



Addendum No. 1./Meeting Minutes of Pre-bid.

Corporate Office
324 Evans St
Greenville
NC 27858
Tel 252.758.3746
Fax 252.830.3954

Raleigh Office
2300 Rexwoods Dr
Suite 300
Raleigh
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Tel 919.784.9330
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www.eastgroup.com

Project Name:	The City of Greenville Recreation and Parks Greenville Aquatics and Fitness Center Renovations	Project No.:	20150152
Meeting Location:	Greenville Aquatics and Fitness Center, 921 Stanton Road, Greenville, NC	Meeting Date:	August 04, 2016 2:00pm-3:30pm
Prepared By:	Procopio Serrano, AIA NCARB	Date Issued:	August 08, 2016

ATTENDEES			
Name	Company	Phone No.	E-mail Address
Mike Watson	The City of Greenville	252-329-4539	mwatson@greenvillenc.gov
Denisha Harris	The City of Greenville	252-329-4862	dharris@greenvillenc.gov
Procopio Serrano, AIA	The East Group, P.A.	252-758-3746	procopio.serrano@eastgroup.com
General Contractors			
Billy Tyson	American Builders Inc.	252-756-1996	billytyson@americanbldr.com
Tyler Tyson	American Builders Inc.	252-756-1996	tylertyson@americanbldr.com

Attention: Please notify the author of any omissions or inaccuracies within ten working days after date prepared. Unless notified, the information contained in the meeting minutes will be considered correct as written.

Purpose of Meeting: Pre-bid

Requirements for Bid:

1. All contractors must be properly licensed under the State Laws governing their respective trades.
2. All contractors are advised that the Owner has a minority and women participation policy for construction projects. Refer to the specifications for a detailed description of this policy.
3. Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than 5 percent of the proposal. In lieu thereof a bidder may offer a bid bond of 5 percent of the bid executed by a surety company licensed under the Laws of North Carolina to execute such bond conditioned that the surety will upon demand forthwith make payment to the obligee upon said bond if the bidder fails to execute the

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contract in accordance with the bid bond, and upon failure to forthwith make payment, the surety shall pay to the obligee an amount equal to double the amount of said bond. Said deposits shall be retained by the Owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten days after the award or to give satisfactory surety as required by law.

4. Performance and Payment Bond will be required for one hundred percent (100%) of the contract price.
5. A contractor Reference Form, listing 3 client references of similar work is required.
6. List of the following primary subcontractors shall be listed on bid form
 - a. Plumbing subcontractor (must qualifications as noted in the specifications.)

Minority and Women Business Enterprise Plan Special Provisions

1. Each Bidder must participate of the Minority and Women Business Enterprise Plan and/or show a “good faith effort” to participate. Note that the goal is to have 10% Minority, 6% women.
2. In the specifications you will note the portion that describes the Minority and Women Business Enterprise Plan. Forms are included as a part of the specification.
3. It should be noted that the bidder must provide the completed forms with the bid.
4. Please call Denisha Harris, Purchasing Manager, at 329-4862 for a list of minority contractors/ businesses. It can be faxed or emailed. Visit the following link for a list www.doa.nc.gov/hub.
5. Ensure that contractors are HUB certified.
6. See specification for affidavit A, and Affidavit B.

General On-Site Conditions

1. All dumpsters will be inside the fenced area.
2. Construction Fence to facilitate the exit access from the personnel/ emergency exit at rear.
3. Traffic modifying activities to occur outside of construction fencing to be approved by the Owner.
4. All existing concrete curbs, asphalt, stripping, etc. inside the fencing area shall be protected or repaired to return to current condition at the end of the project.
5. All existing landscaping shall be protected during the duration of the project.
6. While there will be a contractor entrance from the side of the gymnasium, ensure that this exit is keep clear so that in case of an emergency this exit is not blocked or impeded.
7. Keep drive clear and unimpeded for school bus access to the rear of the building at all times.

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Site Visits: One Mandatory site visit is Required.

1. **CLARIFICATION**, attendance at the pre-bid conference is not mandatory **but a mandatory site visit is.**



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All interested contractors must schedule a site visit with **Mike Watson with the City of Greenville 252-329-4539**. The site visit must be scheduled a minimum of one week in advance of the Bid Opening. No site visits are allowed after 2pm Thursday August 11th 2016. Any site visit to be scheduled must be scheduled 24hours in advance of your site visit. Contractors failing to make a site visit will not have their bids accepted.

Project Review

Submit one bid for total project. The project involves installation of new water service up to new main shut off valve inside building, new installation of distribution piping and valves from main shut off valve to new and existing fixtures and equipment.

Alternates:

- A. Alternate No.1

Installation of distribution piping and valves from main shut off valve to new and existing fixtures and equipment. Existing piping will be abandoned in place, see plumbing drawings. Included in this alternate is the demolition and patching of existing cmu walls, new ceiling access panels that will facilitate the new piping.

Phasing:

- A. Phasing Plan

The Work for this project is to be completed in 3 phases. Work on new water service will be phase one. Work on new water distribution will be spit up into 2 phases (Phase 2A and Phase 2B). Specific sequence of work and laydown area needs to be coordinated with the Owner. The Owner is to have final approval of the scheduled work tasks so as to minimize the disruption caused by the construction of this project to the ongoing operations of the Greenville Aquatics and Fitness Center; note normal facility operating hours are from 5:30am to 9pm, Monday thru Thursday. Saturday 8:00AM to 4:00PM, Sunday 1:00PM – 6:00PM.”

Note: The water from the existing meters need to be shut off and the new meters connected during the same weekend.

TimeLine

1. See specifications for project time duration and liquidated damages.
2. Contractors should notify the architect and owner for any “dead” period that contractors see while working on bid.
3. The construction time shall be **90** consecutive calendar days.
4. Most of work inside the building should be scheduled for the month of December, 2016, when the building is at its lowest use rate.

