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**REQUEST FOR QUALIFICATIONS ADVERTISEMENT  
for  
Actions Sports Phase I – BMX and Skatepark Design**

The City of Greenville Recreation and Parks Department is soliciting qualifications from design firms for the provision design services for a BMX and skatepark in Greenville, NC. Firms that are interested in providing the required services are invited to submit a Statement of Qualifications (SOQ) **no later than 2:00 PM local time on Thursday, July 27, 2017.**

The City will conduct a pre-submittal meeting at the Recreation and Parks Administration Offices – Jaycee Park, 2000 Cedar Lane, Greenville, NC 27858, **2:00 PM local time, on July 19, 2017.** Attendance is strongly recommended. Attendees should be familiar with the requirements of this RFQ.

It is the policy of the City of Greenville to provide minorities and women opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts. Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation: **WBE 4%, MBE 4%.**

The Consultant shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further if the consultant utilizes a Subconsultant, the Consultant shall require the Subconsultant to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. The Consultant represents that the Consultant and its Subconsultants are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

The Consultant hereby certifies that, it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. The Consultant shall not utilize in the performance of the Agreement any subcontractor that is identified on the Iran Final Divestment List.

For further information, contact Lamarco Morrison at [lmorrison@greenvillenc.gov](mailto:lmorrison@greenvillenc.gov).



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## **Recreation and Parks Department**

**2000 Cedar Lane  
Greenville, NC 27858**

### **Request for Qualifications (RFQ)**

Date of Issue: ***June 26, 2017***

#### **Action Sports Park Phase I – BMX and Skatepark Design**

**Project Manager Contact Information:**

Lamarco M. Morrison, *Parks Planner*  
City of Greenville  
Greenville Recreation and Parks Department  
Parks Division  
(252) 329-4242  
[lmorrison@greenvillenc.gov](mailto:lmorrison@greenvillenc.gov)

The Tar River Legacy Plan, which was adopted by City Council in 2014, recommended an 'Action Sports' corridor to foster economic development, and build on Greenville's brand as Sportstown USA. A BMX and skatepark was one of several action sports park elements that were recommended in the legacy plan. The implementation of the BMX and skatepark is the first phase in developing an action themed park. Through this RFQ the City of Greenville is soliciting Statements of Qualifications (SOQ) from design firms for the provision of the design of a BMX and skatepark design.

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### **Appendix A: POTENTIAL PARK SITES**

### **Appendix B: Minority and Women Business Enterprise Program**

**ACTION SPORTS PARK PHASE I – BMX AND STATEPARK DESIGN**  
**Request for Qualifications (RFQ)**

**SUBMITTAL REQUIREMENTS**

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Firms that are interested in providing the required services to the Greenville Recreation and Parks Department are invited to submit an SOQ, in electronic format only, to Lamarco M. Morrison at [lmorrison@greenvillenc.gov](mailto:lmorrison@greenvillenc.gov). Each firm is solely responsible for the timely delivery of its SOQ. All SOQs must be received **by 2:00 pm local time on Thursday, July 26, 2017. No Qualification Packages will be accepted after this deadline.**

The City will conduct a pre-submittal meeting at the Recreation and Parks Administration Offices – Jaycee Park, 2000 Cedar Lane, Greenville, NC 27858, **2:00 PM local time, on July 19, 2017.** Attendance is strongly recommended, and attendees should be familiar with the requirements of this RFQ.

**1). FORMAT** – Proposers are urged to include only information that is relevant to this specific project so as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of the RFQ and emphasize the Proposer’s demonstrated capability to provide services of this type. The SOQ should be no longer than thirty (30) pages in length (double sided), inclusive of individuals’ resumes, examples of work experience and references, and required MWBE forms. Minimum font size should be the equivalent of 11pt, and one-inch margins are preferred.

