

**FORM A**

**New York State Consultant Services  
Contractor's Planned Employment**  
From Contract Start Date Through the End of the Contract Term

State Agency Name: SUNY Upstate Medical

State Agency Department ID:

Agency Business Unit: 28110

Contractor Name: QPK Design

Contract Number: D550404

Contract Start Date: 4/ /2025

Contract End Date: 02/ /2027

Employment Category	Number of Employees	Number of Hours to be Worked	Amount Payable Under the Contract
Partner	1.00	124.00	\$22,987.00
Associate Partner	1.00	503.00	\$83,205.00
Project Architect	1.00	481.00	\$61,732.00
Architectural Designer	2.00	442.00	\$46,641.00
Specification Writer	1.00	52.00	\$6,525.00
QAQC	1.00	35.00	\$6,488.00
Interior Design	1.00	48.00	\$4,518.00
	0.00	0.00	\$0.00
Structural - Principal	1.00	20.00	\$6,740.00
Structural - Design Engineer II	1.00	120.00	\$17,584.00
Structural - Designer II	1.00	48.00	\$7,778.00
	0.00	0.00	\$0.00
MEP - A&E Manager	1.00	7.00	\$1,274.00
MEP - Mechanical Engineer	2.00	102.00	\$19,033.00
MEP - Electrical Engineer	2.00	182.00	\$28,575.00
<b>Total this Page</b>	<b>16.00</b>	<b>2,164.00</b>	<b>\$313,080.00</b>
<b>Grand Total</b>	<b>29.00</b>	<b>2,584.00</b>	<b>\$366,875.00</b>

Name of person who prepared this report: Andrew Wright, RA

Title: Partner

Phone #: 315-472-7806

Preparer's Signature: 

Date Prepared: 04/17/2025

(Use additional pages, if necessary)

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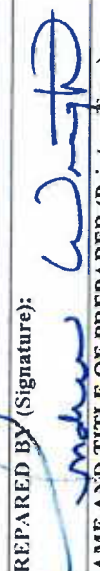
**EEO STAFFING PLAN**

Instructions on page 2

<b>Solicitation No.:</b> 1540	<b>Reporting Entity:</b> SUNY Upstate Medical University	<b>Report includes Contractor's/Subcontractor's:</b> <input type="checkbox"/> Work force to be utilized on this contract <input checked="" type="checkbox"/> Total work force
<b>Offeror's Name:</b> QPK Design		<input checked="" type="checkbox"/> Offerer
<b>Offeror's Address:</b> 450 S. Salina St., Suite 500, Syracuse NY 13201-0029		<input type="checkbox"/> Subcontractor <b>Subcontractor's name</b> _____

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

EEO-Job Category	Work force by Gender		Work force by Race/Ethnic Identification							Disabled (M) (F)	Native American (M) (F)	Veteran (M) (F)
	Total Work force	Total Male (M)	Total Female (F)	White (M) (F)	Black (M) (F)	Hispanic (M) (F)	Asian (M) (F)	Native American (M) (F)				
									(M)			
Officials/Administrators	11	10	1	10								
Professionals	27	22	5	21	1							
Technicians	13	12	1	12								
Sales Workers												
Office/Clerical	8	1	7	1								
Craft Workers												
Laborers												
Service Workers												
Temporary /Apprentices												
<b>Totals</b>	59	45	14	44	1							

<b>PREPARED BY (Signature):</b> 	<b>TELEPHONE NO.:</b> (315) 472-7806 <b>EMAIL ADDRESS:</b> AWright@qpkdesign.com	<b>DATE:</b> 4/3/2025
<b>NAME AND TITLE OF PREPARER (Print or Type):</b> Andrew Wright / Partner		
Submit completed with bid or proposal		

**EEO STAFFING PLAN**

Instructions on page 2

**Solicitation No.:** Reporting Entity: **SUNY Upstate Medical University**  
**Project # & Title**

**Report includes Contractor's/Subcontractor's:**  
 Work force to be utilized on this contract  
 Total work force

**Offeror's Name:** QPK Design


Offerer  
 Subcontractor

**Subcontractor's name:** FS Engineering, DPC

**Offeror's Address:** 450 S. Salina Street, Ste 500  
 Syracuse, NY 13201

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

EEO-Job Category	Work force by Gender		Work force by Race/Ethnic Identification						Disabled (M) (F)	Veteran (M) (F)		
	Total Work force	Total Male (M)	Total Female (F)	White (M) (F)	Black (M) (F)	Hispanic (M) (F)	Asian (M) (F)	Native American (M) (F)				
Officials/Administrators	4	1	3	1								
Professionals	6	5	1	6								
Technicians	19	17	2	14			2	1				
Sales Workers												
Office/Clerical	4		4	4								
Craft Workers												
Laborers												
Service Workers												
Temporary /Apprentices												
<b>Totals</b>	<b>33</b>	<b>23</b>	<b>10</b>	<b>21</b>	<b>9</b>	<b>2</b>	<b>1</b>					