Permit Fees:

1. **NOTE: the City of Greenville will waive the permit fees on this project. Note: you are still required to get a permit for all work.**

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All questions and concerns:

- 1. All questions or concerns must be submitted in **writing using the attached form.** If a question is answered on site by either the owner or architect, must be followed up in writing using the attached form. Please submit all questions to: Procopio Serrano of the East Group, via **email or fax** at procopio.serrano@eastgroup.com and/or 252-830-3954 (fax).

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Addendum No. 1:

Note: All information above is considered part of the addenda and the contract documents.

Clarifications and Revisions.

- 1. Clarification: Provide phasing valves in 2” cold water and 1-1/2” hot water pipes serving Phase 2B areas (2 locations). Valves shall be located near the wall between rooms 102 and 103, and the wall between rooms 105 and 106.
- 2. Clarification: Provide field-installed PVC jacket on all exposed piping in pool area.
- 3. Drawing P3.1, Detail 1/P3.1. Revise pipe size for note 5 on 1/P3.1 from 1/2" to 3/4".
- 4. Clarification: Specification: 00101, Advertisement for Bids: Project title should read as follows:
“City of Greenville Recreation and Parks, Greenville Aquatics And Fitness Center Renovations GREENVILLE, NORTH CAROLINA”

- 5. Clarification: Specification: 00201, City of Greenville MBE-WBE Plan, Section IV, item B MBE/WBE Goals. Item 1. Revise. To read as follows:

*To implement the purpose of this Plan, the goal shall be to award at least **ten** (10) percent of the total of all construction contract award amounts in each fiscal year in each department to MBE firms and at least four (6) percent to WBE firms.*

- 6. Clarification: Specification 00402, MBE-WBE Forms City of Greenville, page 2, Goals and Good Faith Efforts. Add the following sentence and clarification:
“Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.”

- 7. Clarification: Specification 01110, Summary of Work, 1.3 Construction Sequence, item B. Add sub item 1. To read as follows:

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"1. The water from the existing meters need to be shut off and the new meters connected during the same weekend."

8. Clarification: Specification 01110, Summary of Work, 1.4 Phasing Plan, Revise Paragraph as follows:

"The Work for this project is to be completed in 3 phases. Work on new water service will be phase one. Work on new water distribution will be spit up into 2 phases (Phase 2A and Phase 2B). Specific sequence of work and laydown area needs to be coordinated with the Owner. The Owner is to have final approval of the scheduled work tasks so as to minimize the disruption caused by the construction of this project to the ongoing operations of the Greenville Aquatics and Fitness Center; note normal facility operating hours are from 5:30am to 9pm, Monday thru Thursday. Saturday 8:00AM to 4:00PM, Sunday 1:00PM – 6:00PM."

Bids are due **Thursday August 18, 2016 at Jaycee Park Administration Building, 200 Cedar Lane, Greenville, NC**. Single prime bids will be accepted at 2:00 P.M. and the bids will, immediately thereafter, be publicly opened and read aloud.

Complete Plans, Specifications and Contract Documents will be available free from the **City of Greenville's Website**, Full set of printed copies will also be available from DPI, Digital Printing and Imaging, in Greenville NC **at cost of printing**, contact

Digital Print & Imaging, Inc
 115-a Red Banks Rd., Greenville, NC 27858
 1.252-321-3800, greenville@dpiinc.net

List of Contractors that attended the Pre-Bid

Company	Mailing Address	Email Address	Phone No.	Fax No.
American Builders, Inc.	805 West Star Street, Greenville NC 27834	billy.tyson@americanbldr.com	252-756-1996	252-353-7946

Attachments:

Revised Specifications: 00101, Advertisement For Bids, 00201, City of Greenville MBE-WBE Plan, 00402, MBE-WBE Forms City of Greenville, 01110 Summary of Work, Document Clarification Request form.

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**CITY OF GREENVILLE
RECREATION AND PARKS
GREENVILLE AQUATICS AND FITNESS CENTER RENOVATIONS**

Advertisement for Bids

Sealed bids will be received by The City of Greenville until 2:00 PM for Single Prime Bids, Thursday August 18, 2016, at Jaycee Park Administration Building, 2000 Cedar Lane, Greenville, NC The bids will, immediately thereafter, be publicly opened and read aloud for furnishing all labor, materials and equipment entering into the construction of the

**City of Greenville Recreation and Parks, Greenville Aquatics And Fitness Center
Renovations**

GREENVILLE, NORTH CAROLINA

A Pre-Bid Conference will be held at 2:00 PM, August 4th, 2016, in the Greenville Aquatics and Fitness Center, 921 Stanton Road, Greenville, NC. A mandatory site visit is required for this project .

All times are Eastern Daylight Savings time

Lump sum proposals will be received for the following:

- Single Prime Bids will also be received for all Contract work

Complete Plans, Specifications and Contract Documents will be available free from the City of Greenville's Website, Full set of printed copies will also be available from DPI, Digital Printing and Imaging, in Greenville NC **at cost of printing**, contact

Digital Print & Imaging, Inc
115-a Red Banks Rd.
Greenville, NC 27858
1.252-321-3800
greenville@dpiinc.net

All questions regarding plans are to be referred to the architect of record, Procopio Serrano, AIA of the East Group, via **email or fax** at procopio.serrano@eastgroup.com and/or 252-830-3954 (fax).

The Owner reserves the right to reject any and/or all bids and to waive any and all defects and informalities in the submission of any bid.

Abbreviated Written Summary: Briefly and without force and effect upon the contract documents, the work of the Prime Contracts can be summarized as follows:

The project involves a new water service to new main shut off valve insde building. It also includes the installation of distribution piping and valves from mian shut off valve to new and existing fixtures and equipment to replace existing distribution piping that will be left abdonned in place.

All contractors must be properly licensed under the State Laws governing their respective trades.

