



City of Syracuse

26-176

RFP GENERAL LANDSCAPE ARCHITECTURAL SERVICES 2025

RELEASE DATE: October 21, 2025

RESPONSE DEADLINE: December 4, 2025, 2:30 pm

Please refer to the project timeline in this document for all important deadlines.

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1. Introduction

1.1. Overview and Goals

The City of Syracuse Department of Parks, Recreation, and Youth Programs invites you to submit a proposal for professional, general Landscape Architecture services for City of Syracuse Projects. The services are to include Schematic Design, Design Development, Construction Documentation, Project Cost Estimation, Project Bidding, Construction Contract Administration, Post-Construction Evaluation, Special Investigations, and other related tasks within landscape architecture and planning for the Parks Department.

It is the intent of the City of Syracuse to select a maximum of six (6) consultants to provide professional services as needed. Although consultant selection will be qualification based, a Billing Rate Schedule must be submitted as indicated in the Scope of Services.

There will be no minimum amount of work established in this contract as all services will be performed on a time and expense, authorized work order basis. The amount of each work order will be in the range of \$1,000.00 to \$300,000.00, unless approved otherwise.

1.2. Schedule

RFP Issue Date:	October 21, 2025
Question Submission Deadline:	November 14, 2025, 5:00pm
Response Submission Deadline:	December 4, 2025, 2:30pm

1.3. Duration of Contract

The duration of this contract will be for two years from the date of contract execution.

There are two, 1 year renewal options with the approval of the Mayor and Common Council.

2. Scope of Work

2.1. Professional Services Proposal Requirements

INTRODUCTION

The consultant will be regularly engaged in the provision of services as described in the RFP and will comply with and meet or exceed all requirements of United States, New York State and City of Syracuse laws, ordinances, rules and regulations. The vendor selected shall comply with the terms and conditions of any contract resulting from this Request for Proposal and continue to maintain the quality of services for the duration of this contract.

The Request for Proposals is to be organized as follows:

- I. Proposal - General Information and Instructions
- II. Proposal – Professional References
- III. Proposal – Exhibits (Work Examples)
- IV. Data Sheet, General Ordinance #45-2014 Acknowledgement, Equal Employment Opportunity Form H, Non-Collusive Certification, Respondent Signature & Identification Page, Non-Discrimination Questionnaire, and Signature Page

The following support documents (attachments) are included and required in this RFP package:

- V. Standard Professional Services Consultant's Agreement (Attachment A) (8 pages; blank sample)
- VI. GSA's SF 330 – Architect-Engineer Qualifications (Attachment A) (14 pages; blank form)

PROPOSAL – PROFESSIONAL REFERENCES:

Proposers must submit a list of at least three (3) professional references where similar services have been provided for during the past five (5) years.

PROPOSAL – EXHIBITS:

Provide the specific Proposal exhibit materials outlined in this section. **Present all materials in order, using the subsequent designations used herein. Number all sheets in sequence. Materials provided should be relevant and brief.** Although Consultant selection will be qualifications based, a Billing Rate Schedule must be submitted as indicated in the Scope of Services.

1. PRELIMINARY PAGES

- A. COVER LETTER:** Please describe your interest in this project and your understanding of the project scope of work. This letter should be signed by an individual who is authorized to execute binding legal documents on behalf of the Proposer.
- B. TITLE PAGE:** Project Name; Submitting Firm's Name, Address and Phone Number, Fax Number, E-mail Address, Submittal Due Date
- C. TABLE OF CONTENTS**
- D. EXECUTIVE SUMMARY**

2. FIRM QUALIFICATIONS AND PROJECT STAFFING

- I. Team Information:** Provide the name and contact information for the lead Consultant and all sub-consultants if applicable and identify the Consultant's Proposed Project Manager for the Project. Please provide a list of all team members who will work on this Project and describe their relevant experience and include a copy of each team member's resume.
- II. Relevant Projects:** Provide a list of projects, locations and references for similar, public-sector projects that the Consultant and sub consultants, if applicable, have completed and/or begun in other communities.

