTRUCTION MANAGER and proposed Subcontractor, the CONSTRUCTION MANAGER shall submit a copy of the proposed Subcontractor agreement to the OWNER for approval. The OWNER shall not be liable for payment to the CONSTRUCTION MANAGER for any cost incurred under any Subcontractor agreements unless said approvals are obtained. The fees of any Subcontractors retained by the CONSTRUCTION MANAGER for services required under Article I shall be deemed covered by the compensation as stipulated in Article V.A.1. The fees of any Subcontractors retained by the CONSTRUCTION MANAGER for services required under Article III shall be paid as outlined in Article V.A.3.

C. The CONSTRUCTION MANAGER shall pay its Subcontractors the full amount due to them from their proportionate share of each requisition for payment submitted by the CONSTRUCTION MANAGER and paid by the OWNER. The CONSTRUCTION MANAGER shall make said payment no later than seven (7) calendar days from receipt of payment from the OWNER.

ARTICLE V: PROVISION FOR PAYMENT

A. Construction Phase - Including Supervision and Administration of General Conditions Work

For satisfactory performance of all Construction Phase Services pursuant to Appendix "A", the OWNER shall pay, and the CONSTRUCTION MANAGER agrees to accept as full compensation, the following:

1. Actual Direct Salary of all employees of the CONSTRUCTION MANAGER, other than Principals, assigned to the Project. Actual Direct Salary, as used herein, shall not include allowances for insurances, payroll taxes, or other benefits listed in item A.2., Fringe Benefits.

Employees shall be paid their regular rate of pay while on vacation, holiday, and sick leave only in proportion to the period of time in which they are working on the Project. The CONSTRUCTION MANAGER's leave payment policy is subject to pre-approval by the OWNER. Pay rates for employees and their appropriate titles are listed in Appendix "B", entitled **SCHEDULE OF APPROVED PERSONNEL CLASSIFICATIONS AND MAXIMUM DIRECT SALARY RATES**, which is attached to and made a part hereof.

Certified payroll records for all employees for which reimbursement is sought under Article V.A. shall be supplied to the OWNER upon request and made available to the OWNER for inspection or audit at the OWNER's option at any time during the life of this Contract and for a period of six (6) years after final payment.

Reimbursement to the CONSTRUCTION MANAGER for Actual Direct Salary costs for Construction Phase Services shall Not Exceed _____ and 00/100 Dollars (\$ _____).

2. Fringe Benefits are the cost to the CONSTRUCTION MANAGER of Fringe Benefits applicable to Actual Direct Salary costs pursuant to Article V.A.1. above. Allowable Fringe Benefit items as provided for herein shall be limited to the following specific items:

- a. F.I.C.A.;
- b. Federal Unemployment Insurance;
- c. State Unemployment Insurance;
- d. NYS Workers Compensation;
- e. Life Insurance;

- f. Accidental Death and Dismemberment;
- g. NYS Disability Insurance;
- h. Group Hospitalization;
- i. Pension Plan; and
- j. Group Travel Accident Insurance.

Reimbursement to the CONSTRUCTION MANAGER of Fringe Benefit costs for Construction Phase Services shall be paid at ___% of the Actual Direct Salary costs and shall Not Exceed _____ and 00/100 Dollars (\$_____.00).

Total Actual Direct Salaries and Fringe Benefits \$, , NTE

If the CONSTRUCTION MANAGER at any time estimates that the total of Actual Direct Salary and Fringe Benefit costs may exceed the above total, it shall promptly notify the OWNER in writing giving full explanation for such increase. If the OWNER agrees that said increase is necessary and justified, this Contract shall be amended to reflect the increased amount. No liability shall accrue to the OWNER until such time as written approval and authorization for said increase has been given by the OWNER to the CONSTRUCTION MANAGER.

- 3. Consultant's Costs, if required, shall be approved by the OWNER. Monthly bills for said Consultant's Costs shall be submitted to the OWNER together with sufficient supporting documentation in form and content satisfactory to the OWNER. The CONSTRUCTION MANAGER shall not be reimbursed any markup on Consultant's Costs.
- 4. Fixed Fee will be paid in the amount of _____ and 00/100 Dollars (\$_____) which includes all home office overhead, Principal and/or Executive level involvement, and profit.

The Fixed Fee of (\$_____) pursuant to Article V.A.4. shall be reimbursed in proportion to the percentage of completed and OWNER approved Construction work.

If construction is not completed at the time of the planned Completion Date, as provided for in Article XIX, the OWNER shall continue to pay Salaries and Fringes, to the completion of the work, and no additional Fee will be paid. However, if the OWNER agrees that it is through no fault of the CONSTRUCTION MANAGER that the Completion Date is not met and the OWNER must provide for additional Salaries the Fee will become renegotiable upon the additional Direct Salary only.

- 5. The MAXIMUM AMOUNT PAYABLE to the CONSTRUCTION MANAGER for all Services required pursuant to this Construction Phase shall be the sum of paragraphs 1., 2., 3., and 4. of Article V.A. and shall Not Exceed _____ and 00/100 Dollars (\$_____).

The MAXIMUM AMOUNT PAYABLE is summarized in Appendix "C", entitled SUMMARY OF PAYMENTS, which is attached to and made a part hereof.

Payments for Services shall be made monthly in proportion to Services performed and approved by the OWNER. Payments shall be requisitioned on the OWNER's form, **PROFESSIONAL SERVICES CONTRACT PAYMENT REQUISITION** with accompanying certified payroll copy, Compliance Report, and other appropriate backup. Certified payroll shall show the names and rates of pay of all personnel performing services during the payment period, and their position classification. Only said form shall be used for reimbursement of Services.

The CONSTRUCTION MANAGER is required to submit payment requests to the OWNER, on behalf of Subconsultants, within Thirty (30) days of receiving approvable subconsultant invoices.

ARTICLE VI: WITHHOLDING OF PAYMENTS

The OWNER may withhold from the CONSTRUCTION MANAGER any part of any payment as may, in the judgment of the OWNER, be necessary:

1. to assure payment of just claims of any persons supplying labor or materials for the Work;
2. to protect the OWNER from loss due to defective Work not remedied;
3. to protect the OWNER, Client, Construction Manager, if applicable, or other such entities as identified by the OWNER as Additional Insureds from loss due to failure to defend, loss due to injury to persons or
4. to assure payment of fines, liquidated damages and penalties which may be imposed on the CONSTRUCTION MANAGER pursuant to the provisions of this Contract; or
5. to assure payment of fines and penalties which may be imposed on the CONSTRUCTION MANAGER pursuant to Article 17 - Affirmative Action in the Additional Items appendix, Section 17.1 paragraph D., subdivisions 6.g and 6.h. The estimated amount of said fines and penalties shall be the difference between the planned dollar amount of MBE/WBE sub-contract awards and the actual dollar amount of such awards.

ARTICLE VII: FINAL PAYMENT AND RELEASE

Final payment shall be made to the CONSTRUCTION MANAGER upon satisfactory completion and acceptance by the OWNER of all services required, by the CONSTRUCTION MANAGER pursuant to this Contract, or all services performed prior to the termination of said Contract if so terminated and upon submission of a certification that all Subconsultants/subcontractors have been paid their full and agreed compensation.

Acceptance by the CONSTRUCTION MANAGER of final payment hereunder shall operate as, and shall be, a release to the OWNER from all claims and liability to the CONSTRUCTION MANAGER and its successors, legal representatives, and assigns for anything done or furnished under or arising out of the provisions of this Contract. No payment, final or otherwise, shall release the CONSTRUCTION MANAGER from any obligations under this Contract.

ARTICLE VIII: OWNER'S PROCEDURE

The CONSTRUCTION MANAGER agrees to comply with all procedural requirements of the OWNER as they apply to reports or other aspects of the Project. In addition, during the Construction Phase of this Contract, the CONSTRUCTION MANAGER shall comply with all procedural requirements of the Client. Client is herein defined as the entity for whom the OWNER is performing services, including subsidiaries, agents, related corporations, or fiduciaries.

ARTICLE IX: INSURANCE PROVIDED BY CONSTRUCTION MANAGER

A. The CONSTRUCTION MANAGER and each of its Subcontractors of every tier shall purchase at its own expense and maintain until final acceptance of the Project by the Owner, insurance as follows:

1. Workers' Compensation and Employers Liability Insurance
 - a. Workers' Compensation (including occupational disease) and Employer's Liability New York Statutory Endorsement with a minimum limit of one million Dollars (\$1,000,000.00) as evidenced by **ONE** of the following.

1. C-105.2 (9/07 or later) – Certificate of Workers’ Compensation Insurance. The insurance carrier will provide a completed form as evidence of in-force coverage.
2. U-26.3- Certificate of Workers’ Compensation Insurance from the State Insurance Fund. The State Insurance Fund will provide a completed form as evidence of in-force coverage.
3. GSI-105.2 /SI-12- Certificate of Workers’ Compensation Self Insurance. The NYS Workers’ Compensation Board’s Self Insurance Office or the contractor’s Group Self Insurance Administrator will provide a completed form.

All forms are valid for one year from the date the form is signed/stamped, or until policy expiration, whichever is earlier.

2. New York State Disability Benefit Insurance

- a. DB-120.1 (May 2006, or most current version) – Certificate of Insurance Coverage under the NYS Disability Benefits Law.
- b. DB-155 – Certificate of Disability Self Insurance. The NYS Workers’ Compensation Board’s Self Insurance Office will provide a completed form.
- c. CE-200 – Certificate of Attestation of Exemption. (Note: This form will only be accepted as evidence of an exemption from providing Disability Benefits insurance as required by law. DASNY will *not* accept this as an exemption from providing Workers’ Compensation Insurance.) The Certificate may be obtained from the NYS Workers’ Compensation Board’s website at www.wcb.state.ny.us/content/main/forms.htm. The CE-200 cannot be used for multiple projects. Therefore, a new form will have to be completed prior to award of any subsequent contracts.

All forms are valid for one year from the date the form is signed/stamped, or until policy expiration, whichever is earlier.

3. Commercial General Liability (CGL) with policy limits for Bodily Injury, Personal Injury and Property Damage of at least five million dollars (\$5,000,000) per project/per occurrence and aggregate. The limit may be provided through a combination of primary and umbrella/excess liability policies.

Coverage shall provide and encompass at least the following:

- a. Excavation, Collapse and Underground Hazards (X, C and U), where applicable;
- b. Independent Contractors;
- c. Blanket Written Contractual Liability covering all Indemnity Agreements, including all indemnity obligations contained in the General Conditions;
- d. Products Liability and Completed Operations Aggregate limit of five million (\$5,000,000) per project/per occurrence and aggregate for a term of no less than three (3) years.
- e. CGL coverage written on an occurrence form;
- f. Endorsement naming DASNY and other entities as Additional Insured (*names to be obtained from the OWNER);
- g. Policy or policies must be endorsed to be primary and non-contributory as respects the coverage afforded the Additional Insureds and such policy shall be primary to any other insurance maintained by the OWNER. Any other insurance maintained by the Owner shall be excess of and shall not contribute with the CONSTRUCTION MANAGER’S, its Contractor’s or Subcontractor’s insurance, regardless of the “other insurance” clause contained in the OWNER’S own policy of insurance.
- h. The CONSTRUCTION MANAGER shall list any deductible or SIR and provide a copy of the endorsement.

4. Commercial Comprehensive Automobile Liability and Property Damage Insurance covering all owned, leased, hired and non-owned vehicles used in connection with the Work with a combined

single limit for Bodily Injury and Property Damage of at least \$1,000,000 each person/each accident. The limit may be provided through a combination of primary and umbrella/excess liability policies.

5. Umbrella and/or Excess Liability policies used to comply with CGL, Automobile Liability and Employers Liability limits shown above may be warranted to be in excess of limits provided by primary CGL, Automobile Liability and Employer's Liability, but not excess to other insurance maintained by the OWNER.

B. A Certificate of Insurance, indicating the Project, must be submitted and approved by the OWNER prior to the commencement of work. Policies described on the Certificate shall provide thirty (30) days written notice prior to the cancellation, non-renewal, or material modification of any policy. Upon request, the CONSTRUCTION MANAGER shall furnish the OWNER with certified copies of each policy.

Certificate is to be forwarded to:

Procurement Unit
DASNY
515 Broadway
Albany, New York 12207

Sample forms of the Certificate(s) of Insurance are attached. Certificate(s) of Insurance, when submitted to the OWNER, constitutes a warranty by the CONSTRUCTION MANAGER that the insurance coverage described is in effect for the policy term shown.

Should the CONSTRUCTION MANAGER engage a Subcontractor or Consultant, the same conditions as are applicable to the CONSTRUCTION MANAGER under these insurance requirements shall apply to each Subcontractor or Consultant of every tier. Proof thereof shall be supplied to DASNY's Risk Management Unit upon request.