All contractors are advised that the Owner has a minority and women participation policy for construction projects. Refer to the specifications for a detailed description of this policy.

The Owner reserves the right to reject any and/or all bids and to waive any and all defects and informalities in the submission of any bid.

Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than 5 percent of the proposal. In lieu thereof a bidder may offer a bid bond of 5 percent of the bid executed by a

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RECREATION AND PARKS
GREENVILLE AQUATICS AND FITNESS CENTER RENOVATIONS**

surety company licensed under the Laws of North Carolina to execute such bond conditioned that the surety will upon demand forthwith make payment to the obligee upon said bond if the bidder fails to execute the contract in accordance with the bid bond, and upon failure to forthwith make payment, the surety shall pay to the obligee an amount equal to double the amount of said bond. Said deposits shall be retained by the Owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten days after the award or to give satisfactory surety as required by law.

Performance and Payment Bond will be required for one hundred percent (100%) of the contract price.

Payment will be made on the basis of ninety percent (90%) of monthly estimates and final payment made upon completion and acceptance of work.

A contractor Reference Form, listing 3 client references of similar work is required.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 60 days.

The Owner encourages the participation of MBE and WBE firms. Refer to the project manual for specific requirements.

Signed: Denisha Harris,
Purchasing Manager
City of Greenville

CITY OF GREENVILLE MBE/WBE PLAN

POLICY STATEMENT

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts.

OVERVIEW

The City of Greenville Minority and Women Business Enterprise Program (M/WBE) is a voluntary goals program in construction, purchasing, and professional and personal services based on "good-faith efforts". These goals are established for a three-year period and achievement will be evaluated annually.

The goals of the City for utilization of minority and women business enterprises are:

Minority business participation in construction services.	10%
Women business participation in construction services	6%
Minority business participation in supplies and materials purchases.	2%
Women business participation in supplies and materials purchases.	2%
Minority business participation in professional and personal services.	4%
Women business participation in professional and personal services.	4%

CITY OF GREENVILLE MBE/WBE PLAN

I. INTRODUCTION

Efforts have been made by the City's staff to increase the amount of business the City awards to minority and women owned businesses. These efforts have produced minimal results.

In 1989, the North Carolina General Assembly amended G.S. 143-128 requiring the establishment of "verifiable percentage goals for minority business participation in contracts for the erection, construction, alteration or repair of public buildings" where the cost exceeded \$100,000.

Cities and other governmental bodies were to adopt a verifiable goal for participation by minority businesses after notice and public hearing. On December 12, 1989, the City of Greenville adopted an interim Minority Business Enterprise Participation Plan with a goal of ten (10) percent participation by minority individuals and businesses until a sufficient factual data base was collected to establish verifiable goals.

The City of Greenville conducted a Utilization Study of minority businesses in the City's purchasing programs based on an appropriate pool of qualified M/WBES. The City of Greenville contracted with the North Carolina Institute of Minority Economic Development to assist the City in establishing a verifiable Minority and Women Business Enterprise Goals Plan based on the statistical evidence of the study. The City of Greenville, in setting verifiable goals for the City's M/WBE Plan, considered statistical data derived from the Utilization Study and available potential M/WBES that could perform work in the disciplines germane to the City itself. The goals of the City do not require nor provide for racially based set-asides; rather they require a good faith effort by the City and its contractors to recruit and select minorities and women businesses, consistent with North Carolina General Statutes and the Constitution of the United States as interpreted by the **Croson Decision**.

II. ADMINISTRATION

The City Manager is authorized to take all usual and legal administrative actions necessary to implement this Plan. The ultimate responsibility for the MBE/WBE Plan's administration is assigned to the City Manager. The City Manager is either to be personally responsible or to designate a specific person to coordinate and manage this Plan. The City Manager or his designee is responsible for determining whether a contractor has complied with the provisions of this Plan or has shown good-faith effort to do so. Except for those staff services specifically assigned by this Plan to other departments, the heads of departments responsible for construction, procurement of services and materials shall be responsible to the City Manager or his designee and shall cooperate with the City Manager in implementing this Plan.

The M/WBE Plan shall apply to all contracts for construction, supplies, and

CITY OF GREENVILLE MBE/WBE PLAN

Services as specified in Sections IV through VI. The provisions of this Plan take precedence over any other department plans or procedures in conflict herewith, except specific requirements mandated by terms or conditions of agreements in force between the City and the federal government or the State of North Carolina that require different procedures than those described in this Plan. This Plan will be evaluated at the end of three years to determine its effectiveness and what adjustments are required.

III. DEFINITIONS

Affirmative Action - Specific steps to eliminate discrimination and efforts to ensure nondiscriminatory results and practices in the future, and to fully involve minority business enterprises and women business enterprises in contracts and programs.

Bidder/Participant - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.

Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment or service, including construction and leases, and obligating the buyer to pay for them.

Contractor - Any person, firm, partnership, corporation, association, or joint venture that has been awarded a public contract or lease, including every subcontract on such a contract.

Discrimination - To distinguish, differentiate, separate and/or segregate on the basis of age, race, religion, color, sex, national origin, handicap and/or veteran status.

Equipment - Includes materials, supplies, commodities, and apparatus.

Goal - A voluntary percentage or quantitative objective.

Joint Venture - An association of two or more businesses to carry out a single business enterprise for profit, for which purpose they combine their property, capital, efforts, skills, and knowledge.

Lessee - A business that leases, or is negotiating to lease, property from the City or equipment or services to the City of Greenville, or to the public on City property.

Minority - A person who is a citizen or lawful permanent resident of the United States and who is:

- a. Black (a person having origins in any of the black racial groups of Africa);
- b. Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);

CITY OF GREENVILLE MBE/WBE PLAN

- c. Portuguese (a person of Portuguese, Brazilian, or other Portuguese culture origin, regardless of race);
- d. Asian (a person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands); and
- e. American Indian and Alaskan Native (a person having origins in any of the original people of North America).