**PREPARED BY (Signature):** 

**TELEPHONE NO.:** 315-471-4013  
**EMAIL ADDRESS:** Efisher@fsengineering.pro

**DATE:** 4/8/2025

**NAME AND TITLE OF PREPARER (Print or Type):**  
 Elizabeth P. Fisher

**Submit completed with bid or proposal**


**EEO STAFFING PLAN**

Instructions on page 2

<b>Solicitation No.:</b> 1540 UH Gamma Knife Building Reno	<b>Reporting Entity:</b> SUNY Upstate Medical University <b>Project # &amp; Title</b>	<b>Report includes Contractor's/Subcontractor's:</b> <input type="checkbox"/> Work force to be utilized on this contract <input type="checkbox"/> Total work force
<b>Offeror's Name:</b> Cabezas Engineering, PLLC <b>QPK Designs</b>		<input type="checkbox"/> Offerer <input checked="" type="checkbox"/> Subcontractor
<b>Offeror's Address:</b> 5510 County Road 14 Alpine, NY 14805		<b>Subcontractor's name:</b> <u>Cabezas Engineering, PLLC</u>

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

EEO-Job Category	Work force by Gender		Work force by Race/Ethnic Identification						Disabled (M) (F)	Veteran (M) (F)		
	Total Work force	Total Male (M)	Total Female (F)	White (M) (F)	Black (M) (F)	Hispanic (M) (F)	Asian (M) (F)	Native American (M) (F)				
											(M)	(F)
Officials/Administrators	1		1									
Professionals	3	3	1			2						
Technicians												
Sales Workers												
Office/Clerical												
Craft Workers												
Laborers												
Service Workers												
Temporary /Apprentices												
<b>Totals</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>						

<b>PREPARED BY (Signature):</b> 	<b>TELEPHONE NO.:</b> 607-260-0260 <b>EMAIL ADDRESS:</b> <a href="mailto:howard@cabezasengineering.com">howard@cabezasengineering.com</a>	<b>DATE:</b> 9/19/2024
<b>NAME AND TITLE OF PREPARER (Print or Type):</b> Howard Cabezas, PE / President		
Submit completed with bid or proposal		

**EEO STAFFING PLAN**

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<b>Solicitation No.:</b> 151217 / 1164	<b>Reporting Entity:</b> <b>SUNY Upstate Medical University</b>	<b>Report includes Contractor's/Subcontractor's:</b> <input type="checkbox"/> Work force to be utilized on this contract <input checked="" type="checkbox"/> X - Total work force
<b>Offeror's Name:</b> QPK Design	<input type="checkbox"/> Offerer <input checked="" type="checkbox"/> X Subcontractor	<b>Subcontractor's name</b> <u>Ravi Engineering and Land Surveying,</u> <b>P.C.</b> _____
<b>Offeror's Address:</b> 450 S. Salina Street, Ste 500 Syracuse, NY 13201		

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

EEO-Job Category	Work force by Gender		Race/Ethnic Identification							Disabled (M) (F)	Veteran (M) (F)	
	Total Work force (M)	Total Female (F)	White (M) (F)	Black (M) (F)	Hispanic (M) (F)	Asian (M) (F)	Native American (M) (F)					
								Total				
Officials/Administrators	3	2	1				1	1				
Professionals	25	20	5	17	4		3	1				
Technicians	70	56	14	50	13	2						
Sales Workers	1	1	1									1
Office/Clerical	5	1	4	1	4							
Craft Workers												
Laborers												
Service Workers												
Temporary /Apprentices												
<b>Totals</b>	<b>104</b>	<b>79</b>	<b>25</b>	<b>69</b>	<b>22</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>1</b>

<b>PREPARED BY (Signature):</b>	<b>TELEPHONE NO.:</b> 585-223-3660
	<b>EMAIL ADDRESS:</b> nravindra@ravieng.com
<b>NAME AND TITLE OF PREPARER (Print or Type):</b> Nagappa Ravindra, P.E., President	
<b>DATE:</b> 4/3/2025	
<b>Submit completed with bid or proposal</b>	