C. All insurance required to be procured and maintained must be procured from insurance companies licensed to do business in the State of New York and rated at least B+ by A.M. Best and Company, or meet such other requirements as are acceptable to the OWNER.

D. Should the CONSTRUCTION MANAGER fail to provide or maintain any insurance required by this contract, the OWNER may, after providing written notice to the CONSTRUCTION MANAGER, purchase insurance complying with the requirements of this Article and charge back such purchase to the CONSTRUCTION MANAGER.

E. At any time that the coverage provisions and limits on the policies required herein do not meet the provisions and limits set forth above, the CONSTRUCTION MANAGER shall immediately cease work on the Project. The CONSTRUCTION MANAGER shall not resume work on the Project until authorized to do so by the OWNER. Any delay or time lost as a result of the CONSTRUCTION MANAGER not having insurance required by this Article shall not give rise to a delay claim or any other claim against the OWNER or the Client.

F. Notwithstanding any other provision in this Article, the OWNER may require the CONSTRUCTION MANAGER to provide, at the expense of the OWNER, any other form or limit of insurance necessary to secure the interests of the OWNER.

G. The CONSTRUCTION MANAGER shall secure, pay for, and maintain Property Insurance necessary for protection against the loss of owned, borrowed or rented capital equipment and tools, including any tools owned by employees, and any tools or equipment, staging towers, and forms owned, borrowed or rented by the CONSTRUCTION MANAGER. The requirement to secure and maintain such insurance is solely for the benefit of the CONSTRUCTION MANAGER. Failure of the CONSTRUCTION MANAGER to secure such insurance or to maintain adequate levels of coverage shall

not render the Additional Insureds or their agents and employees responsible for any losses; and the Additional Insureds, their agents and employees shall have no such Liability.

H. Neither the procurement nor the maintenance of any type of insurance by the OWNER, a Prime Contractor or the CONSTRUCTION MANAGER shall in any way be construed or deemed to limit, discharge, waive or release the CONSTRUCTION MANAGER from any of the obligations or risks accepted by the CONSTRUCTION MANAGER or to be a limitation on the nature or extent of said obligations and risks of the CONSTRUCTION MANAGER.

I. This Contract may, at the sole option of the OWNER, be declared void and of no effect if the Construction Manager or any of its Subconsultants or Subcontractors fails to comply with the provisions of this Article.

J. The CONSTRUCTION MANAGER and its Subcontractors shall not violate, or permit to be violated, any term or condition of their insurance policies, and shall at all times satisfy the safety requirements of the OWNER and of the insurance companies issuing such policies.

ARTICLE X: INSURANCE PROVIDED BY THE OWNER

A. The OWNER shall, except as otherwise specified, at all times during the period of construction and until physical completion and acceptance, procure and maintain, at the cost and expense of the OWNER, "All Risk" Builders Risk Insurance. The CONSTRUCTION MANAGER, Contractors and Subcontractors will be covered for their work. Losses up to and including \$5,000 shall be borne by the CONSTRUCTION MANAGER, PRIME CONTRACTORS and/or its Subcontractors. Reimbursement for loss, if any, is to be made payable to the OWNER. The OWNER shall, at the OWNER'S sole discretion, have power to adjust and to settle with the insurer any loss or claim under said insurance.

B. Coverage shall include the interest of contractors and subcontractors in insured property during the course of construction at an insured location or within 1,000 feet thereof, to the extent of the Owner's legal liability for insured physical loss or damage to such property. Such interest of contractors and subcontractors is limited to the property for which they have been hired to perform work.

ARTICLE XI: INSURANCE PROVIDED BY PRIME CONTRACTORS

The OWNER shall include in the contracts between the OWNER and each of the separate Prime Contractors the following requirements:

A. The CONSTRUCTION MANAGER be specifically named as an indemnitee in the Indemnification and Hold Harmless furnished by each of the Prime Contractors to the OWNER; and

B. That the CONSTRUCTION MANAGER be specifically included as an Additional Insured in all liability insurances furnished by each of the Prime Contractors to the OWNER.

C. Insurance provided by the Prime Contractors is required to be endorsed as primary with respect to the coverage afforded to the additional insureds.

D. It shall be the responsibility of the CONSTRUCTION MANAGER to obtain a copy of each Prime Contractors Certificate of Insurance, in order to ensure that the CONSTRUCTION MANAGER is included as an additional insured thereunder.

ARTICLE XII: PROTECTION OF RIGHTS, PERSONS, AND PROPERTY

A. Accident Prevention

The CONSTRUCTION MANAGER shall, at all times, take every precaution against injuries to persons or damage to property and for the safety of persons engaged in the performance of the Work on the

Job Site. The CONSTRUCTION MANAGER shall establish and maintain, at all times, safety procedures in connection with the Work as required by the current New York Labor Law and regulations of the Occupational Safety and Health Act (OSHA).

B. Protection of Work and Property

1. The CONSTRUCTION MANAGER shall enforce the provisions of the construction contracts regarding the Contractor and Subcontractors obligation to guard the OWNER's property from injury or loss in connection with the Work, the Contractor's work, and adjacent property.

2. The CONSTRUCTION MANAGER shall make inspections as necessary in order to confirm that the Contractor shall be responsible for protecting the materials stored by the Contractor both on and off site. The CONSTRUCTION MANAGER shall report any loss, theft, burglary, vandalism, or damage of materials or installed work to the OWNER by telephone and "FAX" as soon as it is discovered. If vandalism, theft, or burglary are suspected as the cause of the loss, the CONSTRUCTION MANAGER shall notify site security personnel and the municipal police. The CONSTRUCTION MANAGER shall also ensure the protection of the place of the loss until released from protect by the OWNER or the OWNER's Representative. The CONSTRUCTION MANAGER shall ensure that no potential evidence relating to the loss is removed from the place of the loss. Failure of the CONSTRUCTION MANAGER to comply with all of the above shall result in the CONSTRUCTION MANAGER bearing full financial responsibility for any losses.

C. Risks Assumed by the CONSTRUCTION MANAGER

1. The CONSTRUCTION MANAGER solely assumes the following distinct and several risks whether said risks arise from acts or omissions, whether supervisory or otherwise, including unforeseen obstacles and difficulties which may be encountered in the prosecution of the Work, and whether said risks involve any legal duty, primary or otherwise, imposed upon the OWNER or the Client excepting only risks which arise from faulty designs as shown by the plans and specifications or from the negligence of the OWNER, the Client, or the OWNER's members, officers, employees, or representatives, (hereinafter Protected Persons), that caused the loss, damage, or injuries hereinafter set forth:

a. the risk of loss or damage to the Work or to any plant, equipment, tools, materials, or property furnished, used, installed, or received by the Protected Persons. The CONSTRUCTION MANAGER shall bear said risk of loss or damage until the Work is completed or until completion or removal of said plant, equipment, tools, materials or property from the site and the vicinity thereof, whichever event occurs last, and in the event of said loss or damage, the CONSTRUCTION MANAGER shall timely repair, replace or make good any said loss or damage after notification to the OWNER's representative and Risk Management Unit, and;

b. The risk of claims, just or unjust, by third persons against the Protected Persons on account of wrongful death, bodily injuries, and property damage, arising or alleged to arise out of, or as a result of, or in connection with the performance by the CONSTRUCTION MANAGER of the Work. The CONSTRUCTION MANAGER shall bear the risk for all deaths, injuries, damages, or losses sustained or alleged to have been sustained prior to the Final Acceptance of the Work, or resulting from the CONSTRUCTION MANAGER's negligence or alleged negligence which is discovered, appears, or is manifested after acceptance by the OWNER, and;

c. the CONSTRUCTION MANAGER assumes entire responsibility and liability for any and all damage or injury of any kind or nature whatsoever, including death resulting therefrom, to all persons, whether employees of the CONSTRUCTION MANAGER or otherwise, and to all property, caused by, resulting from, arising out of, or

occurring in connection with the negligent or alleged negligent execution of the Work. The CONSTRUCTION MANAGER shall assume the defense and pay on behalf of the Protected Persons, any and all loss, expense, damage, or injury that the Protected Persons, may sustain as the result of any claim, provided however, the CONSTRUCTION MANAGER shall not be obligated to indemnify the Protected Persons for their own negligence, if any. The CONSTRUCTION MANAGER agrees to assume, and pay on behalf of the Protected Persons, the defense of any action at law or equity which may be brought against the Protected Persons. The assumption of defense and liability by the CONSTRUCTION MANAGER includes, but is not limited to: the amount of any legal fees associated with defending, all costs of investigation, expert evaluation, and any other costs including any judgement or interest or penalty that may be entered against the Protected Persons, in any said action.

2. The CONSTRUCTION MANAGER's obligations under this Article shall not be deemed waived, limited, or discharged by the enumeration of procurement of any insurance for liability for damages.

3. Neither Final Acceptance of the Work nor making any payment shall release the CONSTRUCTION MANAGER from the CONSTRUCTION MANAGER's obligations under this Article. The enumeration elsewhere in the Contract of particular risks assumed by the CONSTRUCTION MANAGER or of particular claims for which the CONSTRUCTION MANAGER is responsible shall not be deemed to limit the effect of the provisions of this Article or to imply that the CONSTRUCTION MANAGER assumes, or is responsible for, only risks or claims of the type enumerated; and neither the enumeration in this Article nor the enumeration elsewhere in the Contract of particular risks assumed by the CONSTRUCTION MANAGER of particular claims for which the CONSTRUCTION MANAGER is responsible shall be deemed to limit the risks which the CONSTRUCTION MANAGER would assume or the claims for which the CONSTRUCTION MANAGER would be responsible in the absence of said enumerations.

D. Protection of Lives and Health

1. The CONSTRUCTION MANAGER shall make daily observations of the safety practices of all Prime Contractors and Subcontractors work activities on the job site and check their compliance with municipal, state and federal safety requirements. If a safety violation is found, the CONSTRUCTION MANAGER shall give the Prime Contractor or Subcontractor immediate written notice of the deficiency, and require correction of the safety violation before work continues. If the Prime Contractor or Subcontractor does not correct the deficiency within three (3) hours of notice from the CONSTRUCTION MANAGER, the CONSTRUCTION MANAGER may require the Prime Contractor or Subcontractor to leave the job site or may authorize a separate Prime Contractor or Subcontractor to erect or provide the required safety structures, equipment, or procedures. All costs related to using a separate Prime Contractor or Subcontractor to provide safety structures, equipment, or procedures shall be paid by the Prime Contractor or Subcontractor that failed to comply in a timely manner to the CONSTRUCTION MANAGER's notice.

The CONSTRUCTION MANAGER shall conduct weekly safety meetings with all Prime Contractor's and their Subcontractor's to review compliance with the safety precautions and programs required by their respective contracts.

The CONSTRUCTION MANAGER shall provide a copy of all notices under this section to the OWNER's Risk Management Unit.

Any slow down or delay in work caused by actions under this section shall not be a valid basis for a delay or loss of income claim by the CONSTRUCTION MANAGER.

2. The CONSTRUCTION MANAGER shall ensure that the Prime Contractors and their Subcontractors on the project shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment of Work under the Contract, and shall immediately notify the OWNER in writing of any injury which results in hospitalization or death. The CONSTRUCTION MANAGER shall require the Prime Contractor and their Subcontractors to provide to the OWNER a copy of Form C-2, Employers Report of Injury/Illness within twenty-four (24) hours of any job related injury on the OWNER's job site. Further, a copy of the OSHA Log of Injury and Illness shall also be provided to the OWNER for any reporting period in which a job related injury or illness is recorded. The CONSTRUCTION MANAGER shall also provide a list of witnesses to the OWNER. The list shall at least include the full name, home address, occupation, and telephone number of each person who saw or has knowledge of the incident which caused the injury or illness.

3. The OWNER or OWNER's Representatives may inspect the job site at any time without notice to the CONSTRUCTION MANAGER. If the OWNER finds that the CONSTRUCTION MANAGER is not complying with sections A. through D., the OWNER may send written notice to the CONSTRUCTION MANAGER to correct any deficiency. If upon reinspection, the OWNER finds the deficiencies have not been corrected, the OWNER may let a separate contract to correct any deficiencies and charge back the cost of the separate Contract to the CONSTRUCTION MANAGER at a premium rate. The CONSTRUCTION MANAGER cannot pass these additional charges onto the OWNER. No action taken under this section shall be deemed as a basis for any delay claim or any other claim against the OWNER by the CONSTRUCTION MANAGER.