MBE/WBE - Any minority or women business enterprise.

Minority or Women Business Enterprise (MBE/WBE) - A business that is at least fifty-one (51) percent owned and controlled by minority group members or women. An MBE/WBE is **bona fide** only if the minority group or female ownership interests are real and continuing and not created solely to meet the MBE/WBE requirement. In addition, the MBE/WBE must itself perform satisfactory work or services or provide supplies under the contract and not act as a mere conduit. In short, the contractual relationship must also be **bona fide**.

IV. PROCEDURES FOR CONSTRUCTION CONTRACTS

A. Purpose and Application

1. The general purpose of this Plan is to help develop and support Minority and Women Business Enterprises (MBE and WBE) by providing opportunities for participation in the performance of all construction contracts financed entirely with City funds.
2. This Plan shall apply to construction contracts when the City's estimated contract cost is \$50,000 or more, except when a contract is exempt from competitive bidding under the General Statutes of North Carolina. Contracts between \$5,000 and \$50,000 that are negotiated will also be covered.
3. Where contracts are financed in whole or in part with federal or state funds, including grants, loans, or other funding sources containing MBE and WBE Programs, the City will, where permitted by the grantor, meet the Plan requirements with the highest MBE/WBE goals. The City Manager will be responsible for monitoring the Plan to ensure the goals are met.
4. Since City construction contracts are prepared and administered by the Engineering Department and various other departments, each of these departments shall prepare such departmental procedures for bidding and outreach as are required to implement this Plan.
 - a. Within ninety (90) days of City approval of this Program, appropriate staff and equipment will be in place for full implementation.

CITY OF GREENVILLE MBE/WBE PLAN

- b. The departmental procedures and contract provisions shall be in effect for all bid documents Issued after the date of the City's approval.

B. MBE/WBE Goals

1. To implement the purpose of this Plan, the goal shall be to award at least **ten** (10) percent of the total of all construction contract award amounts in each fiscal year in each department to MBE firms and at least four (6) percent to WBE firms.
2. The City Manager and/or M/WBE Plan Coordinator may determine that higher or lower goals are appropriate on a project by-project basis, where it can be shown that the type, size, or location of the project will affect the availability of MBE and WBE firms, so long as the aggregate of all contracts does not lower the annual goals.

C. Bid Documents

1. Bidders shall submit MBE/WBE information with their bids. Such information shall be subject to verification by the City prior to the awarding of the contract. The information shall include names of MBE/WBES to be used and the dollar value of each such MBE/WBE transaction.
2. Contractors, subcontractors, suppliers, or MBE/WBE members of a joint venture intended to satisfy the City's MBE/WBE goals shall be certified by the State Department of Transportation (DOT) or shall be listed on another Public Agency certified list. The City may accept any of the following as alternate sources of certified MBES and WBES:
 - a. Listing in a City or certified registry established in accordance with Section IV, 0(2) of this Plan.
 - b. A self-certification form for a MBE/WBE or a MBE/WBE member of a joint venture not already listed in the Registry or certified by the State.
 - c. Evidence of certification or the self-certification form submitted to the City at or before the bid opening.

D. City of Greenville Responsibilities

1. **MBE/WBE Registry** - The City will establish and maintain a registry of certified Minority and Women Business Enterprises. The purpose of the registry is to provide a resource for prime bidders on City's construction projects who intend to solicit bids from MBE and WBE subcontractors and suppliers to

CITY OF GREENVILLE MBE/WBE PLAN

meet the City's MBE and WBE goals. The registry will not constitute a recommendation or endorsement of any listed firm. The registry will be developed and maintained by advertising at least annually, for letters of interest from MBE and WBE firms and community organizations wishing to be included in the registry and notified of construction contracts and sole source contracts (one source). Advertisements will be placed in at least one newspaper of general circulation and in at least one minority newspaper in the state.

2. Certification

- (a) The certification process will involve submission of a completed City certification form or inclusion on another acceptable public agency registry. All businesses must be recertified every twenty-four (24) months. The submitted form will be subject to approval by the City Manager or his designee. The City may accept proof of certification from the following:
 - North Carolina Department of Transportation
 - North Carolina Department of Administration
 - Other North Carolina cities with established certification procedures.
- (b) Certification decisions made by the City can be appealed by the applicant or a third-party challenger. Protests must be delivered to the MIWBE Office in writing or forwarded to the City Manager's Office. MBE/WBE applicants for certification with the City are allowed ten (10) days after the receipt of the certification decision to protest. A third-party challenge can be submitted at any time. Written protests will be reviewed by the City Manager, who will render a final decision.

3. Certification Eligibility Standards

- (a) The eligibility of a business is determined by the ownership and control of the business.
- (b) An eligible Minority Business Enterprise owner is a citizen or lawful permanent resident of the United States, a member of a recognized ethnic or racial group, and fifty one (51) percent owner of the business.

The eligible ethnic or racial groups are:

- Black

CITY OF GREENVILLE MBE/WBE PLAN

- . Hispanic
- . Portuguese
- . Asian/Pacific Islander
- . American Indian/Alaskan Native

(c) An eligible Women Business Enterprise owner is a citizen or lawful resident of the United States and a fifty-one (51) percent owner of the business and is female.