**2). NON-COLLUSION** –This RFQ constitutes an invitation to bid or propose. Firms and their staff are prohibited from communicating with elected City officials and City employees regarding the RFQ or submittals from the time the RFQ has been released until all respondents have been notified, and the selection results have been publicly announced. These restrictions extend to “thank you” letters, phone calls, and emails and any contact that results in the direct or indirect discussion of the RFQ and/or the Qualification Package submitted by the firm/team. Violation of this provision by the firm/team and/or its agents may lead to the disqualification of the firm’s /team’s submittal from consideration. Exceptions to the restrictions on communications with City employees are detailed in **‘COMMUNICATION GUIDELINES AND QUESTIONS’ Section this RFQ.** Acknowledge that you have read this section by including the following signed Non-Collusion affidavit with your response:

*The City of Greenville prohibits collusion, which is defined as a secret agreement for a deceitful or fraudulent purpose.*

*I, \_\_\_\_\_ affirm that I have not engaged in collusion with any City employee(s), other person, corporations or firms relating to this bid, SOQs or quotations. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

*Signature: \_\_\_\_\_*

**3). COVER LETTER** – The SOQ should contain a cover letter signed by a principal in the firm, indicating his or her title and that he or she has authority to submit the proposal on behalf of the firm. The cover letter should contain the following statement:

“The undersigned has the authority to submit this SOQ on behalf of the *legal name of company* in response to the City of Greenville RFQ for the Action Sports Park Phase I – BMX and Skatepark Design”.

**4). PROJECT TEAM** –Identify the legal entity that would enter into the contract with the City and include location of company headquarters, local office location, type of business (sole proprietorship, partnership, or corporations), state of incorporation or organization, and the name and title of the person authorized to enter into an agreement.

- Include detailed resumes of all team members assigned to this project, including Subconsultants. For proposed Subconsultants, provide the name of each firm, the office location, contact name and telephone number and the service to be provided.
- Provide an organizational chart, identifying all key members of the team, including Subconsultants who would be assigned to this project. **Specifically identify individuals who will serve as project managers.**
- Provide a description of the professional and technical experience, background, qualifications and professional licensing / certification of firm. The Proposer should show that their firm possesses demonstrated experience in all areas of the project scope of services.

**5). RELEVANT EXPERIENCE** –Provide a summary of Proposer’s experience with at least ten projects of similar scope that are currently in progress or having been performed in the past five (5) years. Information should include a description of the project, scope of work, location of project; client name and telephone number.

- List only projects **involving current staff** comprising your proposed team;
- List projects in **date order** with newest project listed first; and
- List projects in **North Carolina** first, followed by projects located in other states.

As part of the selection process, the City may contact the Proposer's references. **Do not include your consulting fee as part of the project cost.**

**6). COMMUNICATION GUIDELINES AND QUESTIONS**

Firms may submit written (email) questions concerning this RFQ to the Parks Planner for receipt no later than **5 pm local time on July 21, 2017**. Any questions about the RFQ should be submitted in writing to: Lamarco M. Morrison, Parks Planner via Email: [lmorrison@greenvillenc.gov](mailto:lmorrison@greenvillenc.gov). Questions received after the stated deadline will not be answered. No oral statement of any persons shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFQ, if any, shall be made in writing only and issued in the form of an Addendum to the RFQ.

## 5). MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PROGRAM

It is the policy of the City of Greenville to provide minorities and women opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts. Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation: WBE 4%, MBE 4%. All firms submitting qualifications and/ or proposals agree to employ "good faith efforts" towards achieving these goals and supply other information as requested in the "MWBE Professional Services Forms" included in **Appendix B. Failure to complete the MWBE forms may be cause to deem the submittal nonresponsive.**

Questions regarding the City's MWBE Program should be directed to the MWBE Coordinator at (252) 329-4462.

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## EVALUATION CRITERIA

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It is the policy of the City that the selection of firms to provide professional services shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The City shall conduct a fair and impartial evaluation of all submittals that are received in accordance with the provisions of this RFQ. The City shall appoint a selection committee to perform the evaluations, and put each SOQ submitted through a process of evaluation to determine responsiveness to all administrative and technical requirements of the RFQ.

The evaluation criteria are intended to be used to make a recommendation to the entity or person who will award the contract, but who is not bound to use these criteria or to award to a firm on the basis of the recommendation. All firms/teams who submit a Qualification Package will be notified of the City's choice.

### 1). EVALUATION METHOD

Compliance Check: All SOQs will be reviewed to verify that minimum requirements have been met. SOQs that have not followed the requirements in this RFQ or do not meet minimum content and quality standards may be eliminated from further consideration.

Analysis: Members of an evaluation team assigned by the Project Manager will independently analyze each SOQ. The evaluation team will analyze how the Proposers' qualifications, experience, professional content, and proposed methodology meet the City's needs. Points will be assigned by each committee member using the point-scoring schedule below as a guideline.