III. **Project Approach:** Describe how your team will complete this project. Please include tasks you believe must be accomplished, how they would be executed and provide your insights regarding any additional or alternative methods you believe could benefit this project and think that the City should consider.

i. **Project Coordination:** Briefly describe the firm's approach to planning, organizing and managing the overall and daily project activities. Include strategies for maximizing the effectiveness and efficiency of the following: (1) Communication; (2) Problem Identification and Problem Solving; (3) Schedule Control; (4) Cost Control; and (5) Quality Control.

ii. **Scope of Services:** To the extent possible, outline the proposed scope of services to be performed for the phases listed immediately following. Note that the consultant's responsibility will include all liaison with, and submittals to, governing entities (e.g., City of Syracuse, and NYS). (For a highlighted list of services, see Section "II" -- Scope of Services.)

- a. Planning and Programming
- b. Environmental Design
- c. Schematic Design
- d. Design Development
- e. Construction Documents
- f. Bidding / Award
- g. Construction Administration
- h. Post-Construction Evaluation & Monitoring
- i. Special Investigations

IV. **Client References:** All proposers shall provide references from at least three (3) clients for which you have provided services similar to those we require. Include scope, client longevity and specific service descriptions. List the name of a responsible, knowledgeable owner's representative, and provide the individual's role on the project, and his or her current address and phone number.

V. **Work for the City:** For the lead firm, or if applicable for the respective joint-venture firms, provide information on all projects started (not only completed) for the City of Syracuse in the last ten (10) years. Provide this information in the GSA SF 330 form, Section F.

VI. **Professional Capability:** Briefly describe evidence of the firm's demonstrated ability to perform and in a professional, competent, and timely manner. Address issues including but not limited to the following:

- a. Financial stability.
- b. Ability to adequately staff the project.
- c. Ability to meet appropriate public relations needs.

3. FEE PROPOSAL

Proposer shall provide a Fee Proposal and Task Man Hour Breakdown to complete the proposed scope of work for the Project(s). The proposal must be a flat fee for all services described in the proposal. A list of direct expenses (such as mileage, photocopying, travel, lodging, other direct costs, etc.) shall be provided. All expenses must be clearly identified. Consultant shall be paid on a time and expense method of payment.

4. PROPOSAL REVIEW CRITERIA

Upon receipt of proposals, an RFP committee will review each proposal and recommend award. The City will have the

option to award to one or more vendors. The award is subject to the approval of the Mayor and the Common Council of the City of Syracuse. Proposals will be reviewed on the basis of competency, experience and qualifications, previous experience working for the City of Syracuse, and ability to perform the services required. The Proposer should be willing and able to provide additional information that may be required by the RFP committee.

5. QUALIFICATIONS REVIEW CRITERIA

Qualifications will be reviewed based on a variety of criteria including but not limited to the following:

1. The education, experience and expertise of the firm's principals and key employees;
2. The firm's specific experience, stability, and history of performance;
3. The firm's specific experience and history of performance on City of Syracuse projects;
4. The firm understands of the City's proposed scope of work and their project approach;
5. Ability of a firm to complete a project within the project schedule and within the project budget;
6. Billing Rates;
7. Availability of adequate personnel to perform the required work expeditiously; and
8. The recommendations and opinions of the firm's previous clients.

6. CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT

After the Mayor and Common Council of the City of Syracuse have approved the selected consultant, an agreement will be drafted which contains the terms of the Consultant's Agreement (SAMPLE AGREEMENT attached hereto as Attachment "A" and incorporates the agreed upon final scope of services, fees and payment requirements. The selected Consultant is expected to enter into the Agreement as provided. As a general rule, changes proposed by the Consultant are not accepted and if the Consultant has any objections to the contract language, they should be stated as part of and at the time of their response to the RFP, so that the RFP Committee can take any contract issues into account during the deliberation process. Note that unless specifically modified in the Agreement, the Agreement fully incorporates relevant information provided in this Request for Proposals and its Addenda, and in the selected firm's submitted Proposal.