4. The CONSTRUCTION MANAGER shall preserve and safeguard the scene of any jobsite accident involving a ladder, scaffold, mobile machinery, equipment, safety railing, or uncovered floor opening, or any other accident where the injured person required emergency medical treatment. The CONSTRUCTION MANAGER shall "tape off" the area, and not allow any material object or property to be altered, changed, moved, or removed from the accident site. In addition to "taping off" the accident site, the CONSTRUCTION MANAGER shall telephone and "FAX" the OWNER's Project Manager and Risk Management Unit immediately, and post a person at the accident site to protect it. Safeguarding and protecting the accident site shall only be abandoned by the CONSTRUCTION MANAGER upon release by the OWNER or the OWNER's Representative. Failure of the CONSTRUCTION MANAGER to comply with the provisions of this paragraph shall be deemed a breach of this Contract.

5. The CONSTRUCTION MANAGER shall prepare and deliver to the OWNER a site specific job safety and security program. Special emphasis must be given to access to emergency medical treatment, first aid, evacuation, and basic safety training including orientation of each worker on the specific inherent safety risks of the jobsite and specific training required by OSHA. The security element of the plan shall include special consideration for protection if the project is in a high crime area.

ARTICLE XIII: HOLD HARMLESS

In addition to any risks specifically assumed by the CONSTRUCTION MANAGER under Article XII, the CONSTRUCTION MANAGER hereby agrees to indemnify and hold harmless the OWNER, the Client, the OWNER's members, officers, employees, or representatives, against all claims arising out of the negligent acts, alleged negligent acts, or failure to act, by the CONSTRUCTION MANAGER, and shall pay any judgment or expense, including interest, imposed against any of them for injury, wrongful death or property damage, and to defend and pay the costs and expenses thereof, any action, proceeding or lawsuit brought against the parties indemnified and held harmless herein.

Upon the conclusion of any such action, proceeding or lawsuit, should a final binding determination of responsibility be made which allocates responsibility to the OWNER, the Client, or the OWNER's members,

officers, employees, or representatives, the OWNER agrees that the obligation to indemnify and hold harmless shall not be applicable to the portion of any money judgment for which the OWNER is responsible, and the OWNER agrees to pay the CONSTRUCTION MANAGER the percentage of defense costs which the CONSTRUCTION MANAGER incurred based upon an apportionment of the OWNER's allocated responsibility.

ARTICLE XIV: OWNER'S RIGHT TO AUDIT AND INSPECT RECORDS

The CONSTRUCTION MANAGER shall maintain, and shall keep for a period of six (6) years after the date of final payment, all records and other data relating to the Project, including records of Subcontractors and suppliers. The OWNER or the OWNER's Representative shall have the right to inspect and audit all records and other data of the CONSTRUCTION MANAGER, Subcontractors, and material suppliers relating to the Project.

ARTICLE XV: APPENDIX "D" ADDITIONAL ITEMS

Attached to and made a part hereof is Appendix "D", entitled ADDITIONAL ITEMS.

ARTICLE XVI: ASSIGNMENT

The Construction Manager shall not assign the Contract in whole or in part without prior written consent of the OWNER, however, the OWNER may assign the Contract in whole or in part without prior written consent of the Construction Manager.

ARTICLE XVII: THE CONTRACT DOCUMENTS

The Contract for Construction Management Services between the OWNER and the Construction Manager sets forth the Construction Manager's scope of services and is comprised of the following documents:

- this **Construction Phase Contract**, and all attached documents and appendices;
- the **General Conditions Phase Contract**, and all attached documents and appendices, incorporated herein by reference;
- the **OWNER's "Request for Proposal,"** and all attached documents and appendices, incorporated herein by reference;
- the **Construction Manager's Response to the OWNER's Request for Proposal**, and all attached documents and appendices, incorporated herein by reference.

ARTICLE XVIII: INTERPRETATION

In the event of any discrepancy, disagreement or ambiguity among the following documents, they shall be given preference in the following order to interpret and to resolve such discrepancy, disagreement or ambiguity:

1. Construction Phase Contract
2. General Conditions Phase Contract
3. OWNER's Request for Proposal
4. CONSTRUCTION MANAGER's Response to the OWNER's Request for Proposal.

ARTICLE XIX: TIME OF COMPLETION

The planned Completion Date for the Construction Phase shall be _____, 20____, however, this Contract shall survive and remain in full force and effect until the Work of this Contract is completed.

IN WITNESS WHEREOF, the OWNER has executed this Contract on the _____ day of _____, 20____.

DASNY

515 Broadway
Albany, NY 12207-2964

By _____

Title _____

Date _____

IN WITNESS WHEREOF, the CONSTRUCTION MANAGER has caused this Contract to be signed by its duly authorized officer on the _____ day of _____, 20 _____.

Name of Firm

By _____ 1

Title _____

Date _____

- 1 If a **corporation**, signer must be President, Vice-President or other authorized officer.
If a **Limited Liability Company (LLC)**, signer must be a member or manager.
If a **Limited Liability Partnership (LLP)**, signer must be a partner.
If a **Limited Partnership**, signer must be a partner.
If a **general partnership**, signer must be a partner.
If a **sole proprietorship**, signer must be the owner.

Acknowledgment Form

ACKNOWLEDGMENT OF DASNY OFFICER EXECUTING CONTRACT

STATE OF NEW YORK)
COUNTY OF ALBANY) ss:

On the _____day of _____ in the year 20 ____, before me personally came JAMES B. DALL, to me known, who, being by me duly sworn, did depose and say that he resides at 37 Linda Lane, Schenectady, New York 12309; that he is the Chief, Professional Services of DASNY, the corporation described in and which executed the foregoing instrument; and that he signed his name thereto by authority of the Board of said corporation.

Notary Public

**Acknowledgment of Construction Manager Executing
Contract and Certifications**

ACKNOWLEDGMENT OF CONSTRUCTION MANAGER, IF A CORPORATION

STATE OF _____)
COUNTY OF _____) ss:

On this _____ day of _____ in the year 20 ____, before me personally came _____, to me known, who, being by me duly sworn, did depose and say that he/she/they reside(s) at _____, (include street and street number, if any); that he/she/they is (are) the _____ of _____, the corporation described in and which executed the foregoing instrument; and that he/she/they signed his/her/their name(s) thereto by authority of the Board of Directors of said corporation.

Notary Public

**ACKNOWLEDGMENT OF CONSTRUCTION MANAGER, IF A PARTNERSHIP, LIMITED LIABILITY
COMPANY OR INDIVIDUAL**

STATE OF _____)
COUNTY OF _____) ss.:

On the _____ day of _____ in the year 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

APPENDIX "A"

SCOPE OF SERVICES

CONSTRUCTION PHASE

The CONSTRUCTION MANAGER shall perform the following services in relation to:

1. General Administration

- a. Designated as the OWNER's Representative on the Project Site and maintain liaison amongst the OWNER, the Design Professional, and all Contractors.
- b. Establish an organization to affect a positive means by which the Project will be controlled, coordinated, and expedited. On-site staffing shall be agreed upon by the OWNER and CONSTRUCTION MANAGER and in accordance with Appendix "B", which is annexed hereto and made a part hereof.
- c. Develop a project "Procedures Manual" within the scope of the Construction Contracts. After review with the OWNER, implement said manual and enforce the procedures.
- d. Receive, investigate, and reply to all Contractors' correspondence pertaining to the Work. Take appropriate action as required.
- e. Prepare, develop, maintain, and safeguard all inclusive on-site record keeping systems that meet with the OWNER's approval.
- f. Coordinate with the appropriate parties the delivery and installation of OWNER purchased furnishings and equipment.
- g. Supply the OWNER and the OWNER's Representative (if requested) with a copy of all correspondence, reports, comments, transmittals, requests, and other information relating to the Contract.

2. Meetings

- a. Conduct all Project progress meetings and coordination meetings as required.
- b. Record, transcribe, and issue, within four (4) working days of the date of any job meeting, minutes of said meeting.
- c. Attend and record miscellaneous meetings with the OWNER, Design Professional, or Contractors.

3. Shop Drawings and Samples

- a. Review all shop drawings for coordination of field conditions among the Prime Contractors, Subcontractors, trades, etc., prior to submittal to the Design Professional for his review and approval. Return shop drawings, as necessary, for corrections.
- b. Receive all samples and forward to Design Professional for approval.

4. Testing/Inspection

- a. Coordinate and monitor all testing and inspection programs.
- b. Monthly, provide the OWNER with a schedule of inspections to be performed during the coming month, including the scheduled date, type of test or inspection and test/inspection criteria or standards. Issue reports that include date, persons present and test/inspection criteria or standards.
- c. Comply with the requirements of the OWNER's independent safety inspection program. Facilitate scheduled and unannounced inspections and provide information to the independent safety inspectors as requested.

5. Quality Control

- a. Assure all required clarifications and revisions to Contract Documents are issued to the appropriate Contractor as directed by the OWNER and/or Design Professional.

- b. Inspect all work daily for quality and conformance to the Contract Documents. Advise Contractor(s) of necessary corrective work. Inspect materials and equipment prior to installation for conformance to the specifications.
 - c. Prepare periodic "Exception Reports" as required by the Work of the Contractors. Distribute to the appropriate Contractor(s) for necessary corrective work. Maintain a log of the noted exception, date issued, and date corrected. Maintain a photographic record where life safety issues/systems are involved.
 - d. Inspect the Project jointly with the OWNER and Design Professional prior to the time the OWNER is to use, occupy, or operate any part or the entire Project, and prepare a list of observed variances and deficiencies in the Work. Distribute the list to the appropriate Contractor(s) for necessary corrective work.
 - e. Prepare jointly with Design Professional a "Final Punch List" for each Contract. Distribute to the appropriate Contractor(s) for necessary corrective action.
 - f. At the time of substantial completion, prepare a list of any remaining items of work to be completed or corrected. Distribute to the appropriate Contractor(s) for necessary work. Establish a value for each item of work remaining to be completed or corrected.
 - g. Make final inspection of the Project with OWNER/ Design Professional / Engineer, using Contract Documents as a base to determine if the Contract requirements have been fulfilled. List any variances between Contract requirements and Work installed. Coordinate items which may appear on independent final lists prepared by the OWNER/ Design Professional /Engineer. Distribute to the appropriate Contractor(s) for necessary corrective action.
 - h. Follow up on all notices of corrective work to Contractor(s) to assure satisfactory and timely completion of the Work.
6. Assist in the implementation of the OWNER's Affirmative Action Program with regard to Equal Opportunities and Minority Business Enterprise participation.

7. Progressing the Work

- a. Expedite and coordinate the work of all Contractors.
- b. Expedite and coordinate the progress of Design Professionals and other Consultants.
- c. Determine the cause of and responsibility for any delays. Recommend appropriate remedial action.
- d. Be cognizant of potential delays and direct the Contractor(s) to take the necessary measures to eliminate circumstances which may lead to a delay.

8. Payments to Contractors

- a. Progress Payments:
 - i. Review and recommend for the OWNER's approval, the Contractor's detailed payment breakdown.
 - ii. Review each Contractor's monthly invoices and recommend payment, no payment, or partial payment.
- b. Final Payment:
 - i. Establish that all close-out procedures have been complied with.
 - ii. Make recommendations on final payment.

9. Change in the Work

- a. Implement and enforce the OWNER's procedure for the processing of Change Orders.
- b. Consult with the Design Professional concerning proposed design changes and obtain the OWNER's approval for same. The Design Professional will be responsible to design approved changes.
- c. Make recommendations to the OWNER for such changes in the Work as the CONSTRUCTION MANAGER may consider necessary or desirable.
- d. Perform economic evaluation of all changes in the Work and evaluate the effect on other work. Investigate alternatives, coordinate with the Design Professional, and make recommendations to the OWNER.
- e. Evaluate requests for extensions of time and make recommendations.
- f. Maintain daily cost accounting records with respect to work performed on a time and materials basis.

10. **Site Security**

The CONSTRUCTION MANAGER shall maintain a site security system to be specified and procured by the OWNER. The administration of this system shall be by the CONSTRUCTION MANAGER'S own personnel unless otherwise approved by the OWNER. THE CONSTRUCTION MANAGER shall be responsible for the administration of this system, which may include, but not be limited to:

- a. Maintenance of hardware and software.
- b. Generating photographic or other approved identifications.
- c. Assigning identification cards to contractor staff and other site personnel.
- d. Ensuring contractor staff and other site personnel comply with security procedures.
- e. Maintaining security of the system against unauthorized access.
- f. Managing other data entry and generation of reports as requested by the OWNER.

11. **Claims**

Analyze and evaluate all claims for Contract time extension or cost adjustment. Make recommendations to the OWNER for resolution, approval, or disapproval.