At the discretion of the City, the evaluation team may decide to conduct interviews of a short list of Proposers.

## 2). POINT SCORING SCHEDULE

Qualifications will be evaluated using the minimum following criteria (Total possible points = 50). A total of five (5) bonus points may be awarded to proposers that comply with the City's Local Preference Policy.

### 1). Completeness of SOQ: 10 Points

Overall appearance and completeness of the Proposer's SOQ, based on the minimum requirements. Punctuation and subject verb agreement are considered.

### 2). Personnel Qualifications and Experience: 20 Points

The experience of personnel assigned to the project, their educational background, certification and licensing that are deemed to meet the project requirements.

### 3). Proposer's Qualifications and Experience: 30 Points

Verifiable technical capacity, experience on similar projects and an outstanding record of successfully completed projects. Past performance on projects in North Carolina are considered.

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## ADDITIONAL PROVISIONS OF THIS RFQ

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A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. The RFQ does not commit the City to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning any firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. No binding contract, obligation to negotiate, or any other obligation shall be created on the part of the City unless the City and a firm jointly execute a contract.

**1). DISCRETION OF THE CITY** – The City reserves the right to request substitutions of sub-consultants. The City reserves the right to contact any firm/team to negotiate if such is deemed desirable by the City. The City of Greenville reserves the right to reject any or all SOQs. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the provision refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any SOQ, whether or not something is stated to be mandatory and whether or not it is said that an SOQ will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for the work with one or more firms that do not submit an SOQ. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion.

**2). INSURANCE** – The Proposer must be willing and able to provide insurance coverage, bonding and forms required by the City. The insurance required for professional services are as follows:

**A. Public Liability and Property Damage:**

The Designer shall take out and maintain during the life of this Contract such Public Liability and Property Damage Insurance as shall protect from claims for damage for personal injury, including accidental death, as well as from claims for property damages which may arise from operations under this Contract, whether such operation be by himself or by any sub-consultant, or by anyone directly or indirectly employed by either of them. The amounts of such insurance shall not be less than \$500,000 for injuries, subject to the same limits per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the City. The City of Greenville shall be named as an additional insured on all coverage.

**B. Other Insurance:**

The Designer shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.

**C. Workers Compensation.**

Meeting the statutory requirements of the State of North Carolina and Employers Liability - \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit.

**D. Cancellation:**

Each certificate of insurance shall bear the provision that the policy cannot be canceled in less than ten (10) days after mailing written notice to the assured of such cancellation.

**E. Proof of Carriages:**

The Designer shall furnish the City with satisfactory proof of carriage of the insurance required before written approval of such insurance is granted by the City.

**F. Sub-Consultants:**

If any part of the services to be performed under this Contract is sublet, the sub-Designer shall be required to meet all insurance requirements set forth in this Agreement. The parties stipulate that the Designer will maintain each type of insurance set forth above at a coverage level equal to the amount set forth above for such type of insurance. However, nothing contained herein shall relieve the Designer from meeting all insurance requirements or otherwise being responsible for the sub-consultant.



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## SCOPE OF SERVICES

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In general the project consists of the analysis of two potential park sites, and the selection of the site best suited for development. **Please refer to Exhibit A for the description of the two park sites.** The project also includes construction and bid documents for a cast in place concrete BMX and skatepark on a 10 acre site. In addition to BMX and skatepark elements, the design shall include parking lot design, ADA compliant sidewalks, site lighting, landscape design and site amenities. The Designer shall prepare design documents that include the following deliverables:

### SITE ANALYSIS AND CONCEPTUAL DESIGN

- A. Designer shall evaluate both park sites, and determine the best site to development. A feasibility report with rationale for site selection shall be submitted to the City for review. The feasibility report shall include existing conditions, site inventory, and a list of opportunities and constraints for both sites. The Designer shall facilitate a kickoff meeting with City staff and stakeholders to present the findings of the feasibility report and get public input on program elements and concepts.
- B. Based on comments and feedback from the initial kickoff meeting, the Designer shall prepare at least two concepts on the preferred park site, and submit conceptual designs to the City. The City will facilitate a meeting with stakeholders to garner feedback and comments. The Designer may be included in this meeting via conference call.