**EEO STAFFING PLAN**

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<b>Solicitation No.:</b>	Reporting Entity: SUNY Upstate Medical University Project # & Title
<b>Offeror's Name:</b>	QPK Design
<b>Offeror's Address:</b>	450 S. Salina St, Ste 500 Syracuse, NY 13201
<b>Report includes Contractor's/Subcontractor's:</b>	<input type="checkbox"/> Work force to be utilized on this contract <input checked="" type="checkbox"/> Total work force
<b>Offeror</b>	<input type="checkbox"/>
<b>Subcontractor</b>	<input checked="" type="checkbox"/>
<b>Subcontractor's name</b>	Ryan Biggs Clark Davis Engineering & Surveying, D.P.C

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

EEO-Job Category	Work force by Gender		Work force by Race/Ethnic Identification						Disabled (M) (F)	Veteran (M) (F)
	Total Work force	Total Male (M)	Total Female (F)	Black (M) (F)	Hispanic (M) (F)	Asian (M) (F)	Native American (M) (F)			
								White (M) (F)		
Officials/Administrators	7	6	1							
Professionals	12	9	3		1			1		
Technicians	23	19	4	1				1		
Sales Workers										
Office/Clerical	6	6								
Craft Workers										
Laborers										
Service Workers										
Temporary /Apprentices										
<b>Totals</b>	<b>48</b>	<b>34</b>	<b>14</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>

<b>PREPARED BY (Signature):</b>	DATE: 9/20/2024
	TELEPHONE NO.: 518.406.5506
<b>NAME AND TITLE OF PREPARER (Print or Type):</b>	EMAIL ADDRESS: prouis@ryanbiggs.com
Paul A. Rouis, P.E., Principal	Submit completed with bid or proposal

**EEO STAFFING PLAN**

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**Solicitation No.:** 151222/1540      **Reporting Entity:** SUNY Upstate Medical University

**Officer's Name:** QPK Design      **Report includes Contractor's/Subcontractor's:**  
 Work force to be utilized on this contract  
 Total work force

**Officer's Address:** 450 South Salina Street, Suite 500, PO Box 29, Syracuse, NY 13201       Offerer  
 Subcontractor

**Subcontractor's name:** R.L. Young, LLC d.b.a. Trophy Point

Enter the total number of employees for each classification in each of the EEO-Job Categories identified

EEO-Job Category	Work force by Gender		Race/Ethnic Identification							Disabled (M) (F)	Veteran (M) (F)		
	Total Work force	Total Female (F)	White (M) (F)	Black (M) (F)	Hispanic (M) (F)	Asian (M) (F)	Native American (M) (F)	Work force by					
								Male (M)	Female (F)				
Officials/Administrators	3		3							1		1	
Professionals	42	5	35	4	2		1					1	1
Technicians													
Sales Workers													
Office/Clerical	2	2											
Craft Workers													
Laborers													
Service Workers													
Temporary /Apprentices													
<b>Totals</b>	<b>47</b>	<b>7</b>	<b>40</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>

**PREPARED BY (Signature):** *Richard H. Chudzik*      **TELEPHONE NO.:** 716-823-0006      **DATE:** 4/3/2025  
**EMAIL ADDRESS:** rich.chudzik@yagroup.com

**NAME AND TITLE OF PREPARER (Print or Type):** Richard Chudzik, President      **Submit completed with bid or proposal**

**MINORITY AND WOMEN'S BUSINESS - EQUAL EMPLOYMENT  
OPPORTUNITY PROGRAM POLICY STATEMENT**

**Policy Statement**

QPK Design Architecture  
Engineering Site & Planning commits to carrying out the intent of the New York State  
(Consultant)  
Executive Law, Article 15-A which assures the meaningful participation of minority and  
women's business enterprises in contracting and the meaningful participation of minorities and  
women in the workforce on activities financed by public funds.

**Minority Business Officer**


Andrew Wright, R.A. is designated as the Minority Business Enterprise Officer  
(Name of Designated Officer)  
responsible for administering the Minority and Women's Business-Equal Employment  
Opportunity (M/WBE-EEO) program.

**M/WBE Contract Goals**

14 % Minority Business Enterprise Participation  
16 % Women's Business Enterprise Participation

**EEO Contract Goals**

10% Minority Labor Force Participation  
10% Female Labor Force Participation

  
(Authorized Representative)

Title: Partner

Date: 04/03/2025