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* Note: The Corporation Counsel for the City reserves the right to make changes at the time the contract is awarded and being drafted for the actual project. All final language is subject to the approval of the Corporation Counsel.

3. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Project Understanding & Methodology Clarity of approach, understanding of City goals, and ability to adapt methods to diverse park and public space projects.	Points Based	30 <i>(30% of Total)</i>
2.	Organizational Capacity & Experience Firm's experience with similar public-sector work and past performance with the City of Syracuse; demonstrated ability to manage multiple projects efficiently.	Points Based	25 <i>(25% of Total)</i>
3.	Qualifications of Key Personnel Relevant credentials and experience of project managers, designers, and technical staff assigned to City projects.	Points Based	20 <i>(20% of Total)</i>
4.	Quality of Work & Innovation Quality of previous design work and evidence of creative, functional, and sustainable solutions.	Points Based	15 <i>(15% of Total)</i>
5.	Cost Structure & Billing Rates Reasonableness and transparency of proposed billing rates and overall cost competitiveness.	Points Based	10 <i>(10% of Total)</i>

4. Equity Goals

The City of Syracuse is committed to promoting diversity, fairness, and inclusiveness by harnessing its purchasing power for economic, social, and strategic outcomes. The City aims to create opportunities for all through three distinct procurement goals:

- a) Workforce Diversity,
- b) Local Hiring, and
- c) Minority-, Women-, and Service-Disabled Veteran-Owned Business (M/WBE-SDVOB) Subcontracting.

Additional information concerning the City of Syracuse Equity Goals, as well as the City's Certified M/WBE-SDVOB Directory, can be found at the [City's webpage for the Division of Equity Compliance and Social Impact \(DECSI\)](#). or within the Chapter 42 of the City's Charter. Compliance training will be available at the start of the contract to all vendors assigned to the contract and then available again upon request. If you have questions about the City's Equity Goals or need support with the City's compliance requirements, systems, or forms, please contact the Division of Equity Compliance and Social Impact (DECSI) at mwbe@syr.gov or call (315)448-8408.

4.1. Workforce Diversity

The workforce diversity goal applies to construction and professional service contracts over \$50,000. The City's goal is to be 30% diverse: the minority goal is 18% and the women goal is 12%.

To comply with this goal, vendors responding to this solicitation must:

- a) Complete and submit the Workforce Diversity form ('Required Forms' Section) with your proposal/bid response to note the current composition of your workforce.

Additionally, to comply with this goal, awarded vendors must:

- a) Upload certified payroll reports monthly through the City's workforce compliance system (LCPtracker)

4.2. Local Hiring

The local hiring goal applies to construction and non-professional service contracts valued at \$100,000 or more. The City's goal is for 20% of hours worked by contracted workforces to reside within the City of Syracuse. Small businesses that employ the equivalent of ten or fewer full-time employees are exempt.

To comply with the Local Hiring goal, awarded vendors must:

- a) Upload certified payroll monthly through the City's workforce compliance system (LCPtracker), throughout the life of the contract.

4.3. M/WBE-SDVOB Subcontracting

The City's M/WBE-SDVOB Participation Program aims to increase spending with local minority owned businesses (MBEs) and women-owned businesses (WBEs) on construction and professional service contracts valued at \$50,000 or more, by requiring subcontracting 18% of the value of the contract with City-certified MBEs and 12% with City-certified WBEs. For construction and professional service contracts valued at \$500,000 or more, additional subcontracting is required with City-certified Service-Disabled Veteran-Owned Businesses (SDVOBs) at 5% of the

total contract value. The City's Certified M/WBE-SDVOB Vendor Directory, can be found at:

<https://www.syr.gov/DECSI>

To comply with this requirement, vendors responding to this solicitation must:

- a) Submit a draft subcontractor utilization plan on the form provided in ('Required Forms' Section).