4. **Decertification Procedures** - A firm certified as a MBE/WBE may be decertified by the City Manager or his designee after an investigation and hearing for anyone of the following reasons:
- a. Change of Status - The City Manager or his designee may decertify a MBE/WBE if he finds that the ownership or control of the business changes so that the business no longer meets the requirements of Section IV, 0(3) (b) and (c) above.
 - b. Failure to comply with the MBE/WBE Plan - The certification of a business as a MBE/WBE may be revoked by the City Manager or his designee if he finds any of the following conditions:
 - 1. That a business has submitted inaccurate, false or incomplete information to the City;
 - 2. That in performance of a contract, a business has failed to comply with requirements of the contract with the City;
 - 3. That in performance of a contract, a business has failed to comply with MBE/WBE requirements of a contract established by a contractor with the City in response to City requirements; or
 - 4. That a business has otherwise failed to comply with the provisions of this MBE/WBE Plan.
 - c. Appeal of Decertification - A business may appeal a determination to decertify as a MBE/WBE by utilizing the procedures described in Section IV, D(2) above.
5. **Pre-bid Conference** - The City may hold a pre-bid conference on all formal bid contracts for all prospective bidders, subcontractors, and MBE/WBES for the purpose of explaining the provisions of the MBE/WBE Plan, the process for bidding, and the contract to be performed. Available data on MBE/WBES interested and/or capable of engaging in the prospective contract

CITY OF GREENVILLE MBE/WBE PLAN

shall be made available to prospective bidders, contractors, and subcontractors.

E. Contractor Responsibilities

1. The contractor (bidder) shall make good-faith efforts to encourage participation of MBE/WBES in projects prior to submission of bids in order to be considered as a responsive bidder. A good-faith effort shall include, at a minimum, specific affirmative action steps and complete documentation thereof. The following list of factors to determine good-faith effort is not exclusive or exhaustive:
 - a. Whether the bidder attended any pre-solicitation or pre-bid meetings, if scheduled by the City;
 - b. Whether the bidder identified and selected specific items of the project for which the contract could be performed by Minority and/or Women Business Enterprises, to provide an opportunity for participation by those enterprises (including, where appropriate, breaking down contracts into economically feasible units to facilitate MBE/WBE participation);
 - c. Whether the bidder advertised, a reasonable time before the date the bids are opened, in one or more daily or minority weekly newspaper or trade association (i.e., N.C. Minority Business Association), trade journal or other media;
 - d. Whether the bidder provided mail notice of his or her interest in bidding on the contract to at least three (3) Minority or Women Business Enterprises (for each identified sub-item of the contract) licensed to provide the specific items of the project a reasonable time prior to the opening of bids;
 - e. Whether the bidder provided interested Minority and Women Business Enterprises with information about the plans, specifications, and requirements for the selected subcontracting or material supply work;
 - f. Whether the bidder contacted the City's MIWBE Office for assistance in identifying minority and women businesses certified with the City and three (3) approved public agencies as referenced in Section IV, D(2)a;
 - g. Whether the bidder negotiated in good-faith with Minority or Women Business Enterprises and did not unjustifiably reject as unsatisfactory bids prepared by Minority or

CITY OF GREENVILLE MBE/WBE PLAN

Women Business Enterprises, as defined by the City;

- h. Whether the bidder, where applicable, advised and made efforts to assist interested Minority and Women Business Enterprises in obtaining bonds, lines of credit, or insurance required by the City or contractor;
- i. Whether the bidder's efforts to obtain Minority and Women Business Enterprise participation could reasonably be expected by the City to produce a level of participation sufficient to meet the goals of the City.

Bidders are cautioned that even though their submittal indicates they will meet the MBE/WBE goals, they should document their good-faith efforts and be prepared to submit this information to protect their eligibility for award of the contract in the event the City questions whether the good-faith requirement has been met.

- 2. Performance of MBE and WBE Subcontractors and Suppliers The MBE/WBES listed by the contractor on the Schedule of MBE/WBE Participation, which are determined by the City to be certified, shall perform the work and supply the materials for which they are listed unless the contractor has received prior written authorization from the City to perform the work with other forces or to obtain the materials from other sources.

The contractor shall enter into and supply copies of fully executed subcontracts with each MBE/WBE listed on the "Bidder MBE/WBE Information" form to the City's MIWBE Plan Coordinator after award of the contract and prior to the issuance of a Notice to Proceed. Any amendments to the subcontracts shall be submitted to the MIWBE Office within five (5) days of execution.

Authorization to utilize other forces or sources of materials may be requested for the following reasons:

- a. The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract, when such written contract, based upon the general terms, conditions, plans and specifications for the project, or on the terms of such subcontractor's or supplier's written bid, is presented by the contractor.
- b. The listed MBE/WBE becomes bankrupt or insolvent.
- c. The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

CITY OF GREENVILLE MBE/WBE PLAN

- d. The work performed by the listed subcontractor is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subcontractor is substantially delaying or disrupting the progress of the work.

F. Awarding of Contracts

1. If a construction contract is to be awarded, it shall be awarded in accordance with North Carolina General Statutes to the lowest responsible bidder who complies with all of the prescribed requirements and either:
 - a. Made a good-faith effort to comply with these goals and requirements before the time bids are opened as described above. Where a good-faith effort is claimed by the apparent lowest responsible bidder, the bidder shall be required to submit documentation WITHIN TWENTY-FOUR (24) HOURS OF THE CITY'S NOTIFICATION, which in most instances will occur the day of bid opening to show that the criteria for good-faith efforts have been met, or
 - b. Once a firm is determined to be an eligible MBE/WBE, and before the contract is awarded, the total dollar value to be paid to the MBE/WBE shall be evaluated by the MIWBE Office to ensure that it is in accordance with the bidder's proposal.

If the evaluation shows that the bidder has misrepresented MBE/WBE participation or has not made a good-faith effort to meet the contract goals for MBE and WBE participation, the bidder may be disqualified.

G. Counting MBE/WBE Participation Toward Meeting the Goals –

The degree of participation by MBE/WBE contractors, subcontractors, suppliers, or joint-venture partners in contract awards shall be counted in the following manner:

1. Once a firm is determined to be an eligible MBE/WBE contractor in accordance with this Plan, the total dollar value of the contract awarded to the MBE/WBE is counted as participation.
2. The goals can be met by any certified MBE/WBE contractor, subcontractor, supplier, trucker, or joint venture partner as listed in the City and agency directory. All MBE/WBES used to meet the goal must be certified by the City or an approved agency at the time of bid opening. Only certified firms listed in the directory can be

CITY OF GREENVILLE MBE/WBE PLAN

counted toward the goal. The standard for certification is set forth in this Plan.

