

**TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY
REQUEST FOR PROPOSALS**

FOR PROJECT LABOR MONITORING SERVICES

The mission of Town of Montgomery Industrial Development Agency is to Assist in the enhancement and diversity of the economy of the Town of Montgomery (the “Town”) by acting in support of projects in the Town that create and/or retain jobs and/or promote private sector investment utilizing the statutory powers of the Agency as set forth under the provisions of the laws of the State of New York.

The Town of Montgomery Industrial Development Agency (IDA) is requesting proposals from qualified firms to provide labor monitoring services on construction projects receiving economic benefits from the IDA. The firm will be expected to make periodic visits to construction sites in the Town in order to monitor compliance with the IDA’s local labor policy, a copy of which is available on the IDA website (www.montgomeryida.com).

The Scope of Services includes the following:

- 1) Quarterly site visits (or monthly site visits on certain projects, if warranted) to all ongoing IDA projects;
- 2) Verification of the presence and accessibility to the public of the required 4’ x 8’ bulletin board at each site together with the accuracy and completeness of the information contained thereon;
- 3) Verification of Contractors’ and subcontractors’ certificates of authorization to do business in the State of New York;
- 4) Verification of current insurances, including general liability insurance, workers’ compensation insurance and New York State Disability insurance.
- 5) Verification of workers’ OSHA training and New York State safety laws and immediately report any observation of unsafe labor practices or conditions to the IDA Executive Director;
- 6) Review of all employee logs to periodically track whether the project is meeting its goal that 85 % of the workers for the total job are from the 7 County area designated in the local labor policy and provide a report of total man-hours worked;
- 7) Review records of local vendors, material suppliers, subcontractors and professional services solicited or awarded work on each project;
- 8) Provide detailed reports to the IDA within two weeks after site visits with copies of supporting documentation from construction sites that will be made available for public review;
- 9) Where exemptions to the policy are requested, review of bid documents to verify the proper cost differentials to justify the exemption;
- 10) Obtain a Construction Completion Report listing the names and business locations of prime contractors, subcontractors and vendors who have been engaged in the construction phase of each project.
- 11) Availability to meet with the IDA Board of Directors at its monthly meeting, if needed, to

address specific projects or issues.

Compensation will be defined in a contract which will be entered into between the IDA and the firm.

The firm should demonstrate in its proposal, its experience and qualifications in performing all aspects of the scope of work and shall include project names, addresses and contact information of at least 3 references.

The firm should list in its proposal the staff of the firm that would represent the Agency as well as their individual qualifications. In addition, the proposal submitted should include a description of the size and organization of the firm and the location of the office from which personnel will be assigned to the IDA.

The IDA Board of Directors, in its consideration of the firm to be retained, shall consider the qualifications of the firm, the cost of services and information obtained from its references.

A complete fee schedule describing compensation rates of the various staff members to be assigned and their organizational position should be attached to the proposal for consideration by the IDA.

Proposals should be submitted in sealed envelopes marked "Proposal for Project Labor Monitoring Services" on or before 2pm on **August 2, 2019**, and addressed to Town of Montgomery Industrial Development Agency Board of Directors c/o 110 Bracken Road, Montgomery, NY 12549. Contact information for inquiries: jeff@crisapples.com; Telephone No.: 845-649-3930.

The IDA reserves the right to reject any and all proposals.