12. **Reports**

Prepare and issue the following:

- a. Daily reports in form acceptable to the OWNER.
- b. Bi-weekly progress reports.
- c. All reports required by Federal authorities.
- d. Affirmative Action and EEO reports.
- e. Periodic reports on compliance with Historic Preservation requirements, if any.
- f. For any job related injury prepare/obtain same day photographs, C-2 Form (employer's first report of injury), OSHA Log of Illness and Injury, the CONSTRUCTION MANAGER's daily log, and any other incident/accident reports, and immediately forward to the OWNER's Risk Management Unit.
- g. For any job related property damage prepare/obtain same day photographs, the CONSTRUCTION MANAGER's daily log, and any other incident/accident reports, and immediately forward to the OWNER's Risk Management Unit.
- h. Other reports which are from time to time required by the OWNER.

13. **Close Out**

- a. Establish that the following has been received from the Contractor(s) and forwarded expeditiously to the appropriate party:
 - i. All necessary guarantees.
 - ii. As-built drawings.
 - iii. Operating and maintenance manuals.
 - iv. Certificates of compliance, etc.
 - v. All turnover items required by Contract.
 - vi. Other items required by the Contract.
- b. Maintain a log of receipts and turnovers, and transmittals.
- c. Establish and document that all operating instructions have been given to the OWNER's personnel consistent with Contract requirements. Perform all necessary coordination.

14. Construction Progress Documentation

Responsibility

With exception of a Single Contract Project, where the Prime Contractor is responsible to provide the coordinated Project Schedule and other Reports in accordance with General Requirements, SECTION 013200 – CONSTRUCTION PROGRESS DOCUMENTATION, the Construction Manager shall be responsible for review and coordination of the Prime Contractor's conformance with the requirements and provide appropriate actions to maintain conformance with the requirements.

Otherwise; the Construction Manager shall provide the following service:

GENERAL

Summary

1. The Construction Manager shall provide administrative and procedural requirements to plan, schedule and document the progress of construction during the performance of the Work on multi Contracts, including the following:
 - a) Project schedule and reports.
 - b) Contractor's Baseline Schedule
 - c) Material location reports.
 - d) Field condition reports.
 - e) Special reports.
2. Related Work Items:
 - a) Contractor's Submission Schedule.
 - b) Schedule of Tests and Inspections.

Definitions

1. Project: Work at the Site carried out pursuant to one or more sets of Contract Documents.
2. Activity: A discrete part of each Contract that can be identified for planning, scheduling, monitoring, and controlling the Project. Activities included in a CPM schedule consume time and resources.
 - a) Critical Activity: An activity on the critical path that has no total float.
 - b) Predecessor Activity: An activity that precedes another activity in the network.
 - c) Successor Activity: An activity that follows another activity in the network.
3. Bid Milestone Schedule: Interim milestones, included in the Contract Documents, which each Contractor utilizes to formulate their Baseline Schedule.
4. Contractor's Baseline Schedule: Initial schedule, prepared by each Contractor, to complete the Work of their Contract in accordance with the Contract duration and starting point to which schedule updates are compared.
5. Project Schedule: Contemporaneous schedules, prepared by the Construction Manager, which combines and coordinates activity of each Contractor's Baseline Schedule into one coordinated Project Schedule.
6. CPM: Critical path method is a scheduling method used to plan and schedule construction projects where activities are arranged based on activity relationships creating a time scaled network diagram.

7. PDM: Precedence diagram method follows the standard CPM calculations and allows for special logic relationships creating an interdependent relationship throughout the network.
8. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no total float.
9. Data Date: The date when the status of the Project schedule is determined, showing the calendar start date for the update period.
10. Float: The measure of leeway in starting and completing an activity.
 - a) Float time is not for the exclusive use or benefit of the Owner, Construction Manager or any Contractor, but is a jointly owned, expiring Project resource available to all parties as needed to meet schedule milestones and Substantial Completion date.
 - b) Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
 - c) Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Substantial Completion date.

Informational Submittals

1. Format for Submittals: Submit required submittals in both electronic (PDF) file format and as electronic backup file in native software format.
2. Project Schedule: Schedule, of size required to display entire schedule for entire construction period for all Contracts.
 - a) Submit a working electronic copy of the Project schedule, using software indicated, and labeled to comply with requirements for submittals.
3. Reports: Concurrent with the Project schedule, submit each of the following reports. Format for each activity in reports shall contain; activity ID number, activity description, original duration, remaining duration, actual duration, early and late start and finish dates and total float in calendar days.
 - a) Activity Report: List of all activities sorted by early or actual start date in each phase, area and level following the physical divisions of the Work.
 - b) Short Term Activity Report: Lists all activities occurring from the update data date in a two month forward and one month back window.
 - c) Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by early or actual start date. Include activity ID number and float path(s).
 - d) Total Float Report: Provide a cumulative list of total float from each update period with comments associated to any and all variances.
 - e) Procurement Report: List all procurement activities sorted in order of the item being procured.
 - f) Narrative Report: The project scheduler shall provide a narrative with each schedule update which shall include the following information.
 - i. Introduction: An executive summary of the schedule narrative.
 - ii. Project Description: A brief description of the Project.
 - iii. Discussion of changes and variances by each Contract and specific recommendations.
 - iv. Anticipated award dates, actual award dates, contractors selected and any recommendations for changes to the bid strategy going forward.
 - v. Base Line Acceptance: Actual and anticipated acceptance dates of the Baseline Schedules for each Contract and any associated issues.
 - vi. Major Milestones Summary.
 - vii. A graphical presentation of Contract milestones progress - columns to include:

Activity ID	Activity Description	Current Update Completion Date	Last Update Completion Date	Baseline Completion Date	Variance from Prior Update (Days)	Cumulative Variation from Baseline (Days)
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- viii. Issues: Major issues encountered during the current update with recommended solutions and status of prior issues.
- ix. Summary of Progress/Current Status of Project: Progress since prior update and any issues encountered.
- x. Changes to Network Logic: Explanation of any changes to the network logic.
- xi. Critical Path: Description of current critical path to completion, variance from baseline critical path and variance from the critical path associated with the prior update.
- xii. Delay Analysis and Responsibility: Discussion of delays that have been experienced since the prior update with recommended solutions and assessment of responsibility for each delay. This section should also include a matrix presenting the delay associated with each schedule update and the cumulative Project delay.
- xiii. Planned Activities: Activities and progress planned for the next update period.
- xiv. Potential Recovery Measures and Associated Cost Impacts: Provide recommendations for recovery of lost time through re-sequencing strategies, crashing or other compression techniques. Associated cost impacts estimates presented on an order of magnitude basis.

- g) Material Location Reports: Submit at monthly intervals.
- h) Field Condition Reports: Submit at time of discovery of differing conditions.
- i) Special Reports: Submit at time of unusual event.
- j) Qualification Data: For project scheduler.

Quality Assurance

1. Project Scheduler Qualifications: An experienced specialist in CPM scheduling and reporting, with capability of producing CPM reports and diagrams within timeframes requested by the Owner. The project scheduler shall have or be able to obtain certification as a Planning and Scheduling Professional (PSP) or have a minimum of five years of demonstrated experience scheduling large capital projects.
2. Prescheduling Conference: The Construction Manager shall conduct conference at the Project site to review methods and procedures related to each Contractor’s Baseline Schedule and the Project schedule, including, but not limited to, the following:
 - a) Review software limitations and content.
 - b) Verify availability of qualified personnel needed to develop and update schedule.
 - c) Discuss coordination, including phasing, work stages, area separations, interim milestones and Beneficial Occupancy.
 - d) Review delivery dates for Owner-furnished products.
 - e) Review schedule for work of Owner's separate contracts.
 - f) Review time required for review of submittals and resubmittals.
 - g) Review requirements for tests and inspections by independent testing and inspecting agencies.
 - h) Review time required for completion and startup procedures.
 - i) Review and finalize list of construction activities to be included in schedule.
 - j) Review submittal requirements and procedures.
 - k) Review procedures for updating schedule.

Cooperation

1. Coordinate preparation and processing of the Project Schedule and reports with the performance of the Work and with Baseline Schedules of separate Contractors.
 - a) Coordinate new Contractor's Baseline Schedules and the Project Schedule updates with separate Contractors when additional Contracts are executed during the entire duration of the Project.
2. Coordinate the Project Schedule with each Contractor's Submission Schedule, progress reports, and other required schedules and reports.
 - a) Secure time commitments for performing critical elements of the Work from all parties.
 - b) Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

Critical Path Method Schedule, General

1. Bid Milestone Schedule: The Owner shall provide a Bid Milestone Schedule as a template for the Contractor's Baseline Schedule. Nothing in the Bid Milestone Schedule, Contractor's Baseline Schedule or Project Schedule shall preclude the Construction Manager or any Contractor from advancing the Work of any Contract.
 - a) Each Contractor shall include milestones indicated in the Contract Documents in their Baseline Schedule, including, but not limited to, the Notice to Proceed, interim milestones, Substantial Completion, and Contract close-out.
 - b) Substantial Completion date shall not be changed by submission of a schedule that shows an early completion date, unless approved by the Owner.
 - c) No time for weather will be apportioned for foreseeable occurrences in a specific regional area. Each Contractor shall be responsible to determine reasonable averages and make allowances in the performance of the Work.
2. Activities: Treat each numbered activity as a consumable resource for each principal element of the Work. Comply with the following:
 - a) Activity Duration: Define activities so no activity is longer than 15 days, unless specifically allowed by the Owner.
 - b) Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
 - c) Submittal Review Time: Include review and resubmittal times indicated in Submittal Procedures in schedule. Coordinate submittal review times in the Project Schedule with dates entered in the Contractor's Submission Schedule.
 - d) Startup and Testing Time: Include not less than 15 days for startup and testing.
 - e) Substantial Completion: Indicate completion on the date established for Substantial Completion, and allow time for the Owner's administrative procedures necessary to execute the Notice of Substantial Completion (NOSC).
 - f) Incomplete Work items and Contract Closeout: Include not more than 60 days for incomplete Work items and Contract Closeout Requirements for each Contract.
3. Constraints: Include constraints and work restrictions indicated in the Contract Documents, or approved by the Owner prior to use and show how date constraints affect the sequence of the Work.
 - a) Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities.

4. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
 - a) Unresolved issues.
 - b) Unanswered RFIs.
 - c) Rejected or unreturned submittals.
 - d) Notations on returned submittals.
5. Recovery Project Schedule: When periodic update indicates the Work of any Contract is 15 or more calendar days behind the current approved Project Schedule, submit a separate recovery Project Schedule indicating means by which the effected Contractor intends to regain compliance with the Project Schedule. Indicate changes to working hours, working days, crew sizes, and equipment required achieving compliance, and dating by which recovery will be accomplished, subject to Owner's approval.
6. Computer Scheduling Software: Prepare Project Schedules using current version of a program that has been developed specifically to manage CPM schedules and interface with the Owner's electronic file of the Bid Milestone Schedule.
 - a) Utilize Primavera P6 or P3 Primavera Project Planner operating system.

PRODUCTS

Critical Path Method Schedule (CPM Schedule)

1. Contractor's Baseline Schedule: Each Contractor shall prepare schedule using a time-scaled PDM network diagram representing the Work of their Contract. Total float time shall be equal to or greater than zero in the Baseline Schedule.
 - a) Coordinate with each Contractor to submit their Baseline Schedule within 15 days of the date established for the Notice to Proceed. Outline significant construction activities for the first 90 days of construction. Include skeleton diagram for the remainder of the Work based on indicated activities.
 - b) Coordinate with each Contractor for the Construction Manager to develop network diagram in sufficient time to submit Baseline Schedule so it can be accepted for use no later than 30 days after date established for the Notice to Proceed.
 - i. Failure to include any work item required for the performance of the Work shall not excuse the Construction Manager or any Contractor from completing the Work of any Contract within applicable completion dates, regardless of the Owner's approval of the schedule.
2. Project Schedule: Prepare contemporaneous schedules using a time-scaled PDM network for sequencing the Work and showing the progress of the Work for all Contracts.
 - a) Establish procedures for monitoring and updating the Project Schedule and for reporting progress. Coordinate procedures with the progress meeting and payment request date.
 - b) Coordinate the Work occurring concurrently through the integration of other Contractor's Baseline Schedules into the Project Schedule.
 - i. Include the current total float status of the Project as the starting point for the integration of each Contractor's Baseline Schedule into the Project Schedule.
 - ii. Each Contractor's Baseline Schedule will maintain its original overall duration when integrating into the Project Schedule.
 - c) Conduct educational workshops to train and inform the Contractor's key Project personnel, including subcontractors' personnel, in proper methods of providing data and using Project Schedule information.
 - d) Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule in order to correlate with all Contract durations.