3. The total dollar value of a contract with a business owned and controlled by a minority woman is counted toward either the minority goal or the goal for women, but not toward both. The contractor or City employing the firm may choose the goal to which the value is applied.
4. In the case of a joint venture, the joint venture recipient or contractor may count toward its MBE/WBE goals a portion of the total dollar value of the contract that the MBE/WBE partner's participation in the joint venture represents. Credit will be given equal to the minority partner's percentage of ownership in the joint venture. A MBE/WBE joint-venture partner must be responsible for a clearly defined portion of the work to be performed in addition to satisfying requirements for ownership and control.
5. A recipient or contractor may count toward its MBE/WBE goals only expenditures to MBE/WBE whose ownership interests are real and continuing and not created solely to meet the City's goals for participation, and that perform a commercially useful function in the work of a contract. A MBE/WBE is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing, and supervising the work involved. To determine whether a MBE/WBE is performing a commercially useful function, the M/WBE Office shall evaluate the amount of work subcontracted, industry practices, and other relevant factors. Consistent with normal industry practices, an MBE/WBE may enter into subcontracts. If a MBE/WBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the MBE/WBE shall be presumed not to be performing a commercially useful function. Evidence to rebut this presumption may be presented to the City. The MBE/WBE may present evidence to rebut this presumption. The M/WBE Office's decision on the rebuttal of this presumption is subject to review by the City Manager or his designated representative. Once a firm is determined to be an eligible MBE/WBE in accordance with this section, the total dollar value of the contract awarded to MBE/WBE is counted toward the applicable MBE/WBE goals, except as provided in the provisions of this section.

CITY OF GREENVILLE MBE/WBE PLAN

6. A contractor may count toward its MBE/WBE goals expenditures for materials and supplies obtained from MBE/WBE suppliers and manufacturers, provided that the MBE/WBE assumes the actual and contractual responsibility for the provision of the materials and supplies.

H. Documentation of Attainment of MBE/WBE Participation Requirements - In order that the City Manager may make a recommendation to the City as to the responsiveness of bidders, bidders shall be required to submit the following information on each MIWBE-related subcontract:

1. A description of the subcontract and purchase(s) of significant equipment and supplies to be used to perform the subcontract or prime contract, including the name and address of each MBE/WBE firm selected, and the name and telephone number of a contact person;
2. The dollar amount of participation of each MBE/WBE;
3. A statement of intent from the MBE/WBE subcontractor or material supplier as
 - a. Identified in Section IV, H(1) above that they intend to contract or supply the materials, or
 - b. Sworn statements, with appropriate documentation, showing that the contractor made a good-faith effort to comply with the MBE/WBE Plan in accordance with Section IV, E of this Plan.

VII. GRIEVANCE PROCEDURE

Any participant feeling himself/herself aggrieved by implementation of the MBE/WBE Program may present such grievance to the City. The grievance (except for certification as a MBE/WBE) shall be first discussed with the responsible operating department. If the grievance is not resolved, a written description of the grievance with appropriate supporting evidence shall be presented to the M/WBE Program Coordinator. The M/WBE Program Coordinator will review the grievance and supporting evidence and make a written response to the participant within ten (10) working days. In the event the participant is not satisfied, said participant may appeal the grievance by filing a written description thereof and supporting evidence with the City Manager. The City Manager shall hear the grievance within ten (10) working days and shall make a decision thereon, which shall be final.

**CITY OF GREENVILLE
RECREATION AND PARKS
GREENVILLE AQUATICS AND FITNESS CENTER RENOVATIONS**

SECTION 00215 - DOCUMENT CLARIFICATION REQUEST (DCR)

PART 1 - GENERAL

1.1 DESCRIPTION OF WORK

- A. Work Specified This Section:
 - 1. This Section specifies administrative and procedural requirements for disposition of Document Clarification Request (DCRs) during the Bidding Phase.

1.2 SUBMITTALS

- A. Submit each request (DCR) on the form included this in section.
- B. Provide only one request on each form.
- C. Email DCR form to Dennis Peterson at dennis.peterson@eastgroup.com.

PART 2 - PRODUCTS (NOT APPLICABLE)

PART 3 - EXECUTION

3.1 CONDITIONS:

- A. Submit requests to the Architect as soon as possible.
- B. DCRs will be received up to seven (7) calendar days prior to the Bid date. DCRs received after that date will not be reviewed.

3.2 ARCHITECT'S ACTION:

- A. The Architect will review the information requested.
 - 1. If, after researching the issue, if the information is found within the Contract Documents, then no formal response will be forth coming.
- B. The Architect's response will be in the space provided on the DCR form included this in section.

**CITY OF GREENVILLE
RECREATION AND PARKS
GREENVILLE AQUATICS AND FITNESS CENTER RENOVATIONS**

00215 – DOCUMENT CLARIFICATION REQUEST (DCR)

DOCUMENT CLARIFICATION REQUEST		Date:
Attention: Procopio Serrano	Submitted By:	
The East Group, PA 324 Evans Street Greenville NC 27835		
Subject:		
Specification Number:		
Drawing Sheet Number:		
INFORMATION REQUESTED		
Signed: _____		
RESPONSE		
<input type="checkbox"/> See Drawings/Specifications _____		
<input type="checkbox"/> See Addenda to be issued		
<input type="checkbox"/> Other		

Answered By: _____

Date: _____

END OF DOCUMENT 00215

**City of Greenville/Greenville Utilities Commission
Minority and/or Women Business Enterprise (M/WBE) Program**

**City of Greenville
Construction Guidelines and Affidavits
\$100,000 and above**

These instructions shall be included with each bid solicitation.

