

tasks, adequate analysis and summary of findings will be expected so information can be readily incorporated into current and future NYMTC activities, studies, processes and plans. For all tasks and assigned consultant personnel, Consultants must provide requisite professional, expert services and task assignment management with not-to-exceed rates from the master agreement.

If NYMTC requests a Tier II task assignment of duration longer than 12 months, then firms shall assume no rate adjustments for proposed consultant personnel for the second year (and third, and fourth, etc.) of the contract.

Consultants are being sought to provide full, capable teams of personnel to complete an entire task; it is also anticipated that Consultants will be required to provide individual personnel to assist NYMTC staff to complete a variety of UPWP-defined work. Selected Tier II Consultants must attend a scope meeting within five business days from NYSDOT's consultant designation of task assignment award (unless otherwise specified), with work on the task to commence within ten business days from the scope meeting held regarding the assigned individual task.

Collectively, NYMTC and NYSDOT will hold the procurement record for all Tier II mini-bid solicitations.

ATTENDING MEETINGS. Each Consultant shall send appropriate representative(s) to attend and participate in meetings at the request of the Task Manager or with his/her prior approval. The Task Manager shall notify the Consultant of any special meeting requirements, such as preparing for presentations, doing presentations, etc. These may be informative planning meetings with any public agency, member agencies of NYMTC, members of the public, private individual or group, or other parties interested in participating in NYMTC's metropolitan transportation planning process. The Consultant will be responsible for producing clear and comprehensive minutes of attended meetings; the Consultant shall submit such minutes to the Task Manager within ten calendar days from the date of the meeting.

MONTHLY PROGRESS REPORTS. Each Consultant shall prepare and submit to the appropriate Task Manager a monthly progress report on the specific task or tasks for the preceding calendar month within 21 calendar days of the end of such month. The Consultant shall prepare and submit to the Consultant Manager a monthly progress report on all the tasks underway during the preceding calendar month within 21 calendar days of the end of such month.

CONSULTANT FILES. Each Consultant shall establish and maintain a set of Contract files, one set for this Contract overall, and others organized by assigned task. The Consultant must make these files available to NYMTC and NYSDOT upon written request from NYMTC. The files shall contain handwritten notes, calculation sheets, records of outside contracts, collected data, and any other pertinent information relative to the implementation of this Contract. This is in addition to accounting books and records, including time sheets, payroll registers, ledgers and other records documenting costs associated with this Contract. NYMTC/NYSDOT has the right to ask for and inspect the Contract files anytime during the term of this Contract and three years after termination of this Contract.

NON-DISCLOSURE FORMS. Proposers should be aware that all staff assigned to these tasks shall be required to sign appropriate confidentiality non-disclosure forms. Consultants shall be barred from bidding on projects if their staff becomes privy to confidential information regarding a new solicitation.

B. Project Roles

1. NYMTC Consultant Manager