3. Project Schedule Preparation: Prepare a list of all activities required to complete the Work of all Contracts. At minimum, each individual specification sections, including General Requirement sections, as indicated in the Project Manual, shall be listed as an activity.
 - a) Activities ID: Provide a unique identifier to each activity. No activity ID shall be recycled or reused.
 - b) Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
 - i. Preparation and processing of submittals.
 - ii. Mobilization and demobilization.
 - iii. Purchase of materials.
 - iv. Delivery.
 - v. Fabrication.
 - vi. Utility interruptions.
 - vii. Installation.
 - viii. Work by Owner that may affect or be affected by the Contractor's activities.
 - ix. Testing and commissioning.
 - x. Incomplete Work items and Contract closeout.
 - c) Actual Activity Dates: Once an activity has been assigned an actual date of occurrence, the status of that activity shall not change. Any change to actual dates must be accompanied with supporting data and approved by the Owner. No actual start date shall occur ahead of the data date.
 - d) Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with the Bid Milestone Schedule dates.
 - e) Processing: Process data to produce output data status on a computer-drawn, PDM network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the Project Schedule within the limitations of each Contract duration.
 - f) Calculations: The schedule network shall be calculated allowing activities to retain their original logic. Progress override shall not be used when calculating the network status.
 - g) Logic: Leads and lags will not be used when the creation of an activity will perform the same function. Lag durations contained in the schedule shall not have negative value. Lead and lag durations shall not exceed the durations of the activity they are assigned.
 - i. There shall be only two open ended activities; (1) Notice to Proceed, with no predecessor logic, and (2) Final Payment, with no successor logic. All intermediate activity logic shall be connected.
 - ii. Out of sequence activities that have progressed before all preceding logic will be allowed only on a case by case basis, as approved by the Owner. The Construction Manager shall propose logic corrections to eliminate all out of sequence progress and correct out of sequence progress that continues for more than two update cycles by logic revisions, as approved by the Owner.
 - h) Float: The Owner shall reject the schedule and schedule updates for the use of float suppression techniques; such as preferential sequencing, special lead lags logic constraints, zero total or zero free float constraints, extended activity times, or imposing constraint dates other than what is required by each Contract.
 - i. The use of resource leveling used for the purpose of artificially adjusting activity durations to consume float and influence the critical path is prohibited.
 - ii. A schedule showing work completing in less time than any Contract duration and accepted by the Owner, will be considered to have float.
 - iii. Any float generated during the performance of the Work, due to efficiencies of the Owner, Construction Manager or any Contractor is not for sole use of the party generating the float.
 - iv. Negative float will not be a basis for requesting time extensions or not to be construed as a means of acceleration or schedule extensions.

- i) Format: Follow the applicable individual specification sections of the Work for each Contract as the bases for the content of the Project Schedule. Organize the Project Schedule to provide the necessary detail for each area, level, quadrant and section as needed in the performance of the Work of each Contract.
 - j) Activity Codes: Assign Owner defined activity codes to all activities in the schedule. Owner defined activity code are provided in the schedule template and include multiple values for CSI, Discipline, Phase, Area and Level.
4. Changes in the Work: For each proposed change and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall Project Schedule.
 5. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:
 - a) Identification of activities that have changed, including the reason each adjustment was necessary.
 - b) Changes in early and late finish dates.
 - c) Changes in activity durations in workdays.
 - d) Changes in the critical path.
 - e) Changes in total float or slack time.
 - f) Changes in the duration for Substantial Completion.

Reports

1. Material Location Reports: At monthly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site.
2. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

Special Reports

1. General: Submit special reports directly to Owner within one day of an occurrence. Distribute copies of report to parties affected by the occurrence.
2. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, and response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise the Owner in advance when these events are known or predictable.

EXECUTION

CPM Schedule

1. Project Scheduler: Engage a consultant or person skilled in construction planning and scheduling to provide planning, scheduling, evaluation, and reporting services using CPM scheduling.
 - a) In-House Option: The Owner may waive the requirement to retain a consultant if Construction Manager employs skilled personnel with experience in CPM scheduling and reporting techniques. Submit qualifications.
 - b) Meetings: Project scheduler shall attend all meetings related to the Project progress, alleged delays, and time impact.

2. Project Schedule and Reports Updating: Prior to each scheduled progress meeting, update schedule to reflect actual construction progress and activities. Issue schedule and reports one week before each regularly scheduled progress meeting.
 - a) Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the reports of each such meeting. As a minimum, schedule update submissions shall occur monthly and within 30 days of the schedule Data Date.
 - b) Include reports with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 - c) As the Work progresses, indicate final remaining duration for each activity.
3. Distribution: Submit one electronic copy, in format specified, to the Owner and distribute copies of approved schedule and reports to the Owner, Design Professional, separate contractors, testing and inspecting agencies, and other parties identified by the Owner with a need-to-know schedule responsibility.
 - a) Post copies in Project meeting rooms and temporary field offices.
 - b) When revisions are made, distribute updated schedules and reports to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

15 Cash - Flow Summary Report

Provide standard S-Curve delineating monies to be expended over the estimated construction duration period. This shall be accomplished by obtaining a dollar value from the contractors for each scheduled activity required on the Project. This data shall be superimposed and presented in a graphic form for reporting. The Contractors are required to provide the data.

16 Contract Manager

- a. The Construction Manager shall use the Owner's current version of Primavera Contract Manager™ (Contract Manager) in accordance with the Owner's protocol to manage all Project related correspondence, transmittals, meeting minutes, requests for information, deliverables, daily logs, project costs, change management and reporting.
- b. The Owner may direct the Construction Manager to provide all the Contract Manger functions of Paragraph A of this Article from available web-based and/or Application Service Provider (ASP) system(s) as selected by the Owner.

17 Project Performance Assessments

The Owner may direct the Construction Manager to periodically compile project performance documentation for the Owner, attend associated update meetings with the Owner, and respond to any related Owner questions, in order to assess adequacy of scheduling services provided and project management system usage on the project. In addition, following the meetings, the Construction Manager will be expected to address all of documented observations to the Owner's satisfaction, in order to close out issues identified.

APPENDIX "B"

**SCHEDULE OF APPROVED PERSONNEL CLASSIFICATIONS
AND MAXIMUM DIRECT SALARY RATES**

<u>CLASSIFICATIONS</u>	<u>APPROVED MAXIMUM DIRECT HOURLY RATES (*)</u>
Project Manager	_____
Project Engineer	_____
General Superintendent	_____
Assistant Superintendent	_____
Assistant Superintendent	_____
Mechanical Engineer	_____
Project Accountant	_____
Office Engineer/Trainee	_____
Plan Clerk	_____
Secretary	_____

Initial listed classifications are typical. Actual Project staffing will depend on the specific needs for each individual project and be reflected in the final Contract.

Assignment and time durations of all Construction Management personnel assigned to the Project by the CONSTRUCTION MANAGER shall be subject to the approval of the OWNER. The OWNER may request the CONSTRUCTION MANAGER to remove from the Project any employee the OWNER deems incompetent, careless, or otherwise objectionable and replace said employee with more suitable personnel. The OWNER may also approve additional personnel classifications if deemed necessary.

All payment requisitions must account for the time of all personnel by name, title, and approved hourly rate.

APPENDIX "C"

SUMMARY OF PAYMENTS

A. CONSTRUCTION PHASE

1.	<u>Actual Direct Salaries</u>	\$,	
2.	<u>Fringe Benefits</u>		,	
3.	<u>Consultant's Costs</u>		,	
4.	<u>Fixed Fee</u>		,	
5.	<u>MAXIMUM AMOUNT PAYABLE</u>	\$,	NTE

Payments for Services shall be made monthly as approved by the OWNER. Payments shall be requisitioned on the OWNER's form, PROFESSIONAL SERVICES CONTRACT PAYMENT REQUISITION, with accompanying backup. Only said form shall be used for reimbursement of Services.

NTE = Not to Exceed
LS = Lump Sum

APPENDIX "D"

ADDITIONAL ITEMS
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1. LABOR LAW PROVISIONS

- A. It is hereby agreed that all applicable provisions of the Labor Law of the State of New York shall be carried out in performance of the Work.
- B. The CONSTRUCTION MANAGER specifically agrees, as required by Labor Law, Sections 220 and 220-d as amended, that:
- 1) no laborer, workmen, or mechanic, in the employ of the CONSTRUCTION MANAGER, Subconsultant, or other person doing or contracting to do the whole or any part of the work contemplated by this Contract shall be permitted or required to work more than eight hours in any one calendar day or more than five days in any one week, except in the emergencies set forth in the Labor Law;
 - 2) the wages paid for legal day's work shall be not less than the prevailing rate of wages as defined by law;
 - 3) the minimum hourly rate of wages to be paid shall be not less than that stated in this Contract and shall be designated by the Commissioner of Labor of the State of New York; and
 - 4) the CONSTRUCTION MANAGER and every Subconsultant shall post in a prominent and accessible place on the Site, a legible statement of all minimum wage rates and supplements to be paid or provided for the various classes of laborers and mechanics to be engaged in the Work and all deductions, if any, required by law to be made from unpaid wages actually earned by the laborers and mechanics so engaged.
- C. The minimum wage rates, if any, herein specified for apprentices shall apply only to persons working with the tools of the trade that said persons are learning under the direct supervision of journeyman mechanics. Except as otherwise required by law, the number of apprentices in each trade or occupation employed by the CONSTRUCTION MANAGER or any Subconsultant shall not exceed the number submitted by the applicable standards of the New York State Department of Labor, or, in the absence of said standards, the number permitted under the usual practice prevailing between the unions and the employer's association of the respective trades or occupations.
- D. All employees of the CONSTRUCTION MANAGER and each Subconsultant shall be paid in accordance with the provisions of the Labor Law. Certified payroll copies shall be provided to the OWNER upon request.
- E. The CONSTRUCTION MANAGER agrees that, in case of underpayment of wages to any worker engaged in the Work by the CONSTRUCTION MANAGER or any Subconsultant, the OWNER shall withhold from the CONSTRUCTION MANAGER, out of payments due, an amount sufficient to pay said worker the difference between the wages required to be paid under this Contract and rates actually paid said worker for the total number of hours worked and that the OWNER may disburse said amount so withheld by the OWNER for and on account of the CONSTRUCTION MANAGER to the employees to whom said amount is due. The CONSTRUCTION MANAGER further agrees that the amount to be withheld pursuant to this paragraph may be in addition to the percentages to be retained by the OWNER pursuant to other provisions of this Contract.
- F. Pursuant to subdivision 3 of section 220 and section 220-d of the Labor Law this Contract may be forfeited and no sum paid for any work done thereunder on a second conviction for willfully paying less than:
- 1) the stipulated wage scale as set forth in Labor Law; Section 220, subdivision 3, as amended, or
 - 2) less than the stipulated minimum hourly wage scale as specified in Labor Law, Section 220-d, as amended.
- G. The CONSTRUCTION MANAGER specifically agrees, as required by the Labor Law, Section 220-e, as amended, that:
- 1) in the hiring of employees for the performance of work under this Contract or any subcontract hereunder, or for the manufacture, sale, or distribution of materials, equipment, or supplies hereunder, but limited to operation performed within the territorial limits of the State of New

York, no CONSTRUCTION MANAGER, nor any person acting on behalf of said CONSTRUCTION MANAGER or Subconsultant, shall by reason of race, creed, color, sex, or national origin discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates;

- 2) no CONSTRUCTION MANAGER, nor any person on behalf of said CONSTRUCTION MANAGER or Subconsultant shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this Contract on account of race, creed, color, sex, or national origin;
- 3) there may be deducted from the amount payable to the CONSTRUCTION MANAGER, by the OWNER under this Contract, a penalty of Fifty and 00/100 Dollars (\$50.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the terms of this Contract; and
- 4) this Contract may be canceled or terminated by the OWNER and all money due or to become due hereunder may be forfeited for a second or any subsequent violation of the terms or conditions of this section of this Contract.

H. The CONSTRUCTION MANAGER specifically agrees to certify its payrolls and keep these certified records on site and available, and provide copies to the OWNER upon request.

2. NONDISCRIMINATION

During the performance of this Contract, the CONSTRUCTION MANAGER agrees as follows:

- A. The CONSTRUCTION MANAGER will not discriminate against any employees or applicant for employment because of race, creed, color, sex, national origin, age, disability, or marital status.
- B. If directed to do so by the Commissioner of Human Rights, the CONSTRUCTION MANAGER will send to each labor union or representative of workers with which the CONSTRUCTION MANAGER has or is bound by a collective bargaining or other agreement or understanding, a notice, to be provided by the State Commissioner of Human Rights, advising said labor union or representative of the CONSTRUCTION MANAGER's Contract under clauses A. through G. (hereinafter called "nondiscrimination clauses"). If the CONSTRUCTION MANAGER was directed to do so by the contracting agency as part of the proposal or negotiation of this Contract, the CONSTRUCTION MANAGER shall request said labor union or representative to furnish a written statement that said labor union or representative will not discriminate because of race, creed, color, sex, national origin, age, disability, or marital status, and that said labor union or representative will cooperate, within the limits of its legal and contractual authority, in the implementation of the policy and provisions of these nondiscrimination clauses and that it consents and agrees that recruitment, employment, and the terms and conditions of employment under this Contract shall be in accordance with the purposes and provisions of these nondiscrimination clauses. If said labor union or representative fails or refuses to comply with said request that it furnish such a statement, the CONSTRUCTION MANAGER shall promptly notify the State Commissioner of Human Rights of said failure or refusal.
- C. If directed to do so by the Commissioner of Human Rights, the CONSTRUCTION MANAGER will post and keep posted in conspicuous places, available to employees and applicants for employment, notices to be provided by the State Commissioner of Human Rights setting forth the substance of the provisions of clauses A. and B. and such provisions of the State's laws against discrimination as the State Commissioner of Human Rights shall determine.
- D. The CONSTRUCTION MANAGER will state, in all solicitations or advertisements for employees placed by or on behalf of the CONSTRUCTION MANAGER, that all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, sex, national origin, age, disability, or marital status.