### SCHEMATIC DESIGN

- A. The Designer shall prepare a schematic design that includes demolition, site/civil plans, and a probable cost statement. The schematic design submittal shall include at a minimum the following information:
  - 1. A scaled civil / site plan with a north arrow showing the location and size of the proposed park elements in relation to the existing property lines, structures, roads, walkways, parking and existing utility services. Emphasis shall be placed on the early determination of adequacy and availability of all existing utility services.
  - 2. A preliminary probable cost statement shall be prepared at this phase to ensure budget control.
- B. The Designer shall submit one (1) rendered schematic plan, and a schematic drawing package (30% completion of Construction Documents) for review, comment and approval by the City.
- C. The Designer shall work with the City to facilitate a Public Open House to display schematic design alternatives.

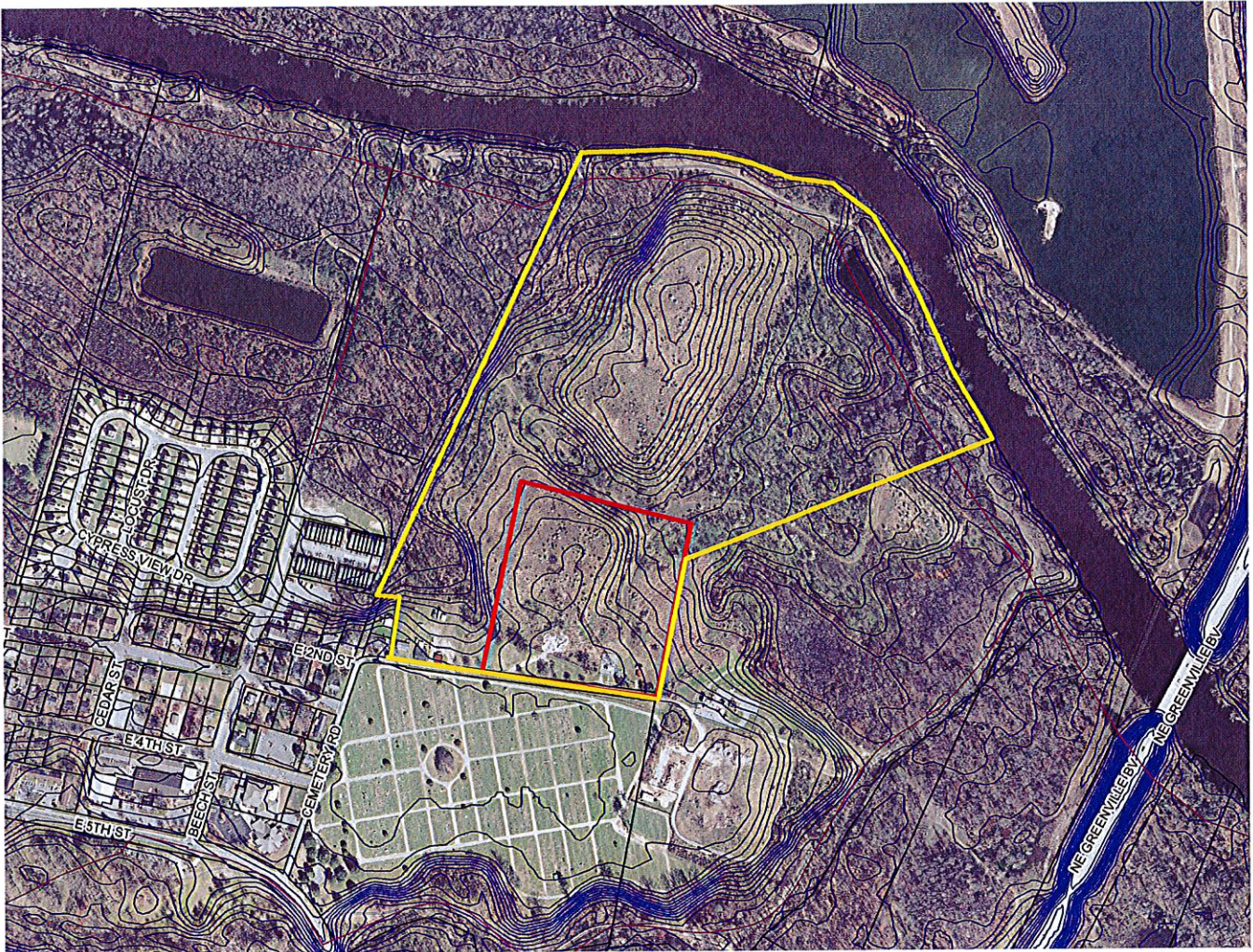
## DESIGN DEVELOPMENT

- A. Based on the approved schematic submittal, the Designer shall prepare Design Development Documents setting forth all basic program elements, systems and materials to be used in the project (65% completion of construction documents). The Designer Development submittal shall include but not limited to the following:
  - 1. A written response to Schematic Design review comments and questions.
  - 2. A scaled civil / site plan showing topographic information, benchmarks, site drainage and sedimentation control, utility infrastructure, adjacent structures and other site data furnished on the previous submittal.
  - 4. Outline specifications with brief descriptions of building systems and materials.
  - 5. Scaled site details with cross-sections at appropriate points that show major vertical spaces, and two or more elevations.
- B. The final submittal of the Design Development documents shall include a statement of probable cost to ensure budget control.
- C. The Designer shall submit sealed Design Development Documents to the City for review and approval by the Planning and Inspection Divisions. City approval is required prior to continuing into the next phase of the project.

## CONSTRUCTION DOCUMENTS

- A. Based on the approved Design Development submittal, the Designer shall prepare construction drawings and specifications setting forth all work in detail and prescribing work to be done, including materials, workmanship, finishes, mechanical and electrical systems, special equipment, site work, utility connections and service.
- B. Final Submittal: The Designer shall submit one set of original construction documents and two printed sets. An electronic copy of the construction drawings in AutoCAD and an electronic copy of the technical specifications in Microsoft Word shall accompany the final submittal.
- C. The Designer shall receive approval from the City that the Construction Documents are acceptable prior to bidding the work.

**AMERICANS WITH DISABILITIES ACT (ADA)** – The Designer shall prepare the Construction Documents in accordance with the 2010 ADA Standards for Accessible Design, which provides that those facilities that are constructed or altered by, on behalf of, or for the use of public entity shall be designed, constructed or altered to be readily accessible to and usable by individuals with disabilities.