City of Greenville/Greenville Utilities Commission Minority and/or Women Business Enterprise Program \$100,000 and Construction Guidelines for M/WBE Participants

Policy Statement

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

Goals and Good Faith Efforts

Bidders responding to this solicitation shall comply with the M/WBE program by making Good Faith Efforts to achieve the following aspiration goals for participation.

	CITY	
	MBE	WBE
Construction This goal includes Construction Manager at Risk.	10%	6%

Bidders shall submit M/WBE information with their bids on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or M/WBE members of joint ventures intended to satisfy City M/WBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only. Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.** Firms qualifying as "WBE" for City's goals must be designated as a "women-owned business" by the HUB Office. Firms qualifying as "MBE" for the City's goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). Those firms who are certified as both a "WBE" and "MBE" may only satisfy the "MBE" requirement. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>. An internal database of firms who have expressed interest to do business with the City and GUC is available at www.greenvillencmwbe.org. However, the HUB status of these firms must be verified by the HUB database. The City shall accept NCDOT certified firms on federally funded projects only. Please note: A contractor may utilize any firm desired. However, for participation purposes, all M/WBE vendors who wish to do business as a minority or female must be certified by NC HUB.

The Bidder shall make good faith efforts to encourage participation of M/WBEs prior to submission of bids in order to be considered as a responsive bidder. Bidders are cautioned that even though their submittal indicates they will meet the M/WBE goal, they should document their good faith efforts and be prepared to submit this information, if requested.

The M/WBE's listed by the Contractor on the **Identification of Minority/Women Business Participation** which are determined by the City to be certified shall perform the work and supply the materials for which they are listed unless the Contractors receive prior authorization from the City to perform the work with other forces or to obtain materials from other sources. If a contractor is proposing to perform all elements of the work with his own forces, he must be prepared to document evidence satisfactory to the owner of similar government contracts where he has self-performed.

The Contractor shall enter into and supply copies of fully executed subcontracts with each M/WBE or supply signed Letter(s) of Intent to the Project Manager after award of contract and prior to Notice to Proceed. Any amendments to subcontracts shall be submitted to the Project Manager prior to execution.

Instructions

The Bidder shall provide with the bid the following documentation:

- Identification of Minority/Women Business Participation
(if participation is zero, please mark zero—Blank forms will be considered nonresponsive)
- Affidavit A (if subcontracting)

OR

- Identification of Minority/Women Business Participation
(if participation is zero, please mark zero—Blank forms will be considered nonresponsive)
- Affidavit B (if self-performing; must attest that bidder does not customarily subcontract work on this type of project—includes supplies and materials)

Within 72 hours or 3 business days after notification of being the apparent low bidder who is subcontracting anything must provide the following information:

- Affidavit C (if aspirational goals are met or are exceeded)

OR

- Affidavit D (if aspirational goals are not met)

After award of contract and prior to issuance of notice to proceed:

- Letter(s) of Intent or Executed Contracts

****With each pay request, the prime contractors will submit the Proof of Payment Certification, listing payments made to M/WBE subcontractors.**

*****If a change is needed in M/WBE Participation, submit a Request to Change M/WBE Participation Form. Good Faith Efforts to substitute with another M/WBE contractor must be demonstrated.**

Minimum Compliance Requirements:

All written statements, affidavits, or intentions made by the Bidder shall become a part of the agreement between the Contractor and the City for performance of contracts. Failure to comply with any of these statements, affidavits or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a contractor has made Good Faith Efforts, the CITY will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts.

City of Greenville **AFFIDAVIT A – Listing of Good Faith Efforts**

County of _____

(Name of Bidder)

Affidavit of _____

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

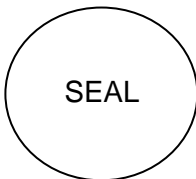
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority/Women Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority/women business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

**City of Greenville --AFFIDAVIT B-- Intent to Perform
Contract with Own Workforce.**

County of _____

Affidavit of _____

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____

_____ contract.

(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

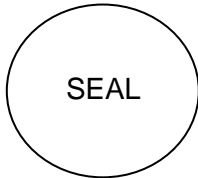
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____

City of Greenville - **AFFIDAVIT C** - Portion of the Work to be Performed by M/WBE Firms

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by M/WBE businesses as defined in GS143-128.2(g) and the COG/CITY M/WBE Plan sec. III is equal to or greater than 16% of the bidders total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of _____ I do hereby certify that on the _____
 (Name of Bidder)

Project ID# _____ (Project Name) Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises and a minimum of _____% of the total dollar amount of the contract with women business enterprises. Minority/women businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. Attach additional sheets if required

Name and Phone Number	*M/WBE Category	Work description	Dollar Value

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

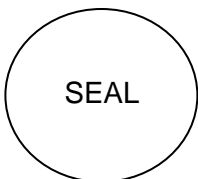
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with M/WBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

City of Greenville **AFFIDAVIT D – Good Faith Efforts**

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 16% participation by minority/women business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of _____ I do hereby certify
that on the _____
(Name of Bidder)

Project ID# _____ (Project Name) Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises and a minimum of _____% of the total dollar amount of the contract with women business enterprises. Minority/women businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone Number	*M/WBE Category	Work description	Dollar Value

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Examples of documentation required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
 - E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

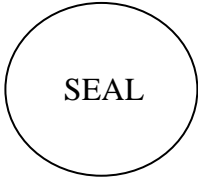
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with M/WBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

LETTER OF INTENT M/WBE Subcontractor Performance

Please submit this form or executed subcontracts with M/WBE firms after award of contract and prior to issuance of notice to proceed.