- E. The CONSTRUCTION MANAGER will comply with the provisions of Sections 290-299 of the Executive Law and with the Civil Rights Laws, will furnish all information and reports deemed necessary by the State Commissioner of Human Rights under these nondiscrimination clauses and said sections of the Executive Law, and will permit access to the CONSTRUCTION MANAGER's books, records, and accounts by the State Commissioner of Human Rights, the Attorney General, and the Commissioner of Labor of the State of New York for the purpose of investigation to ascertain compliance with these nondiscrimination clauses and said sections of the Executive Law and Civil Rights Laws.
- F. This Contract may be forthwith canceled, terminated, or suspended in whole or in part, by the contracting agency upon the basis of a finding made by the State Commissioner of Human Rights that the CONSTRUCTION MANAGER has not complied with these nondiscrimination clauses, and the CONSTRUCTION MANAGER may be declared ineligible for future contracts made by or on behalf of the State or public authority or agency of the State, until the CONSTRUCTION MANAGER satisfies the State Commissioner of Human Rights that the CONSTRUCTION MANAGER has established and is carrying out a program in conformity with the provisions of these nondiscrimination clauses. Said finding shall be made by the State Commissioner of Human Rights after conciliation efforts by the Commissioner have failed to achieve compliance with these nondiscrimination clauses and after a verified complaint has been filed with the Commissioner, notice thereof has been given to the CONSTRUCTION MANAGER, and an opportunity has been afforded the CONSTRUCTION MANAGER to be heard publicly in accordance with the Executive Law. Said sanctions may be imposed and remedies invoked independently of or in addition to sanctions and remedies otherwise provided by law.
- G. The CONSTRUCTION MANAGER will include the provisions of clauses A. through F. in every subcontract or purchase order in such a manner that said provisions will be binding upon each Subconsultant or vendor as to operations to be performed within the State of New York. The CONSTRUCTION MANAGER will take such action in enforcing said provisions of said subcontract or purchase order as the State Commissioner of Human Rights or the contracting agency may direct, including sanctions or remedies for non-compliance. If the CONSTRUCTION MANAGER becomes involved in or is threatened with litigation with a Subconsultant or vendor as a result of said direction by the State Commissioner of Human Rights or the contracting agency, the CONSTRUCTION MANAGER shall promptly so notify the Attorney General, requesting the Attorney General to intervene and protect the interests of the State of New York.

3. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED**

Each and every provision of law and clause required by law to be inserted into this Contract shall be deemed to be inserted herein and this Contract shall read and shall be enforced as though so included.

4. **COMPLIANCE WITH LAWS, RULES, AND REGULATIONS**

The CONSTRUCTION MANAGER shall comply fully with all applicable laws, rules, and regulations.

5. **CONTRACT DEEMED EXECUTORY**

The CONSTRUCTION MANAGER agrees that the Contract shall be deemed executory to the extent of moneys available from either (i) the proceeds of bonds issued by the Authority for the Contract, or (ii) moneys made available by the Client for the Contract, or (iii) other non-Authority moneys made available from whatever source specifically for the Contract and no liability shall be incurred by the Owner beyond moneys available therefore.

6. **OWNERSHIP OF DOCUMENTS**

Original drawings and specifications will become the property of the OWNER, and the CONSTRUCTION MANAGER may not use the drawings and specifications for any purpose not relating to the Project without the OWNER's consent. The CONSTRUCTION MANAGER may retain such reproductions of drawings and specifications as the CONSTRUCTION MANAGER may reasonably require. Upon completion of the Work or any early termination of this

Contract, the CONSTRUCTION MANAGER will promptly furnish the OWNER with the complete set of original record prints. All such original drawings and specifications shall become the property of the OWNER who may use them, without the CONSTRUCTION MANAGER's permission, for any proper purpose including, but not limited to, additions to or completion of the Project.

7. TERMINATION

A. Termination for Cause

1. In the event that any provision of the Contract is violated by the CONSTRUCTION MANAGER or by any Subconsultant, the OWNER may serve written notice upon the CONSTRUCTION MANAGER of the OWNER's intention to terminate the Contract; such notice shall contain the reasons for the intention to terminate the Contract upon a date specified by the OWNER. If the violation or delay shall not cease or arrangements satisfactory to the OWNER shall not be made, the Contract shall terminate upon the date so specified by the OWNER. In the event of any such termination, the OWNER may take over the Work and prosecute same to completion by Contract or otherwise for the account and at the expense of the CONSTRUCTION MANAGER shall be liable to the OWNER for all costs occasioned the OWNER thereby. In the event of such termination the OWNER may take possession of and may utilize such materials, appliances, and plant as may be on the Site and necessary or useful in completing the Work.
2. If, after notice of termination of the CONSTRUCTION MANAGER under the provisions of paragraph (a) of this clause, it is determined that the failure to perform this contract is due to causes beyond the control and without the fault or negligence of the CONSTRUCTION MANAGER, Termination for Cause shall be deemed to have been issued pursuant to the clause of this contract entitled "Termination for Convenience" and the rights and obligations of the parties hereto shall in such event be governed by such clause.

B. Termination for Convenience

1. The OWNER, at any time, may terminate this Contract in whole or in part. Any such termination shall be effected by mailing or delivering to the CONSTRUCTION MANAGER a written notice of termination specifying the extent to which performance of Work under this Contract is terminated and the date upon which said termination becomes effective. Upon receipt of the notice of termination, the CONSTRUCTION MANAGER shall act promptly to minimize the expenses resulting from said termination. The OWNER shall pay the CONSTRUCTION MANAGER for actual expenses incurred by the CONSTRUCTION MANAGER and approved by the OWNER, including fringe benefits and fee, for the period extending from the date of the last approved payment requisition up to the effective date of the termination, but in no event shall the CONSTRUCTION MANAGER be entitled to compensation in excess of the total consideration of the Contract. In the event of said termination, the OWNER may take over the Work and prosecute same to completion by contract or otherwise and may take possession of and may utilize such materials, appliances, and plant as may be on the site and necessary or useful to complete the Work.
2. In the event of said termination, the OWNER may take over the Work and prosecute same to completion by contract, assignment of Subcontracts or otherwise and may take possession of and may utilize such materials, appliances as may be on the Project Site and necessary or useful to complete the Work.

8. SUSPENSION OR ALTERATION

- A. The OWNER may order the CONSTRUCTION MANAGER in writing to suspend, delay, or interrupt performance of all or any part or the Work for a reasonable period of time as the OWNER may determine. The order shall contain the reason or reasons for issuance which may include, but shall not be limited to, the following: latent field conditions, substantial program revisions, acquisition of rights-of-way or real property, financial crisis, labor disputes, civil unrest, or Acts of God.

- B. Upon receipt of a suspension order, the CONSTRUCTION MANAGER shall, as soon as practicable, cease performance of the Work as ordered and take immediate affirmative measures to protect such Work from loss or damage.
- C. The CONSTRUCTION MANAGER specifically agrees that such suspension, interruption, or delay of the performance of the Work pursuant to this Item shall not increase the cost of performance of the Work of this Contract.
- D. Time of Completion of the Work may be extended to such time as the OWNER determines shall compensate for the time lost by the suspension, interruption, or delay, such determination to be set forth in writing.

9. LAWS OF THE STATE OF NEW YORK

This Contract shall be governed by the Laws of the State of New York.

10. CODES

Unless otherwise directed by the OWNER, the CONSTRUCTION MANAGER shall comply with all applicable codes and regulations required by law. Without limiting the generality of the foregoing, compliance with codes and regulations shall include, but shall not be limited to, those of the following which are applicable:

- A. Administrative Codes
- B. Zoning Resolutions
- C. State Building Code, NYS Uniform Fire Prevention and Building Code, latest edition
- D. Local Zoning Ordinances
- E. Local Building Codes
- F. State Hospital Code

If Federal Aid is obtained for any facilities described herein, then any and all regulations imposed by the participating Federal Agency shall be complied with in the performance of this Contract.

11. GOVERNMENT PROVISIONS

The CONSTRUCTION MANAGER shall comply with any applicable provisions or Acts of Congress, rules, regulations, and requirements of the Government of the United State of America. If there is a grant of money or loan of money by the Government of the United States of America for the Project, then the CONSTRUCTION MANAGER shall furnish any information and provide any assistance which the OWNER deemed necessary for the preparation of any certificates, reports, or materials required as a result of obtaining said grant or loan.

12. COOPERATION

The CONSTRUCTION MANAGER shall render any assistance which the OWNER may require with respect to any claim or action in any way relating to the CONSTRUCTION MANAGER's services during or subsequent to the design or construction of the Project including, without limitation, review of claims, preparation of technical reports and participation in negotiations both before and after it has otherwise completed performance of the Contract and without any additional compensation therefore.

13. LATE PAYMENT

Timeliness of payment and any interest to be paid to the CONSTRUCTION MANAGER for late payment shall be governed by Section 2880 of the Public Authorities Law, to the extent required by law.

14. DEATH OF THE CONSTRUCTION MANAGER

If the CONSTRUCTION MANAGER is an individual and that CONSTRUCTION MANAGER shall die prior to the said completed performance of this Contract, then the payment to the estate of said CONSTRUCTION MANAGER, pursuant to this Contract, shall be made as if the Project or any part thereof had been suspended or altered on the date of the death of the CONSTRUCTION MANAGER. If the CONSTRUCTION MANAGER is a partnership and a partner shall die prior to the completed performance of this Contract, the OWNER, in the OWNER's discretion, may deem the Project or any part thereof, suspended or altered on the date of said death or any date thereafter which the OWNER selects, and the payment to the estate of the deceased CONSTRUCTION MANAGER or the partnership, pursuant to this Contract, shall be made as if the Project or any part thereof had been suspended or altered on the date of said death or such other date thereafter selected by the OWNER. The OWNER shall have the right to the immediate possession of all files of the CONSTRUCTION MANAGER relating to the Project, all plans and specifications in regard to the Project, and shall have a right to retain the services of another CONSTRUCTION MANAGER to complete the Project. If the CONSTRUCTION MANAGER is a professional or other corporation, then this paragraph shall not be applicable.

15. OWNER-CONSTRUCTION MANAGER RELATIONSHIP

The relationship created by this Contract between the OWNER and CONSTRUCTION MANAGER is one of independent CONSTRUCTION MANAGER and it is in no way to be construed as creating any agency relationship between the OWNER and the CONSTRUCTION MANAGER nor is it to be construed as, in any way or under any circumstances, creating or appointing the CONSTRUCTION MANAGER as an agent of the OWNER for any purpose whatsoever.

16. PROTECTION OF LIVES AND HEALTH

Each CONSTRUCTION MANAGER and Subconsultant shall comply fully with all applicable provisions of the laws of the State of New York, the United States of America, and with all applicable rules and regulations, adopted or promulgated, by agencies or municipalities of the State of New York or the United States of America. The CONSTRUCTION MANAGER's and Subconsultant's attention is specifically called to the applicable rules and regulations, codes, and bulletins of the New York State Department of Labor and to the standards imposed under the Federal Occupational Safety and Health Act of 1970, as amended. The CONSTRUCTION MANAGER shall report on compliance to the OWNER or OWNER's Representative.

