



**CITY OF ALBANY  
MINORITY AND WOMEN OWNED  
BUSINESS ENTERPRISE**

**CONTRACT MONITORING ACTIVITIES  
REPORTING PERIOD: APRIL 2016 - OCTOBER 2016**

**City of Albany Minority and Women Owned Business Enterprise  
and Fair Housing  
24 Eagle Street Room 301, Albany, New York 12207  
(518) 445-0620**

# Executive Summary

- Continued efforts to provide a complete report to the council
- M/WBE outreach and certification efforts.
- Improving communication between departments
- Compliance Monitoring on projects from April 2016 to October 2016
- M/WBE review of the last year
- Goals for the MWBE office.
- Hurdles and difficulties.

## **I. INTRODUCTION**

The MWBE Office is responsible for implementing the Minority and Women-owned Business Enterprise Program and Minority and Women Labor Utilization Plan Ordinance [Adopted 6-18-1984; amended in its entirety 4-1-2002 by Ord. No. 13-22-02] The intent of this Ordinance is to provide minorities and women with the maximum opportunity to participate on city-let construction projects. The goals for participation on these projects are a minimum of 7.5% of the total dollar value of all construction projects should be awarded to City of Albany Certified MWBEs and a minimum of 17.8% of the total work hours on construction projects should be performed by minorities and women.

The MWBE Program and Minority and Women-owned Labor Utilization Plan Ordinance established that the Office is also responsible for implementing the City's Minority and Women-owned Business Enterprise Certification Program. The Ordinance specifies that the Office is responsible for administering the program as follows:

- Identify minority and women-owned businesses capable of engaging successfully in a competitive bid process for the procurement of construction and construction-related projects;
- Maintain a central directory of minority and women-owned firms.
- Disqualify prime contractors and subcontractors when violations of policy and performance agreements occur.

In between reporting periods the MWBE office will continue to make accessible monthly compliance numbers. The office will post activity reports on the city of Albany's MWBE webpage.

## II. MINORITY AND WOMEN BUSINESS OUREACH, CERTIFICATION, & COMMUNICATION

The office is currently gearing up to kick off the annual MWBE recertification Drive. This process involves reaching out to all MWBE firms that are already certified with The City of Albany. In just a few short weeks, each of these firms will be contacted and informed of the requirements involved in becoming recertified with the City. This process eliminates confusion and miscommunication that may have arisen from MWBE firms changing name, contact information, location, and /or business type.

In the past, MWBE firms have expressed concerns about not knowing when bids are going to be advertised. In response to these concerns, information about major construction projects is available on the MWBE webpage. This will inform the general public of construction projects that require MWBE involvement. Also, this takes a step to further involve MWBE firms in the procurement process. The idea is that a MWBE firm can simply look on the website and see what projects are advertised. Once the MWBE firm becomes informed of upcoming projects the firm can then attend preconstruction meetings.

While monitoring compliance, the MWBE office tracks all contractor activity at two levels. The first is the Prime contractor level. The Prime contractor is the firm that won the bid for the project and is responsible for all project activity, such as hiring laborers and subcontractors. When looking to achieve the 17.8 percent labor goal, the prime contractor can use its already existing labor force and/ or hire women and minorities in order to fulfill their goals. To achieve the 7.5 percent total cost, the prime contractor needs to spend that amount with a woman or minority owned business.

Prime contractors have a good working relationship with other contractors that are eligible to become certified MWBE's with the city of Albany. Usually, these firms are certified with one or more New York State agencies, making it easier to become a City Of Albany certified M/WBE. This has allowed the Office to increase the number of firms listed in the directory and expand the scope of work MWBE firms can complete.

The City of Albany Minority and Women Business Enterprise Directory currently lists nearly 61 certified firms. These firms are categorized as follows:

- 46 are certified as Minority Business Enterprises
- 15 are certified as Women Business Enterprises
- 3 are dually certified as a Minority and Women Business Enterprise

Businesses are added to the MWBE directory regularly. As a result of the MWBE offices increased community outreach, many local businesses have become certified as MWBE firms with the city of Albany.

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### **III. CITY OF ALBANY DEPARTMENTS AND THE ALBANY COMMUNITY DEVELOPMENT AGENCY (ACDA)**

As the MWBE office continues to track the progress of entities and departments that fall within its jurisdiction, it also continually assesses the program to identify areas where modifications can be made to improve the functions of the MWBE program. We are increasing efforts to share information between offices. We have identified key individuals within each department, office, and entity to work closely with on achieving our compliance goals. We are working on strategies to make all individuals involved in the procurement process aware of their roles in ensuring compliance with the City of Albany Minority and Women Business Ordinance.