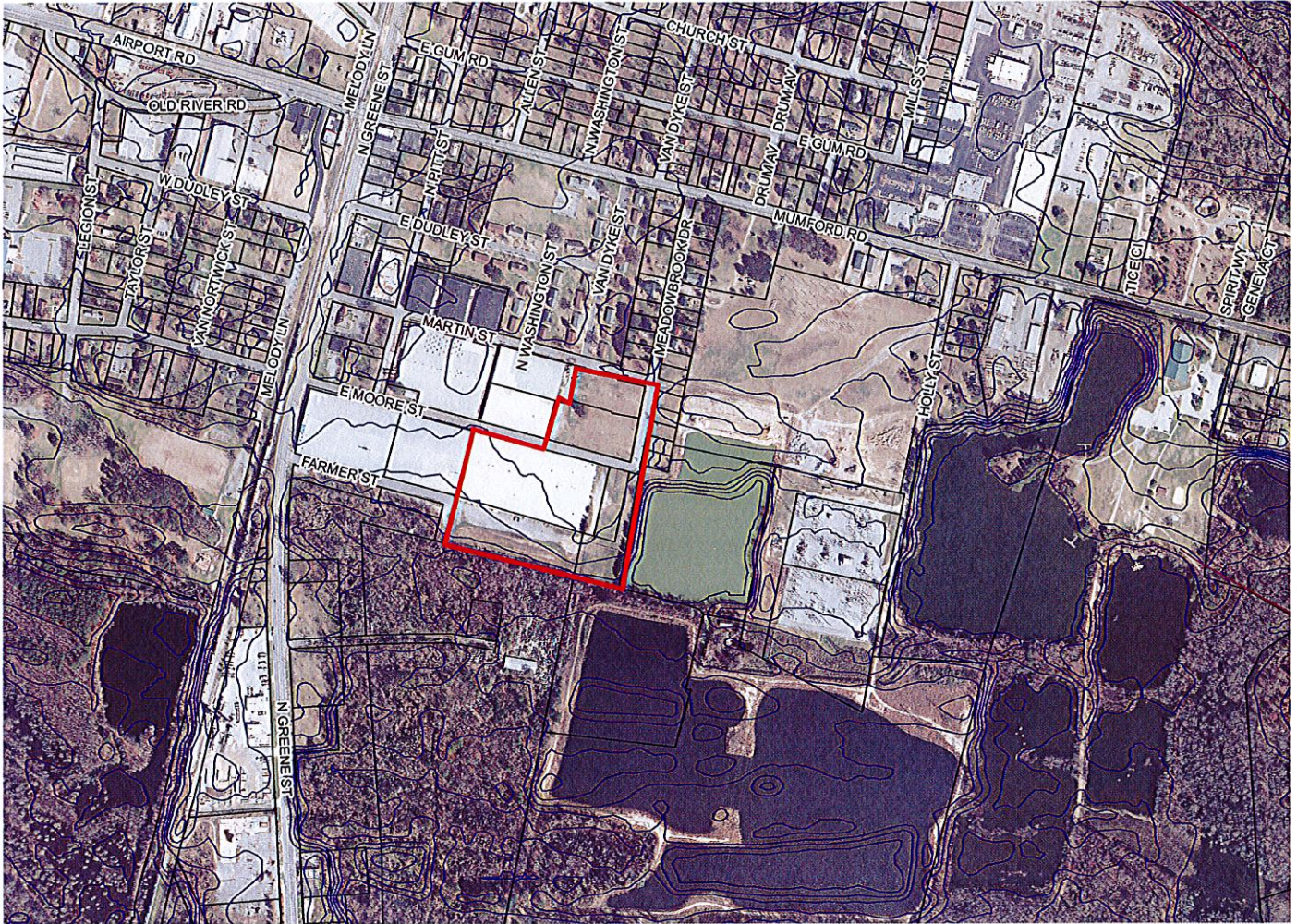


**2<sup>nd</sup> Street Landfill - Site Description**

PhysicalAddress: 2805 E SECOND ST

Parcel Number: 28980

Acres: Approximately 10 acres (shown in red)



**Flowers & Taylor Warehouse LLC - Site Description**

PhysicalAddress: 311 Farmer Street

Parcel Numbers and Acres: 33422, 33361, 33421, 7436, 39412, 48307

Total Acres: Warehouse - 4.30 acres  
Surrounding Land – 7.34 acres

**City of Greenville/Greenville Utilities Commission  
Minority and Women Business Enterprise Program**

**City of Greenville  
MWBE Guidelines for Professional Service Contracts  
\$50,000 and above**

These instructions shall be included with each bid solicitation.

# City of Greenville/Greenville Utilities Commission Minority and Women Business Enterprise Program

## MWBE Guidelines for Professional Service Contracts \$50,000 and above

### 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

Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation.

	CITY	
	MBE	WBE
Professional Services	4%	4%

Submitters shall submit MWBE information with their submissions 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 MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as "WBE" for the 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). According to new Statewide Uniform Certification (SWUC) Guidelines, ethnicity supersedes gender; therefore, firms who are certified as both a "WBE" and "MBE" will satisfy the "MBE" category only. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.**

The City shall accept NCDOT certified firms on federally funded projects only.