17. AFFIRMATIVE ACTION AND NEW YORK STATE BUSINESS AND LABOR PARTICIPATION

- A. The CONSTRUCTION MANAGER agrees, in addition to any other nondiscrimination provision of the Contract and at no additional cost to the OWNER, to fully comply with and cooperate in the implementation of an Affirmative Action Plan designed to provide for equal employment opportunities for Minorities and Women, and a goal oriented Utilization Plan for Minority/Women Business Enterprise (M/WBE) participation in the performance of the Work, in such form and substance as herein stated. Failure to demonstrate good faith efforts to meet its CONSTRUCTION MANAGER's Workforce Utilization Plan will be a primary consideration for future responsibility determinations. The CONSTRUCTION MANAGER further agrees to incorporate all Affirmative Action provisions of the Contract in all subcontracts, regardless of tier.
- B. The CONSTRUCTION MANAGER must submit to the OWNER, and the prospective Subconsultant's must submit to the CONSTRUCTION MANAGER, an Affirmative Action Plan which demonstrates its best efforts to provide for equal employment opportunities for Minorities and

Women, and a goal oriented Utilization Plan for MBE/WBE participation in the performance of the Work, in such form and substance as may be required by the OWNER. A meeting to review these submissions may be scheduled by the OWNER.

- C. These Affirmative Action provisions shall be deemed supplementary to, and not in lieu of the nondiscrimination provisions required by NYS Labor Law or other applicable Federal, State or local laws.
- D. In Accordance with Article 15A of the Executive Law and in conformance with the Regulations promulgated by the Minority and Women's Business Development Division of the New York State Department of Economic Development, the CONSTRUCTION MANAGER agrees to be bound by the following clauses. In any circumstances of uncertainty or conflict, the Regulations of the Minority and Women's Business Development Division supersede this information.

1) Utilization Plan; Waivers

- a. The CONSTRUCTION MANAGER shall submit to the OWNER a Utilization Plan on forms provided by the OWNER within ten days of notification of selection. The Utilization Plan shall list all Subconsultants and suppliers the CONSTRUCTION MANAGER intends to use on the Contract and indicate which ones are M/WBEs. The Utilization Plan shall be prepared to achieve the participation goals indicated in the Request for Proposal.
- b. The OWNER will review the Utilization Plan and will issue to the CONSTRUCTION MANAGER a written notice of acceptance or deficiency within 20 days of its receipt. A notice of deficiency shall include (i) the name of any M/WBE which is not acceptable for the purpose of complying with the M/WBE participation goals and the reasons why it is not acceptable; (ii) elements of the Contract scope of work which the OWNER has determined can be reasonably structured by the CONSTRUCTION MANAGER to increase the likelihood of participation in the Contract by M/WBEs; and (iii) other information which the OWNER determines to be relevant to the Utilization Plan.
- c. The CONSTRUCTION MANAGER shall respond to the notice of deficiency within seven business days of receipt by submitting to the OWNER a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by the OWNER to be inadequate, the OWNER shall notify the CONSTRUCTION MANAGER and direct the CONSTRUCTION MANAGER to submit, within five business days, a request for a partial or total waiver of M/WBE participation goals on forms provided by the OWNER. Failure to file the waiver form in a timely manner may be grounds for disqualification of the proposal.
- d. The CONSTRUCTION MANAGER who has made good faith efforts to obtain commitments from M/WBE Subconsultant's and suppliers prior to submitting its Utilization Plan may submit a request for waiver at the same time it submits its Utilization Plan. If a request for waiver is submitted with the Utilization Plan and is not accepted by the OWNER at that time, the provisions of clauses b. and c., regarding the notice of deficiency and written remedy will apply. In this case, the CONSTRUCTION MANAGER may submit a second request for waiver as directed by the OWNER.
- e. If the CONSTRUCTION MANAGER does not submit a Utilization Plan, remedy deficiencies in a Utilization Plan, submit a request for waiver, or if the OWNER determines that the Utilization Plan does not indicate that the M/WBE participation goals will be met and/or that the CONSTRUCTION MANAGER has failed to document good faith efforts, the OWNER may disqualify the CONSTRUCTION MANAGER as being not-responsible.
- f. The CONSTRUCTION MANAGER shall attempt to utilize, in good faith, any MBE or WBE identified within its Utilization Plan, at least to the extent indicated in the Plan.

2) Administration Hearing on Disqualification

- a. If the OWNER disqualifies a CONSTRUCTION MANAGER for any of the reasons set forth in 1) e. above, the CONSTRUCTION MANAGER shall be entitled to an administrative hearing, on the record, before a hearing officer appointed by the OWNER to review the determination of disqualification and non-responsibility of the CONSTRUCTION MANAGER.
- b. The hearing officer's determination shall be the final determination of the OWNER. Such final administrative determination shall be reviewable by a proceeding brought pursuant to Article 78 of the Civil Practice Law and Rules, provided such proceeding is commenced within 30 days of notice given by certified mail, return receipt requested, rendering such final administrative determination in accordance with the provisions of Section 313 of the Executive Law.

3) Good Faith Efforts

In order to show that it has made good faith efforts to comply with the M/WBE participation goals of this Contract, the CONSTRUCTION MANAGER shall submit such documentation as will enable the OWNER to make a determination in accordance with the criteria set forth in Section 313 of the Executive Law and the Rules and Regulations promulgated there under.

All firms that are awarded contracts by DASNY should use these Guidelines for the preparation of all “good faith efforts” documentation. If your firm incurs difficulty in meeting your Minority and Women-owned Business Enterprises (M/WBE) goals, these Guidelines can be utilized to assist your firm in preparing the required “good faith efforts” documentation.

Responses to information in the Guidelines should be given in an item-by-item format following the numerical sequence as presented and submitted with your Request for Waiver to the Office of Opportunity Programs. If you fail to adequately document and respond to each item, it may result in a finding of non-compliance. If you need assistance, please contact the Office of Opportunity Programs at (518) 257-3465 (Upstate) or (212) 273-5111 (Downstate).

GUIDELINES

1. Attach a copy of your completed Utilization Plan in accordance with your contractual M/WBE goals established in the DASNY contract.
2. Provide a record of advertisements placed in general circulation, trade and minority and women oriented publications. Include the name of publications and dates of advertisements.
3. Provide a record of ALL written solicitations made to New York State certified minority and women-owned business enterprises obtained from the directory of certified businesses. Include dates and copies of solicitation made.
4. Provide a record of ALL responses received from New York State certified minority and women-owned business enterprises to any such advertisements and solicitations made. Include dates and copies of any written responses.
5. Provide a list of any pre-bid, pre-award, or other meetings attended with New York State certified minority or women owned businesses.
6. List the efforts undertaken to subdivide portions of the work into smaller components in order to increase New York State certified minority and women-owned business enterprise participation.

7. Did your firm seek additional assistance from the DASNY Office of Opportunity Programs or one of DASNY's Technical Assistance providers? Please provide documentation of your interaction.
8. Did your firm solicit any New York State certified minority and women-owned business enterprises located outside the region where the scope of work is to be performed? If so, what actions were taken to contact and assess the financial ability of those firms to participate?
9. Provide a description of all relevant contract documents, plans or specifications, or documents describing the scope of work which were made available to New York State certified minority and women-owned business enterprises for the purposes of soliciting their bids. Include the dates and manner in which these documents were made available.
10. Were the same subcontract terms and conditions offered to New York State certified minority and women-owned business enterprises as those offered in the ordinary course of business and to other subcontractors?
11. Has your firm made payments for work performed by New York State certified minority and women-owned business enterprises in a timely fashion for past work so as to facilitate continued performance by the certified businesses?
12. List any special considerations and/or concerns, which are preventing adequate New York State certified minority and women-owned business enterprises to participate.

4) Compliance Reports

The CONSTRUCTION MANAGER shall submit a Compliance Report with each Professional Services Contract Payment Requisition submitted to the OWNER. Compliance Reports not submitted at such times as required by the OWNER shall be cause for the OWNER to delay implementing scheduled payments to the CONSTRUCTION MANAGER.

5) CONSTRUCTION MANAGER's Failure to Meet M/WBE Participation Goals

- a. If the CONSTRUCTION MANAGER, after making good faith efforts, is unable to comply with a Contract's M/WBE participation goals, the CONSTRUCTION MANAGER may submit a request for a partial or total waiver on forms provided by the OWNER documenting good faith efforts by the CONSTRUCTION MANAGER to meet such goals. If the documentation required with the request for waiver is complete, the OWNER shall evaluate the request and issue a written notice of acceptance or denial within 20 days of receipt.
- b. If the OWNER, upon review of the CONSTRUCTION MANAGER's Utilization Plan and compliance reports, determines that the CONSTRUCTION MANAGER is failing or refusing to comply with the Contract's M/WBE participation goals, and no waiver has been issued in regards to such non-compliance, the OWNER may issue a notice of deficiency to the CONSTRUCTION MANAGER. The CONSTRUCTION MANAGER must respond to the notice of deficiency within seven days of receipt. Such response may include a request for partial or total waiver of M/WBE participation goals.

6) CONSTRUCTION MANAGER and OWNER Complaints; Arbitration

- a. Subsequent to the award of this Contract, if the CONSTRUCTION MANAGER submits a request for waiver of M/WBE participation goals and the OWNER denies the request or fails to respond in any way within 20 days of receiving it, or if the CONSTRUCTION MANAGER has received a written determination from the OWNER that the CONSTRUCTION MANAGER is failing or refusing to comply with goals, the CONSTRUCTION MANAGER may file a complaint with the Director, Division of

Minority and Women's Development in the Department of Economic Development ("Director"), according to the provisions of Section 316 of the Executive Law. The complaint must be filed within 20 days of the OWNER's receipt of the request for waiver, if the OWNER has not responded in that time, or within 20 days of a notification that the request has been denied by the OWNER or within 20 days of receipt of notification from the OWNER that the CONSTRUCTION MANAGER is failing or refusing to comply with goals.

- b. If the CONSTRUCTION MANAGER fails or refuses to comply with goals for participation by M/WBEs as established by this Contract, the OWNER may file a complaint with the Director pursuant to Section 316 of the Executive Law.
- c. A complaint shall set forth the facts and circumstances giving rise to the complaint together with a demand for relief.
- d. The party filing a complaint, whether the CONSTRUCTION MANAGER or the OWNER, shall deliver a copy to the other party. Both the complaint and the copy shall be delivered by either personal service or by certified mail, return receipt requested.
- e. Upon receipt of a complaint the Director shall provide the party against whom the complaint has been filed with an opportunity to respond to the complaint. If within 30 days of receipt of the complaint the Director is unable to resolve the complaint to the satisfaction of the OWNER and the CONSTRUCTION MANAGER, the complaint shall be referred to the American Arbitration Association for resolution pursuant to Section 316 of the Executive Law and the applicable requirements of Article 75 of the Civil Practice Law and Rules.
- f. Upon conclusion of the arbitration proceeding, the arbitrator will submit to the Director his or her award regarding the alleged violation of the Contract or refusal of the OWNER to grant a waiver request by the CONSTRUCTION MANAGER. The award of the arbitrator with respect to the alleged violation of the Contract or the refusal of the OWNER to grant a waiver shall be final and may be vacated or modified only as provided by Article 75 of the Civil Practice Law and Rules.
- g. Upon conclusion of the arbitration proceedings and the rendition of an award, the arbitrator will also recommend to the Director a remedy including, if appropriate, the imposition of sanctions, fines or penalties. The Director will either (i) adopt the recommendation of the arbitrator; (ii) determine that no sanctions, fines or penalties should be imposed; or (iii) modify the recommendation of the arbitrator, provided that such modification shall not expand upon any sanction recommended or impose any new sanction, or increase the amount of any recommended fine or penalty.
- h. The Director, within ten days of receipt of the arbitrator's award and recommendations, will issue a determination of such matter and shall cause a copy of such determination to be served upon the respondent by personal service or by certified mail, return receipt requested. The determination of the Director as to the imposition of fines, sanctions, or penalties shall be reviewable pursuant to Article 78 of the Civil Practice Law and Rules.
- i. The determination of the OWNER or the CONSTRUCTION MANAGER to proceed with a complaint shall not preclude the OWNER, in its discretion, from pursuing any other remedies which it may have pursuant to law and contract, including withholding from payments to the CONSTRUCTION MANAGER the estimated amount of the fines and penalties which may be imposed pursuant to subdivisions 6.g. and 6.h. of this paragraph. Said amounts shall be the difference between the planned dollar amount of MBE/WBE sub-contract awards and the actual dollar amount of such awards.

7) Subcontracts

The CONSTRUCTION MANAGER will include the provisions of paragraphs 3. and 6. above in every subcontract, in such manner that such provisions will be binding upon the Subconsultant as to work in connection with this Contract.

E. The following forms are to be used in submitting Affirmative Action Plans and are hereby made a part of the Contract:

- 1) Utilization Plan (AAP 1.0)
- 2) Six-Month Utilization Workforce Projection Schedule (EEO 4.0)
- 3) Compliance Report (AAP 7.0)
- 4) Request for Waiver (AE - AAP 8.0)
- 5) Good Faith Efforts Guidelines (AAP 9.0)

F. The CONSTRUCTION MANAGER agrees to fully comply and cooperate with DASNY's policy to promote New York State business and labor participation.