Albany Community Development Agency's (ACDA) goal is to provide suitable living environments and economic opportunities for persons of low and moderate income, and secures and administers community development funds to increase homeownership and property rehabilitation efforts. It has been agreed that the City Of Albany's MWBE office will assist in providing compliance by reviewing MWBE preconstruction plans and providing a letter of approval or denial to the director of ACDA.

The MWBE office will continue to build off of the success of developing relationships with department representatives and engaging them in conversations regarding compliance monitoring.

#### **IV. Continued efforts & goals**

1. We have encouraged several prime contractors to attend upcoming job fairs to recruit individuals for the MWBE workforce.
2. The office is planning several RFP focused MWBE training workshops which will be held in held throughout the 2017 contract year.
3. In July we hosted the City Of Albany's second MWBE event in the City Hall rotunda.
4. It is the suggestion of this office that the city council look to establishing an ordinance that would encourage prime contractors to hire a percentage of its employees from the neighborhoods where the work is being done. We can look to HUDS section 3 subcontracting and hiring requirements for some guidance on this matter.

#### **V. Hurdles/Struggles**

- It is our continued idea that change will happen by sitting down and talking to the unions. We need union support in backing apprenticeship programs that involve the participation of traditionally disadvantaged individuals.

<b>Project Name: Albany Waterfront</b>		
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>Contractor:</b>	<b>Kubricky</b>	
<b>Total Project Amount</b>		
<b>Actual Totals</b>	\$0.00	0.00
<b>Compliance Percentages</b>	#DIV/0!	#DIV/0!
<b>Status:</b>	<b>DOT/ Exempt</b>	

<b>Project Name: Boiler Replacement City Hall</b>		
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>Contractor:</b>	<b>Digesare</b>	
<b>Total Project Amount</b>		
<b>Actual Totals</b>	\$0.00	0.00
<b>Compliance Percentages</b>	#DIV/0!	#DIV/0!
<b>Status:</b>	<b>Not compliant</b>	

<b>Project Name: Capitol Hills Sprinkler</b>		
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January	\$ 3,325.00	0
February	\$ 12,677.16	0
March		0
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>Contractor:</b>	<b>Condor</b>	
<b>Total Project Amount</b>	\$ 82,000.00	615
<b>Actual Totals</b>	\$ 16,002.16	0.00
<b>Compliance Percentages</b>	19.51%	0.00%

<b>Project Name:</b> Center Station Roof Repair		
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January	\$ -	0
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>Contractor:</b>	MSI	
<b>Total Project Amount</b>	\$3,074.83	0
<b>Actual Totals</b>	\$0.00	0.00
<b>Compliance Percentages</b>	0.00%	#DIV/0!
<b>Status:</b>	Too Low/ Exempt	

<b>Project Name:</b> City Hall Window Replacement		
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January		
February		
March		
April		122
May		
June		
July		
August		
September		208
October		
November		
December		
<b>Contractor:</b>	VMFJR	
<b>Total Project Amount</b>		
<b>Actual Totals</b>		
<b>Compliance Percentages</b>	#DIV/0!	#DIV/0!
<b>Status:</b>	Incomplete	

<b>Project Name:</b> Engine 1 Building Improvement		
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January		68
February	\$ 7,400.00	
March	\$ 1,800.00	
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>Contractor:</b>	Titan Roofing	
<b>Total Project Amount</b>	\$71,775.00	387
<b>Actual Totals</b>	\$9,200.00	68.00
<b>Compliance Percentages</b>	12.82%	17.57%
<b>Status:</b>	Incomplete	



Project Name:		Criminal Justice part I Construction	
Month of Operation	Dollars Spent	Hours Worked	
January			
February			
March			
April	\$ 10,450.00	0	
May	\$ 7,315.00	8	
June		371.5	
July		283	
August			
September			
October			
November			
December			
<b>Contractor:</b>	<b>Bonacquisiti</b>		
<b>Total Project Amount</b>	<b>\$246,592.00</b>	<b>1260.33</b>	
<b>Actual Totals</b>	\$17,765.00	662.50	
<b>Compliance Percentages</b>	7.20%	52.57%	
<b>Status:</b>	<b>Incomplete</b>		