Please note: A service provider may utilize any firm desired. However, for participation purposes, all MWBE firms who wish to do business *as a minority* must be certified by NC HUB. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>

## Instructions

The submitter shall provide the following forms:

FORM 1—Sub-Service Provider Utilization Plan

This form provides the amount of sub-contracted work proposed on the project for MWBE. This proposed participation is based on the current scope of work. Submitter must turn in this form with submission. If the submitter does not customarily subcontract elements of this type of project, do not complete this form. Instead complete FORM 2.

FORM 2--Statement of Intent to Perform work without Sub-Service Providers

This form provides that the submitter does not customarily subcontract work on this type of project.

Sub-Service Provider Utilization Commitment

Submitted by the selected service provider after negotiation of the contract and prior to Award, this form lists the MWBE firms committed to participate on the project. This commitment will reflect any changes in the Plan due to adjustments in project scope.

NOTE: A firm is expected to maintain the level of participation proposed in FORM 1 – Sub-Service Provider Utilization Plan – unless there is a negotiated change in the service required by the City. A firm is also encouraged to increase MWBE participation in the Utilization Commitment as a result of ongoing Good Faith Efforts.

Proof of Payment Certification

Submitted by the selected service provider with each payment application, listing payments made to subconsultants. This form is not provided with the submission.