PROJECT: _____
(Project Name)

TO: _____
(Name of Prime Bidder/Architect)

The undersigned intends to perform work in connection with the above project as a:

____ Minority Business Enterprise ____ Women Business Enterprise

The M/WBE status of the undersigned is certified the NC Office of Historically Underutilized Businesses (required). ____ Yes ____ No

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project at the following dollar amount:

Work/Materials/Service Provided	Dollar Amount of Contract	Projected Start Date	Projected End Date

(Date)

(Address)

(Name & Phone No. of M/WBE Firm)

(Name & Title of Authorized Representative of M/WBE)

(Signature of Authorized Representative of M/WBE)

REQUEST TO CHANGE M/WBE PARTICIPATION

(Submit changes only if notified as apparent lowest bidder, continuing through project completion)

Project: _____

Bidder or Prime Contractor: _____

Name & Title of Authorized Representative: _____

Address: _____ **Phone #:** _____

_____ **Email Address:** _____

Total Contract Amount (including approved change orders or amendments): \$_____

Name of subcontractor: _____

Good or service provided: _____

Proposed Action:

Replace subcontractor

Perform work with own forces

For the above actions, you must provide one of the following reasons (Please check applicable reason):

The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

The listed MBE/WBE is bankrupt or insolvent.

The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

The work performed by the listed subcontractor is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subcontractor is substantially delaying or disrupting the progress of the work.

If replacing subcontractor:

Name of replacement subcontractor: _____

The M/WBE status of the contractor is certified by the NC Office of Historically Underutilized Businesses (required). ___Yes ___No

Dollar amount of original contract \$ _____

Dollar amount of amended contract \$ _____

Other Proposed Action:

___ Increase total dollar amount of work
___ Decrease total dollar amount of work
___ Add additional subcontractor
___ Other

Please describe reason for requested action: _____

If adding additional subcontractor:*

The M/WBE status of the contractor is certified by the NC Office of Historically Underutilized Businesses (required).___Yes ___No

**Please attach Letter of Intent or executed contract document*

Dollar amount of original contract \$ _____

Dollar amount of amended contract \$ _____

Interoffice Use Only:

Approval __Y __N

Date _____

Signature _____

Pay Application No. _____ Purchase Order No. _____

Proof of Payment Certification

M/WBE Contractors, Suppliers, Service Providers

Project Name: _____

Prime Contractor: _____

Current Contract Amount (including change orders): \$_____

Requested Payment Amount for this Period: \$_____

Is this the final payment? ___Yes ___No

Firm Name	M/WBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount (including changes)	Total Amount Remaining

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: _____

Certified By: _____

Name

Title

Signature

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**CITY OF GREENVILLE
RECREATION AND PARKS
GREENVILLE AQUATICS AND FITNESS CENTER RENOVATIONS**

SECTION 01110 - SUMMARY OF WORK

PART 1 - GENERAL

1.1 SCOPE OF WORK

The project involves installation of new water service up to new main shut off valve inside building, new installation of distribution piping and valves from main shut off valve to new and existing fixtures and equipment.

1.2 SINGLE PRIME CONTRACT

A. These documents form the Contract Documents for the Contract with the Owner as follows:

1. The Agreement;
2. The Addenda;
3. The General Conditions of the Contract;
4. Technical Specifications Divisions One thru 16;
5. Drawings;
 - a) Cover Sheet;
 - b) G series sheets;
 - c) C series sheets;
 - d) A series sheets;
 - e) P series sheets;

1.3 CONSTRUCTION SEQUENCE

A. It is recognized that this project will tend to disrupt operations of the existing facility; however, certain vital operations and services now in the construction area cannot be terminated or disrupted. Therefore, relocation of these operations and services must be accomplished in a certain planned sequence so as to allow continuous operation of these services.

B. The following description explains these steps and this sequence must be adhered to by all Contractors.

1. The water from the existing meters need to be shut off and the new meters connected during the same weekend.

1.4 PHASING PLAN

The Work for this project is to be completed in 3 phases. Work on new water service will be phase one. Work on new water distribution will be spit up into 2 phases (Phase 2A and Phase 2B). Specific sequence of work and laydown area needs to be coordinated with the Owner. The Owner is to have final approval of the scheduled work tasks so as to minimize the disruption caused by the construction of this project to the ongoing operations of the Greenville Aquatics and Fitness Center; note normal facility operating hours are from 5:30am to 9pm, Monday thru Thursday. Saturday 8:00AM to 4:00PM, Sunday 1:00PM – 6:00PM

1.5 CONTRACTOR'S USE OF PREMISES

**CITY OF GREENVILLE
RECREATION AND PARKS
GREENVILLE AQUATICS AND FITNESS CENTER RENOVATIONS**

A. General:

1. Confine operations to areas within Contract limits indicated. Portions of the site beyond these limits shall not be disturbed.
- B. Keep driveways and entrances serving the premises clear and available to the Owner at all times.
- C. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
- D. Maintain the existing building in a weather tight condition throughout the construction period. Repair damage caused by construction operations immediately. Take all precautions necessary to protect the building and its occupants during the construction period.

1.6 OWNER OCCUPANCY:

A. Full Owner Occupancy:

1. The Owner will occupy the site and existing building during the entire construction period. Cooperate with the Owner during construction operations to minimize conflicts and facilitate Owner usage. Schedule and perform the Work so as not to interfere with the Owner's operations.
- B. A Certificate of Substantial Completion will be executed for each specific phase of the Work. Obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
- C. Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been completed. Upon partial occupancy the Owner will provide operation and maintenance of mechanical and electrical systems in occupied portions of the building.

1.7 OWNER-FURNISHED ITEMS

- A. The Contractor is responsible for designating the delivery dates of Owner-furnished items in the Contractor's Construction Schedule and for receiving, unloading and handling Owner-furnished items at the site. The Contractor is responsible for protecting Owner-furnished items from damage, including damage from exposure to the elements, and to repair or replace items damaged as a result of his operations. The Contractor is responsible for installation of these items unless otherwise indicated.

PART 2 - PRODUCTS (Not Applicable).

PART 3 - EXECUTION (Not Applicable).

END OF SECTION 01110