Project Name:		Criminal Justice part II Plumbing	
Month of Operation	Dollars Spent	Hours Worked	
January	\$ -		
February	\$ -	0	
March	\$ -	0	
April	\$ -	0	
May	\$ -	0	
June	\$ -		
July	\$ -		
August	\$ -		
September	\$ -		
October	\$ -		
November	\$ -		
December	\$ -		
<b>Contractor:</b>	<b>Eckert</b>		
<b>Total Project Amount</b>	<b>\$79,449.00</b>	<b>497</b>	
<b>Actual Totals</b>	\$0.00	0.00	
<b>Compliance Percentages</b>	0.00%	0.00%	
<b>Status:</b>	<b>Incomplete NOT COMPLIANT</b>		

Project Name:		Criminal Justice part III HVAC	
Month of Operation	Dollars Spent	Hours Worked	
January			
February	\$ 32,000.00		
March			
April		74.5	
May		32	
June			
July			
August			
September			
October			
November			
December			
<b>Contractor:</b>	<b>McBain</b>		
<b>Total Project Amount</b>	<b>\$32,000.00</b>	<b>213</b>	
<b>Actual Totals</b>	\$32,000.00	106.50	
<b>Compliance Percentages</b>	100.00%	50.00%	
<b>Status:</b>	<b>Complete MBE</b>		

Project Name:		Criminal Justice part IV HVAC	
Month of Operation	Dollars Spent	Hours Worked	
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Contractor:</b>	<b>T.McElligott</b>		
<b>Total Project Amount</b>	<b>\$116,300.00</b>		
<b>Actual Totals</b>	\$0.00	0.00	
<b>Compliance Percentages</b>	0.00%	#DIV/0!	
<b>Status:</b>	<b>Incomplete</b>		

Project Name:		Engineering Svc landfill		
Month of Operation	Dollars Spent	Hours Worked		
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
<b>Contractor:</b>	<b>CHA</b>			
<b>Total Project Amount</b>	<b>\$ 31,000.00</b>			
<b>Actual Totals</b>			0.00	
<b>Compliance Percentages</b>	0.00%	#DIV/0!		
<b>Status:</b>	<b>Non construction/ Exempt</b>			

Project Name:		Engineering Svc Water Tank		
Month of Operation	Dollars Spent	Hours Worked		
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
<b>Contractor:</b>				
<b>Total Project Amount</b>	<b>\$4,634.38</b>			
<b>Actual Totals</b>	\$0.00	0.00		
<b>Compliance Percentages</b>	0.00%	#DIV/0!		
<b>Status:</b>	<b>Non construction/ Exempt</b>			

<b>Project Name: Engineering Svc Pinebush</b>		
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>Contractor:</b>	<b>CHA</b>	
<b>Total Project Amount</b>	<b>\$11,084.00</b>	
<b>Actual Totals</b>	\$0.00	0.00
<b>Compliance Percentages</b>	0.00%	#DIV/0!
<b>Status:</b>	<b>Incomplete</b>	

<b>Project Name: Fuera Bush Masonry Repairs</b>		
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January	\$ 114,888.49	0
February		0
March		0
April		0
May		0
June		0
July		0
August		0
September		0
October		0
November		0
December		0
<b>Contractor:</b>	<b>Ganem</b>	
<b>Total Project Amount</b>	<b>\$934,550.00</b>	<b>0</b>
<b>Actual Totals</b>	\$114,888.49	0
<b>Compliance Percentages</b>	12.29%	0.00%
<b>Status:</b>	<b>Waiver</b>	

<b>Project Name: Hansen &amp; Rykman Overflow</b>		
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
<b>Contractor:</b>	<b>Evergreen</b>	
<b>Total Project Amount</b>		
<b>Actual Totals</b>	\$ -	0
<b>Compliance Percentages</b>	#DIV/0!	#DIV/0!
<b>Status:</b>	<b>Incomplete</b>	

<b>Project Name:</b>		<b>Ida Yarborough</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>	
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Contractor:</b>			
<b>Total Project Amount</b>			
<b>Actual Totals</b>	0	0	
<b>Compliance Percentages</b>	#DIV/0!	#DIV/0!	
<b>Status:</b>	<b>Incomplete</b>		

<b>Project Name:</b>		<b>Improvements Quadrini Drainage</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>	
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Contractor:</b>	<b>Keller</b>		
<b>Total Project Amount</b>	\$55,000.00		
<b>Actual Totals</b>	0	0	
<b>Compliance Percentages</b>	0.00%	#DIV/0!	
<b>Status:</b>	<b>complete not compliant</b>		

