

New York City Watershed Program
Information Bulletin No. 4
Process for Hiring Subcontractors

The following is intended to guide the WWTP Owner and the NYCDEP approved engineer consultant through the process of hiring the services of subcontractors. Please refer to the following documents as you prepare for this process:

- Article 3 of the Upgrade Contract, “Payment Generally”
 - Appendix A, Attachment A, Section 2 of the Upgrade Contract, “Request for Proposal, Scope of Engineering Services”
 - Appendix E of the Upgrade Contract, “Insurance Requirements”
1. After the WWTP Owner enters into a contract with an engineer, the engineer may wish to obtain the services of subcontractors to perform a portion of the work covered under the NYCDEP approved engineer contract. The following procedures must be followed in order to obtain NYCDEP acceptance of the subcontractor’s qualifications and receive payment for their services. Please read A and B below first to determine which situation is applicable.
 - A. If the subcontractor *was* included as part of the engineer proposal:
 - The engineer must submit an *Affidavit of Insurance* (see attached) to EFC.
 - Following submission of this Affidavit to EFC, the engineer may enter into an agreement with the subcontractor.
 - Copies of the fully executed agreement must be forwarded to EFC and NYCDEP
 - B. If the subcontractor *was not* included as part of the engineer proposal:
 - The engineer must complete and forward the *Notice of New Subcontractor* form (see attached), and an *Affidavit of Insurance* to EFC for forwarding to NYCDEP.
 - Following submission of these forms and receipt of NYCDEP’s acceptance of the subcontractor’s qualifications, the engineer may enter into an agreement with the subcontractor.
 - Copies of the fully executed agreement must be forwarded to EFC and NYCDEP
 2. NYCDEP will **not** be requiring VENDEX questionnaires from subcontractors.
 3. The engineer may not submit any costs for work done by a subcontractor until the above process has been completed and EFC is in receipt of NYCDEP’s acceptance of

the subcontractor's qualifications, the insurance affidavit and a copy of the subcontract.

4. Please note that the services of subcontractors, if necessary, shall be retained by the engineer. As such, these services should be billed as part of the engineer invoices submitted to the WWTP Owner and should not be billed separately.