



ANDREW M. CUOMO
GOVERNOR

DARRYL C. TOWNS
COMMISSIONER/CEO

NEW YORK STATE
DIVISION OF HOUSING
& COMMUNITY
RENEWAL

August 12, 2011

HOUSING
TRUST FUND
CORPORATION

Dear Construction Monitor,

STATE OF
NEW YORK MORTGAGE
AGENCY

RE: Open Meeting for MWBE Construction Monitoring Firms
Wednesday, September 7, 2011 - 1:00 p.m. to 3:00 p.m.

NEW YORK STATE
HOUSING FINANCE
AGENCY

NEW YORK STATE
AFFORDABLE HOUSING
CORPORATION

STATE OF
NEW YORK MUNICIPAL
BOND BANK AGENCY

TOBACCO SETTLEMENT
FINANCING
CORPORATION

Article 15-A of New York State Executive Law, §§310–318 (Participation by Minority Group Members and Women with Respect to State Contracts), was enacted to promote economic opportunities and equality of employment for minority group members and women in State contracting activities. New York State Homes & Community Renewal (“HCR”) fully supports the efforts of the State of New York to promote equality of economic opportunities for minorities and women who own business enterprises as well as equal employment opportunities. To that extent, HCR is looking to increase its pool of available MWBEs that can provide services on various contracting opportunities.

HCR is currently seeking MWBE construction monitoring firms. The services MWBE firms will be expected to provide will include but not be limited to:

- Review of plans, specs, and other construction related documents prior to the commencement of work to ensure accuracy with the proposed scope of work.
- Observe and report on the progress of on-going construction work and the performance of the contractor and subcontractors, by providing written and email reports to HCR on a scheduled basis.
- Review and provide recommendations for the approval of requisitions and change orders pertaining to the contract work.
- Provide a final sign-off upon the completion of the contract work including a review of all of the necessary close-out documents.

Therefore, it is with great pleasure that we invite you to an open meeting to be held on Wednesday, September 7, 2011 from 1:00 p.m. to 3:00 p.m. at NYS Homes & Community Renewal located at 641 Lexington Avenue, 4th Floor, Conference Rooms B&C, New York, New York 10022 and at Hampton Plaza, 38-40 State Street, Adler Room, Albany, New York 12207. The meeting will be held to discuss the requirements of participation as a construction monitoring firm and/or MWBE certification requirements. We will have staff on hand to answer your questions. We encourage you to bring your firm’s marketing brochures to the meeting.

641 Lexington Ave, 4th Floor, New York, NY 10022

nyshcr.org

We hope you can attend the meeting. Please RSVP by e-mail to OFHEO@nyshcr.org by Thursday, September 1, 2011.

Sincerely,

A handwritten signature in cursive script that reads "Wanda Graham". The signature is written in black ink and is positioned below the word "Sincerely,".

Wanda Graham
Vice President/Director
Office of Fair Housing & Equal Opportunity