*In addition to the forms provided above, each service provider must provide a discussion of its diverse business policies and procedures to include the good faith efforts it employed to utilize minority and women-owned firms on this project. This discussion must include:*

- 1. Outreach efforts that were employed by the firm to maximize the utilization of MWBE's.*
- 2. A history of MWBE firms used on similar projects; and*
- 3. The percentage participation of MWBE firms on these projects.*

*NOTE: Those service providers submitting FORM 2 should discuss and provide documentation to justify 100% performance without the use of subconsultants (both majority and minority) per the statements of the form.*

**Minimum Compliance Requirements:** All written statements, signed forms, or intentions made by the Submitter shall become a part of the agreement between the Submitter and the City for performance of contracts. Failure to comply with any of these statements, signed forms, 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 Submitter has made Good Faith Efforts, the City will evaluate all efforts made by the Submitter and will determine compliance in regard to quantity, intensity, and results of these efforts.





**Statement of Intent to Perform work without  
Sub-Service Providers  
FORM 2**

(Must be included with submission if not subcontracting any portion of work)

We, \_\_\_\_\_, hereby certify that it is our  
intent to perform 100% of the work required for the \_\_\_\_\_ contract.  
(Project Name)

In making this certification, the Proposer states the following:

- i. It is a normal and customary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of subconsultants. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last five (5) years on which they have done so.*  
 **Check box to indicate documentation is attached.**
- ii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a MWBE. The Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.  
 **Check box to indicate documentation is attached.**
- iii. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the City and institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs to subcontract the work. **The firm will also submit a Request to Change MWBE Participation Form (even if the final subconsultant is not MWBE).**

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.

Date: \_\_\_\_\_

Name & Title of Authorized Representative \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

# Sub-Service Provider Utilization Commitment

(Must be submitted after contract negotiation and prior to Award)

We \_\_\_\_\_, do certify that on the  
 \_\_\_\_\_ we will expend a minimum of \_\_\_\_\_ %  
 (Company Name) \_\_\_\_\_  
 (Project Name)

of the total dollar amount of the contract with certified **MBE** firms and a minimum of \_\_\_\_\_ % of the total dollar amount of the work with **WBE**.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

\*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**)

The undersigned will enter into a formal agreement with MWBE firms for work listed in this schedule. Failure to fulfill this commitment may constitute a breach of contract.

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

Date: \_\_\_\_\_

Name & Title of Authorized Representative \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

## REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if recipient of intent to award letter, continuing through project completion.)

Project: \_\_\_\_\_

Bidder or Prime Consultant: \_\_\_\_\_

Name & Title of Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Email Address: \_\_\_\_\_

Original Total Contract Amount: \$ \_\_\_\_\_

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

Will this request change the dollar amount of the contract?  Yes  No

If yes, give the total contract amount including change orders and proposed change: \$ \_\_\_\_\_

The proposed request will do the following to overall MWBE participation (please check one):

Increase  Decrease  No Change

Name of subconsultant: \_\_\_\_\_

Service provided: \_\_\_\_\_

### Proposed Action:

Replace subconsultant  
 Perform work in-house

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 subconsultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subconsultant is substantially delaying or disrupting the progress of the work.

*If replacing subconsultant:*

Name of replacement subconsultant: \_\_\_\_\_

Is the subconsultant a certified MWBE?  Yes  No

*If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.*

Dollar amount of original consultant contract \$ \_\_\_\_\_

Dollar amount of amended consultant contract \$ \_\_\_\_\_

**Other Proposed Action:**

Increase total dollar amount of work

Add as an additional subconsultant\*

Decrease total dollar amount of work

Other

Please describe reason for requested action: \_\_\_\_\_

*\*If adding additional subconsultant:*

Is the subconsultant a certified MWBE?  Yes  No

*If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.*

Dollar amount of original consultant contract \$ \_\_\_\_\_

Dollar amount of amended consultant contract \$ \_\_\_\_\_

**Interoffice Use Only:**

Approval  Y  N

Date \_\_\_\_\_

Signature \_\_\_\_\_

Pay Application No. \_\_\_\_\_  
 Purchase Order No. \_\_\_\_\_

## Proof of Payment Certification

### MWBE Contractors, Suppliers, Service Providers

Project Name: \_\_\_\_\_

Prime Service Provider: \_\_\_\_\_

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

Requested Payment Amount for this Period: \$ \_\_\_\_\_

Is this the final payment?  Yes  No

Firm Name	MWBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount	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