To comply with the M/WBE-SDVOB subcontracting requirement throughout the life of their City contract, awarded vendors must:

- a) Submit a final subcontracting plan (or a waiver request with documented good faith efforts) prior to contract execution in the City's digital Diversity Compliance System (B2Gnow).
- b) Pay subcontractors in compliance with the City's Prompt Payment Policy.
- c) Submit monthly compliance reports on subcontractor participation and payment through the City's M/WBE-SDVOB compliance software (<https://syracuse.diversitycompliance.com>). (M/WBE and SDVOB subcontractors will be responsible for monthly verification of payments received from the prime vendor throughout the contract life.)

To receive a partial or full waiver of M/WBE-SDVOB subcontracting requirements, good faith efforts to comply must be documented and submitted. Examples may include, but are not limited to:

- a) Web capture(s) of the City's certified M/WBE-SDVOB directory, indicating a lack of local certified vendors that meet the contract's needs. Copies of any solicitations of certified minority- and/or women-owned business enterprises listed in the City of Syracuse Directory, and any responses received.
- b) Formal denial of services from relevant City-certified M/WBEs and/or SDVOBs.

If, due to market availability, you are unable to meet any of the City's Equity Goals, a revised utilization plan must be requested and approved by the City's Division of Equity Compliance and Social Impact, which requires documented attempts demonstrating good faith effort to achieve the goals.

5. Submission Instructions

5.1. Electronic Submission Instructions

Proposals may be received up to but not later than Thursday, December 4, 2025 at 2:30 pm via the City eProcurement Portal located at <https://procurement.opengov.com/portal/syrgov>. The City eProcurement Portal Clock is the official clock for the determination of all deadline dates and times. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. City of Syracuse strongly recommends completing your response well ahead of the deadline.

Proposers shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Draft Response", and follow the instructions to submit the electronic proposal.

5.2. Submitting Questions and Receiving Responses

Proposers shall submit all inquiries regarding this bid via the City eProcurement Portal, located at <https://procurement.opengov.com/portal/syrgov>. Please note the deadline for submitting inquiries. All answers to inquiries will be posted on the City eProcurement Portal. Proposers may also click "Follow" on this bid to receive an email notification when answers are posted. It is the responsibility of the bidder to check the website for answers to inquiries.

5.3. Addenda Notification and Acknowledgement

Addenda Notification: Proposers are required to register for an account via the City eProcurement Portal hosted by OpenGov. Once the bidder has completed registration, they will receive addenda notifications to their email by clicking "Follow" on this project. Ultimately, it is the sole responsibility of each bidder to periodically check the site for any addenda at <https://procurement.opengov.com/portal/syrgov>.

5.4. Hard Copy Instructions

The City prefers electronic submission. If you choose to submit hard copy, please submit one (1) original (marked as "Original"), nine (9) copies (marked as "Copies"), and one (1) USB drive of the proposal prior to Thursday, December 4, 2025 at 2:30 pm to:

Office of Management & Budget, Division of Purchase
Room 213 City Hall
Syracuse, New York 13202

Proposal packages must:

- Be sealed and clearly marked on the exterior showing the proposal name and reference number as listed in this solicitation.
- Clearly indicate the responsible proposer's status and be signed by an individual authorized to enter into and bind that proposer into a contractual agreement.

Please retain a copy of this complete document for your records. You will be forwarded notice of the awarded items only.

6. General Terms and Conditions

The City of Syracuse reserves the right to waive any formalities and to reject or negotiate any and all proposals without assigning any reason.

6.1. Award & Contract

The City of Syracuse reserves the right to award one or more contracts if it deems to be in the best interest of the City. The City of Syracuse reserves the right to waive any formalities and to reject or negotiate any and all proposals without assigning any reason. Execution of the contract is subject to the approval of the Mayor and the Syracuse Common Council. The final contract is subject to the approval of the Corporation Counsel.