<b>Project Name:</b>		<b>land Fill Mitigation</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>	
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Contractor:</b>	<b>Applied Ecological Svcs</b>		
<b>Total Project Amount</b>			
<b>Actual Totals</b>	0	0	
<b>Compliance Percentages</b>	#DIV/0!	#DIV/0!	
<b>Status:</b>	<b>Non Construction Exempt</b>		

<b>Project Name:</b>		<b>Masonry Restoration Various City owned</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>	
January			
February			
March			
April			
May			
June			
July			
August		157	
September			
October			
November			
December			
<b>Contractor:</b>	AJS		
<b>Total Project Amount</b>		582	
<b>Actual Totals</b>	0	157	
<b>Compliance Percentages</b>	#DIV/0!	26.98%	
<b>Status:</b>	Incomplete		

<b>Project Name:</b>		<b>Mill &amp; Fill Engineering Svsc</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>	
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Contractor:</b>	CHA		
<b>Total Project Amount</b>	\$218,775.00		
<b>Actual Totals</b>	0	0	
<b>Compliance Percentages</b>	0.00%	#DIV/0!	
<b>Status:</b>	Non Construction Exempt		

<b>Project Name:</b>		<b>PineBush restoration Ecological Svsc</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>	
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Contractor:</b>	CHA		
<b>Total Project Amount</b>			
<b>Actual Totals</b>	0	0	
<b>Compliance Percentages</b>	#DIV/0!	#DIV/0!	
<b>Status:</b>	Non Construction Exempt		

<b>Project Name:</b>		<b>Quail Street Green Infrastructure/ 2016 Portion</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>	
January	\$ 38,200.00	541	
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Contractor:</b>	<b>Bohl</b>		
<b>Total Project Amount</b>	<b>\$300,575.00</b>	<b>2409</b>	
<b>Actual Totals</b>	38200	541	
<b>Compliance Percentages</b>	12.71%	22.46%	
<b>Status:</b>	<b>Complete</b>		

<b>Project Name:</b>		<b>Quail Street Green Infrastructure / 2016 Engineering Svcs</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>	
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Contractor:</b>	<b>CHA</b>		
<b>Total Project Amount</b>	<b>\$153,021.00</b>		
<b>Actual Totals</b>	0	0	
<b>Compliance Percentages</b>	0.00%	#DIV/0!	
<b>Status:</b>	<b>Non Construction Exempt</b>		

<b>Project Name:</b>		<b>Road Diet/ Madison Ave</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>	
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
<b>Contractor:</b>	<b>Creighton Manning</b>		
<b>Total Project Amount</b>	<b>\$5,586.66</b>		
<b>Actual Totals</b>	0	0	
<b>Compliance Percentages</b>	0.00%	#DIV/0!	
<b>Status:</b>	<b>Non Construction Exempt</b>		

<b>Project Name:</b>	<b>Roof Restoration &amp; Improvements</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January		
February		
March		
April		
May		
June		
July		
August	\$ 217,231.57	
September		
October		
November		
December		
<b>Contractor:</b>	<b>Titan Roofing</b>	
<b>Total Project Amount</b>	<b>\$685,900.00</b>	
<b>Actual Totals</b>	217231.57	0
<b>Compliance Percentages</b>	31.67%	#DIV/0!
<b>Status:</b>	<b>Incomplete WBE</b>	

<b>Project Name:</b>	<b>Streets and Sidewalk Reconstruction Contract 1</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January		
February		
March		17
April		
May		275
June		493.5
July		358
August		
September	\$217,231.57	341
October		
November		
December		
<b>Contractor:</b>	<b>Kubricky</b>	
<b>Total Project Amount</b>	<b>\$2,273,115.00</b>	<b>7724</b>
<b>Actual Totals</b>	217231.57	1484.5
<b>Compliance Percentages</b>	9.56%	19.22%
<b>Status:</b>	<b>Incomplete</b>	

<b>Project Name:</b>	<b>Streets and Sidewalk Reconstruction Contract 2</b>	
<b>Month of Operation</b>	<b>Dollars Spent</b>	<b>Hours Worked</b>
January		
February		
March		
April		
May		
June		
July		
August	\$ 147,077.82	835
September		
October		
November		
December		
<b>Contractor:</b>	<b>Callanan</b>	
<b>Total Project Amount</b>	<b>\$ 2,277,231.17</b>	<b>7675.5</b>
<b>Actual Totals</b>	147077.82	835
<b>Compliance Percentages</b>	6.46%	10.88%
<b>Status:</b>	<b>Incomplete</b>	