1. In the event this Contract is in the amount of one million dollars or more, the CONSTRUCTION MANAGER shall document their efforts to encourage the participation of New York State business enterprises as suppliers and subconsultants. Documented efforts by the CONSTRUCTION MANAGER shall consist of showing that such CONSTRUCTION MANAGER has (a) solicited bids or proposals, in a timely and adequate manner, from New York State business enterprises including certified minority and women-owned business, or (b) contacted the New York State Department of Economic Development to obtain listings of New York State business enterprises, or (c) placed notices for subconsultants and suppliers in newspapers, journals and other trade publications distributed in New York State, or (d) participated in subconsultant outreach conferences. If the CONSTRUCTION MANAGER determines that New York State business enterprises are not available to participate on such Contract as subconsultants or suppliers, the CONSTRUCTION MANAGER shall provide a Statement indicating the method by which such determination was made. If the CONSTRUCTION MANAGER does not intend to use subconsultants on such contract, the CONSTRUCTION MANAGER shall provide a Statement verifying such intent.
2. In the event this Contract is in the amount of one million dollars or more, the CONSTRUCTION MANAGER shall submit post award compliance reports documenting their efforts to notify New York State residents of employment opportunities arising in New York State out of such Contract by listing any such positions with the Department of Labor, or providing for such notification in such manner as is consistent with existing collective bargaining contracts or agreements.

18. NYS VENDOR RESPONSIBILITY QUESTIONNAIRE

- A. In order to assist the OWNER in determining the responsibility and reliability of the vendor selected for the Contract and to effectuate the directives of Executive Order No. 125, the Council of Contracting Agencies has adopted procedures to collect and exchange relevant information among Contracting Agencies.
- B. When directed by the OWNER, prior to the award of any Contract valued at \$10,000 or more, the selected vendor shall, within ten days following either oral or written notice that it must comply, submit, in the form provided by the OWNER, a duly executed NYS Vendor Responsibility Questionnaire to the OWNER at the following address:

DASNY
NYS Vendor Responsibility Questionnaire Officer
515 Broadway
Albany, New York 12207

- C. The information contained in the NYS Vendor Responsibility Questionnaire will serve as an informational resource to aid the OWNER in making an award determination.

19. PROHIBITED INTERESTS/ETHICAL CONDUCT - CONSTRUCTION MANAGERS

- A. Officers and employees of the Owner are bound by Sections 73, 73-a and 74 of the *New York State Public Officers Law*. In addition, no officer, employee, Consultant, attorney, engineer, inspector or CONSTRUCTION MANAGER of or for the Owner authorized on behalf of the Owner to exercise any legislative, executive, administrative, supervisory or other similar functions in connection with the Contract or the Work, shall become personally interested, directly or indirectly, in the Contract, material supply contract, subcontract, insurance contract, or any other contract pertaining to the Work.
- B. Section 73(5) of the *Public Officers Law* expressly prohibits the CONSTRUCTION MANAGER, or its agents, from directly or indirectly offering or giving any gift having more than nominal value to an employee of the Owner under circumstances in which it could be reasonably inferred the gift was intended to influence the employee in the performance of their official duties, could reasonably be expected to influence the employee in the performance of their official duties, or was intended as a reward for the employee's official action.

In addition to the prohibition of Section 73 (5) of the Public Officers Law, DASNY has a "zero tolerance" policy with respect to the solicitation, acceptance or receipt of gifts from disqualified sources. Therefore, the Professional and its agents should refrain from offering or giving anything of value to an employee of the Owner. Employees of the Owner may not solicit any gift, gratuity, stipend or thing of value from the CONSTRUCTION MANAGER or its agents. Violations of these gift provisions may be grounds for immediate Contract termination and/or referral for civil action or criminal prosecution.

- C. To promote a working relationship with the Owner based on ethical business practices, the CONSTRUCTION MANAGER is expected to:
- 1) furnish all goods, materials and services to the Owner as contractually required and specified,
 - 2) submit complete and accurate reports to the Owner and its agents as required,
 - 3) not seek, solicit, demand or accept any information, verbal or written, from the Owner or its agents that provides an unfair advantage over a competitor,
 - 4) not engage in any activity or course of conduct that restricts open and fair competition on Owner-related projects and transactions,
 - 5) not engage in any course of conduct with Owner employees or its agents that constitutes a conflict of interest, in fact or in appearance, and
 - 6) not offer or give any unlawful gifts or gratuities, or engage in bribery or other criminal activity.
- D. The Owner encourages the CONSTRUCTION MANAGER to advance and support ethical business conduct and practices among its directors, officers and employees, preferably through the adoption of corporate ethics awareness training programs and written codes of conduct.
- E. Although the CONSTRUCTION MANAGER may employ relatives of Owner employees, the Owner must be made aware of such circumstances as soon as possible, preferably in writing, to ensure a conflict of interest situation does not arise. The Owner reserves the right to request that the CONSTRUCTION MANAGER modify the work assignment of a relative of an Owner employee where a conflict of interest, or the appearance thereof, is deemed to exist.
- F. The CONSTRUCTION MANAGER may hire former employees of the Owner. However, as a general rule, former employees of the Owner may neither appear nor practice before the Owner, nor receive compensation for services rendered on a matter before the Owner, for a period of *two years* following their separation from service with the Owner. In addition, former employees of the Owner are subject to a "*lifetime bar*" from appearing

before the Owner or receiving compensation for services regarding any transaction in which they personally participated or which was under their active consideration during their tenure with the Owner.

G. The CONSTRUCTION MANAGER agrees to notify the Owner's Office of Internal Affairs at 518-257-3193 of any activity by an employee of the Owner that is inconsistent with the contents of this Section.

H. Any violation of these provisions shall justify termination of this Contract and may result in Owner's rejection of the CONSTRUCTION MANAGER's bids or proposals for future contracts.

20. COOPERATION WITH INVESTIGATIONS

The CONSTRUCTION MANAGER agrees to cooperate fully and faithfully with any investigation, audit or inquiry conducted by the Office of Internal Affairs ("OIA") of the OWNER or any other duly authorized representative of the OWNER ("Representative").

The CONSTRUCTION MANAGER shall grant the OIA or the Representative the right to examine all books, records, files, accounts, computer records, documents and correspondence, including electronically-stored information, in the possession or control of the CONSTRUCTION MANAGER, its subsidiaries and affiliated companies and any other company directly or indirectly controlled by the CONSTRUCTION MANAGER, relating to the CONSTRUCTION MANAGER. These shall include, but not be limited to: Subcontracts; bid files; payroll and personnel records; cancelled checks; correspondence; memoranda; reports; audits; vendor qualification records; original estimate files; change order/amendment estimate files; detailed worksheets; Subcontractor, CONSTRUCTION MANAGER and supplier proposals for both successful and unsuccessful bids; back-charge logs; any records detailing cash, trade, or volume discounts earned; insurance proceeds, rebates or dividends received; payroll and personnel records; tax returns, and the supporting documentation for the aforesaid books and records. At the OIA's or the Representative's request, said materials shall be provided in a computer readable format, where available. At the request of the OIA or the Representative, the CONSTRUCTION MANAGER shall execute such documents, if any, as are necessary to give the OIA or the Representative access to Contract-related books, documents or records which are, in whole or part, under control of the CONSTRUCTION MANAGER but not currently in the CONSTRUCTION MANAGER's physical possession. The CONSTRUCTION MANAGER shall not enter into any agreement with a Subcontractor, CONSTRUCTION MANAGER or supplier, in connection with the Contract, that does not contain a right to audit clause in favor of the OWNER. The CONSTRUCTION MANAGER shall assist the OIA or the Representative in obtaining access to past and present Subcontractor, CONSTRUCTION MANAGER and supplier amendment/change order files (including detailed documentation covering negotiated settlements), accounts, computer records, documents, correspondence, and any other books and records in the possession of Subcontractors, CONSTRUCTION MANAGERS and suppliers pertaining to the Contract, and, if appropriate, enforce the right-to-audit provisions of such agreements.

The CONSTRUCTION MANAGER shall assist the OIA or the Representative in obtaining access to, interviews with, and information from all former and current persons employed and/or retained by the CONSTRUCTION MANAGER, for purposes of the Contract.

The CONSTRUCTION MANAGER shall require each Subcontractor to include in all agreements that the Subcontractor may hereinafter enter into with any and all Subcontractors, CONSTRUCTION MANAGERS and suppliers, in connection with the Contract, a right-to-audit clause in favor of the OWNER conferring rights and powers of the type outlined in this section. The CONSTRUCTION MANAGER shall not enter into any Subcontract with a Subcontractor in connection with the Contract that does not contain such a provision.

The CONSTRUCTION MANAGER shall not make any payments to a Subcontractor, CONSTRUCTION MANAGER or supplier from whom the CONSTRUCTION MANAGER has failed to obtain and supply to the OIA or the Representative complete, accurate and truthful information in compliance with a request from the OIA or the Representative to the CONSTRUCTION MANAGER.

Any violation of the provisions of this Article shall justify termination of this Contract and may result in the OWNER's rejection of the CONSTRUCTION MANAGER's bids or proposals for future contracts.

21. FALSE STATEMENTS/INFORMATION

A. False statements, information or data submitted on or with applications for payment may result in one or more of the following actions:

- 1) Termination of the Contract
- 2) Disapproval of future contracts and sub-contracts
- 3) Withholding of final payment on the Contract
- 4) Civil and/or criminal prosecution

B. These provisions are solely for the benefit of the Owner, and any action or non-action hereunder by the Owner shall not give rise to any liability on the part of the Owner.

22. INVALID PROVISIONS

If any term or provision of the Contract or the application thereof to any person, firm or corporation, or circumstance shall, to any extent, be determined to be invalid or unenforceable, the remainder of the Contract, or the application of such terms or provisions to persons, firms or corporations, or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each term or provision of the Contract shall be valid and be enforced to the fullest extent permitted by law.

23. CONFLICTING TERMS

In the event of a conflict between or among any parts of the Contract, including Appendices thereto, the better quality, greater quantity, or more costly part shall govern, unless the OWNER directs otherwise.

24. GREEN AND CLEAN STATE BUILDINGS

24.1 The Professional shall, to the maximum extent practicable, follow guidelines for the construction of "Green Buildings", including guidelines set forth in Tax Law Section 19, which created the Green Buildings Tax Credit, and the United States Green Building Council's LEED (Leadership in Energy and Environmental Design) rating system, in all buildings subject to the requirements of New York State Executive Order 88, issued December 28, 2012.

24.2 The Professional shall be required to demonstrate compliance with the New York State Executive Order 88 requirement that new buildings achieve at least a twenty (20) percent improvement in energy efficiency performance relative to levels required by the State's Energy Conservation Construction Code, as amended. For substantial renovation of existing buildings, the buildings shall achieve at least a ten (10) percent improvement in energy performance.

24.3 The Professional shall incorporate energy-efficient criteria consistent with ENERGY STAR and any other energy efficiency levels as may be designated by the New York State Energy Research and Development Authority (NYSERDA) into all specifications developed for new construction and renovation.

24.4 The Professional shall use the services of a Technical Assistance Provider approved by NYSERDA. The Technical Assistance Provider shall assist the Professional in analyzing the design and providing recommendations to maximize energy efficiency and to promote the eligibility of the capital cost incentives included in NYSERDA's New Construction Program. Assistance shall include any requisite modeling and other requisite analysis.

25. ARTICLE 25 – 2005 PROCUREMENT LOBBYING LAW

25.1 Chapter 1 of the Laws of 2005, as amended by Chapter 596 of the Laws of 2005, requires proposers to affirm their understanding of and agreement to comply with State Finance Law § 139-j (3) and § 139-j (6) (b), certify their compliance with State Finance Law § 139-k (5), disclose prior non-responsibility determinations under State Finance Law § 139-j, and to certify that the information they provide with respect to State Finance Law § 139-j and § 139-k is complete, true and accurate.

25.2 For any contract \$15,000 or more each proposer shall submit, with its proposal, on the form provided herewith, *SFL 139 Form 1: Professional's Certifications Pursuant to SFL § 139-j and § 139-k*. The information contained in *SFL 139 Form 1: Professional's Certifications Pursuant to SFL § 139-j and § 139-k* will serve as an informational resource to aid the Owner in making an award determination.

25.3 The Owner reserves the right to terminate this contract in the event it is found that the certification filed by the Professional in accordance with State Finance Law § 139-j and § 139-k, as such may be amended or modified, was intentionally false or intentionally incomplete. Upon such finding, the Owner may exercise its termination right, such termination constituting a termination for cause, by providing written notification to the Professional in accordance with the terms of Article 5.1 of this Contract – Termination for Cause.

26. NONCOMPLIANCE

This Contract may be void and of no effect unless the CONSTRUCTION MANAGER complies with each of the provisions of these **ADDITIONAL ITEMS.**