6.2. Budgetary Funding

It is understood by and between the parties hereto that the contract awarded after this RFP shall be deemed executory only to the extent of the monies appropriated and available for the purpose of this contract and no liability on account thereof shall be incurred by the City beyond monies appropriated and available for the purpose thereof.

6.3. Termination

The City of Syracuse reserves the right to terminate the contract awarded pursuant to this RFP, or any part of said contract, within thirty (30) days written notice of the City of Syracuse's intent to do so by the Director of Management and Budget to the contractor.

6.4. Exceptions

Any and all exceptions to this specification must be clearly and completely indicated. Attach additional pages if necessary.

6.5. Note to Proposers

Please be advised that any exceptions to these specifications may cause for your proposal to be disqualified.

6.6. Confidentiality

To protect the confidentiality of the information contained in this RFP, you will agree not to disclose any information to any parties inside your organization, other than those with a need to know. You are prohibited from disclosing any information contained in this RFP to any parties outside of your organization without the express, written authorization of the City of Syracuse.

6.7. Unbalanced Proposals

The City of Syracuse, through the Director of the Office of Management and Budget, Division of Purchase, reserves the right to reject any and all proposals not deemed in the best interest of the City and to reject as informal such proposals, as in the Director's opinion, are incomplete, conditional, obscure, or which contain irregularities of any kind, including unbalanced proposals.

By an unbalanced proposal, it is meant one in which the amount proposed for one or more separate items is substantially out of line with the current market price.

6.8. Insurance

a. No contractor shall commence work under this contract until he has obtained all the insurance required hereinafter, issued by a company duly authorized to do business in the State of New York and which has a Best's rating and financial size of at least A-, X and such insurance has been approved by the Owner. The contractor shall not allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained and approved. Approval of the insurance by the Owner shall not relieve or decrease the liability of each contractor. CLAIMS MADE INSURANCE SHALL NOT BE ACCEPTABLE.

b. Worker's Compensation and Other Mandated Insurance. Each contractor shall take out and maintain during the life of this contract the statutory Worker's Compensation and Employer's Liability Insurance, and all other insurance required by law, for all of his employees engaged in work under this contract, and in case any such work is sublet, the contractor shall require the subcontractor to provide all similar insurance.

c. Bodily Injury and Property Damage Liability Insurance. Each contractor shall take out and maintain during the life of the contract a Comprehensive General Liability Insurance policy for Bodily Injury, including Accidental Death, and Property Damage, as shall protect him and any subcontractor performing work covered by this contract from claims for damages which may arise from operations under this contract, whether such operations be by himself, or by any subcontractor or by anyone directly or indirectly employed by either of them. The liability policy should include a waiver of subrogation in favor of the City. The hazards insured against shall be as checked below:

☒ Premises-Operations

☒ Explosions & Collapse

☒ Underground

☒ Products/Completed Operations

☒ CONTRACTUAL LIABILITY COVERAGE

☒ Board Form Property Damage

☒ Independent Contractors

☒ Personal Injury

☒ Automobile Liability, Including Owned, Hired and Non-Owned Automobiles

The policy limits shall be in an amount not less than One Million dollars single-limit bodily injury, including wrongful death, and property damage.

The City of Syracuse shall be named as additional insured on a primary and non-contributory basis on the certificate of insurance.

In addition to being named on the Certificate of Insurance, the City requires you to submit the Declarations page(s) or Endorsement Page(s) from your General Liability Insurance policy showing the endorsement that the City of Syracuse is indeed an additional insured.

Insurance Certificates and Policies. The certificate of Contractor's General Liability Insurance is to be filed with the City of Syracuse through the Office of Management and Budget. This certificate of insurance shall contain the following endorsement:

"IT IS UNDERSTOOD THAT THE _____ INSURANCE COMPANY WILL NOTIFY THE DIRECTOR OF MANAGEMENT AND BUDGET OF THE CITY OF SYRACUSE, NEW YORK, 213 CITY HALL, SYRACUSE, NEW YORK AND THE CORPORATION COUNSEL BY REGISTERED MAIL THIRTY (30) DAYS PRIOR TO ANY CANCELLATION OF THE POLICY".

6.9. Professional Liability, Errors & Omissions Insurance

The Consultant shall secure, at its expense, a professional liability insurance policy with contractual liability coverage. The professional liability insurance policy shall include coverage for errors and omissions resulting from services performed for the City of Syracuse. The insurance shall be in the minimum amount of \$2,000,000.00 per claim and \$2,000,000.00 as the aggregate limit of liability.

If coverage is provided on a "Claims-Made" basis and a retroactive date is used, the retroactive date must precede the commencement of work for the City of Syracuse. Coverage shall remain in effect for two (2) years following the completion of work. Failure to continue coverage during the contract period may be cause for cancellation.

The policy shall be in effect from the date on which services commence until final acceptance by the City of all work on the project and for a period of three years thereafter with the limits noted above.

6.10. Audits

Subject to Contractor's reasonable security and confidentiality procedures, the City, or any third party retained by the City to audit or provide financial reporting to the City, may at any time, upon prior reasonable notice to Contractor, during normal business hours, audit the books, records and accounts of Contractor to the extent that such books, records and accounts pertain to the services hereunder. Contractor shall maintain all such books, records and accounts for a period of at least three (3) years after the date of expiration or termination of this Agreement. The City's rights pursuant to this provision hereto shall survive the expiration or termination of this Agreement for a period of three (3) years after the date of such expiration or termination.

6.11. Tax Exempt Status

The City of Syracuse is exempt from the payment of Federal and State taxes for tangible personal property. The successful consultant will not be exempt from paying sales tax to suppliers of materials which are used in the fulfillment of the consultant's contractual obligations with the City, nor will the successful consultant be authorized to use the City's tax-exempt certificate in securing such materials.

6.12. Freedom of Information Law

The New York State Freedom of Information Law as set forth in Public Officer Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposal's competitive position or constitute a trade secret. Consultants who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law, must clearly identify the pages of the proposals containing such information by typing in bold face on the top of

each page: "THE CONSULTANT BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW." The City of Syracuse assumes no liability for disclosure of information so identified, provided that the City has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

6.13. Acceptance Period

All proposal information may be considered proprietary during the evaluation period. After award of the contract(s), all information will be considered public and will be made available for inspection by appointment and/or via the Freedom of Information Law (FOIL) process.

6.14. Ban the Box

This contract is subject to the Fair Employment and Licensure Opportunity Ordinance of the City of Syracuse (#45-2014). This ordinance requires that all City contractors shall not include any question about a job applicant's prior criminal history on the job application and shall defer making any criminal history inquiry about a job applicant's past criminal convictions until after a conditional offer of employment is made. The City of Syracuse shall have the authority to suspend and terminate the contract for violations of the Fair Employment and Licensure Opportunity Ordinance. ***

6.15. City's Standard Professional Services Agreement

After the Mayor and Common Council of the City of Syracuse have approved the selected consultant, an agreement will be drafted which contains the terms of the Consultant's Agreement (SAMPLE AGREEMENT attached hereto as Attachment "A" and incorporates the agreed upon final scope of services, fees and payment requirements. The selected Consultant is expected to enter into the Agreement as provided. As a general rule, changes proposed by the Consultant are not accepted and if the Consultant has any objections to the contract language, they should be stated as part of and at the time of their response to the RFP, so that the RFP Committee can take any contract issues into account during the deliberation process. Note that unless specifically modified in the Agreement, the Agreement fully incorporates relevant information provided in this Request for Proposals and its Addenda, and in the selected firm's submitted Proposal.

Note: The Corporation Counsel for the City reserves the right to make changes at the time the contract is awarded and being drafted for the actual project. All final language is subject to the approval of the Corporation Counsel.

6.16. Notice to Proposers

Please retain a copy of this complete document for your records. This is the only copy you will receive. You will be forwarded notice of the awarded items only. The City of Syracuse reserves the right to waive any formalities and to reject or negotiate any and all proposals without assigning any reason. Please be advised that any exceptions to these specifications may be cause for your proposal to be disqualified. Any and all exceptions to this specification must be clearly and completely indicated. Attach additional pages if necessary. Various reports, exhibits, information and data furnished by the City of Syracuse to the proposers are considered confidential. The City of Syracuse requires that confidential information not be made available to any individual, firm or organization without the prior written approval of the City of Syracuse.

7. Required Forms and Disclosures

7.1. Cover Letter*

*Response required

7.2. Proposal Details*

Please submit the proposal details here, as specified in Section 2.

*Response required

7.3. Financial Disclosure Form *

The Common Council by Ordinance No. 514 adopted on September 24, 1973 requires the following information from all persons, partnerships, corporations, trusts and associations transacting business with the City of Syracuse relative to any proposed business transaction including but not limited to land purchase, construction, purchase and lease agreement.

Please download the below documents, complete, and upload.

- [RFP Forms Financial Disclos...](#)

*Response required

7.4. Prior Non-Responsibility Determination Disclosure*

Under New York State Finance Law § 139-k(2), covered governmental entities are obligated to obtain specific information regarding prior non-responsibility determinations. This information must be collected in addition to the information that is separately obtained pursuant to State Finance Law § 163(9). In accordance with State Finance Law § 139-k, an Offeror must be asked to disclose whether there has been a finding of non-responsibility made within the previous four (4) years by a Government Entity due to: (a) a violation of State Finance Law § 139-j or (b) the intentional provision of false or incomplete information to a Government Entity. The terms "Offeror" and "Governmental Entity" are defined in State Finance Law § 139-k(1). State Finance Law § 139-j sets forth detailed requirements about the restrictions on Contacts during the procurement process. A violation of State Finance Law § 139-j includes, but is not limited to, an impermissible Contact during the restricted period (for example, contacting a person or entity other than the designated contact person, when such Contact does not fall within one of the exemptions).

As part of its responsibility determination, a covered governmental entity must consider whether an Offeror fails to timely disclose accurate or complete information regarding the above non-responsibility determination. In accordance with law, no Procurement Contract shall be awarded to any Offeror that fails to timely disclose accurate or complete information under this section, unless a finding is made that the award of the Procurement Contract to the Offeror is necessary to protect public property or public health safety, and that the Offeror is the only source capable of supplying the required Article of Procurement within the necessary timeframe.

Please download the below documents, complete, and upload.

- [RFP Forms Non Responsibilit...](#)

*Response required

7.5. Workforce Diversity Form*

Please download the below documents, complete, and upload.

- [RFP Forms Workforce Diversi...](#)

*Response required

7.6. M/WBE Subcontracting Draft Plan *

Please download the below documents, complete, and upload.

- [RFP Forms MWBE Subcontracti...](#)

*Response required

7.7. Non-Collusive Certification*

These prices have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competitor,

Unless otherwise required by law, the prices which have been proposed have not been knowingly disclosed and will not knowingly be disclosed prior to opening, directly, or indirectly, to any other competitor; and

No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a quote for the purpose of restricting competition. I hereby affirm under the penalties of perjury that the foregoing statement is true. I also acknowledge notice that a false statement made in the foregoing is punishable under Article 210 of the Penal Law.

☐ Please confirm

*Response required

7.8. Non-Discrimination Questionnaire: Currently employing less than 25 persons, exclusive of the parents, spouse, or children of the employer?*

☐ Yes

☐ No

*Response required

7.9. Non-Discrimination Questionnaire: Quoting an amount which, added to the award amounts of other non-construction City of Syracuse contracts during this calendar year, totals less than \$10,000.00?

☐ Yes

☐ No

7.10. Proposal Confirmation (Signature)*

Please download the below documents, complete, and upload.

- [RFP Forms Signature Page.pdf](#)

*Response required

7.11. Additional Information