

**To:** All Interested Bidders and plan holders

**From:** Matthew Jones, PhD, PE; Hazen and Sawyer

**RE:** Cedar Lane Drainage Improvement Project, RFP 22-23-23  
Addendum #1

**Date:** December 8, 2022

**The following items clarify, add to, delete from and/or otherwise change and supersede information previously issued to you in the Bid Documents for the above-referenced project. As such, said items shall be considered part of the contract and receipt of this addendum shall be acknowledged appropriately in the bid package. Please review the following items carefully and adjust your proposal accordingly.**

Non-Mandatory Pre-Bid Meeting Minutes:

1. See Attachment 1 for minutes of the pre-bid meeting held on November 29, 2022.

Changes to Advertisement for Bids:

**Replace the following within the General Notice of the Advertisement for Bids:**

Bids for the construction of the Project will be received at the **City of Greenville** located at **1500 Beatty Street, Greenville, NC 27834**, until **Wednesday, January 4<sup>th</sup>, 2023**, at **2:00 PM** local time. At that time the Bids received will be **publicly** opened and read.

Changes/Additions/Clarifications to Bid List and Specifications:

1. **Replace the following for Article 7 – Interpretations and Addenda, EJCDC C-200 Page 5 of 10.**  
Questions to Engineer must be submitted before 5pm on Tuesday, December 13<sup>th</sup>, 2022.

Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda delivered to all registered plan holders. Questions received after December 13th, 2022, may not be answered.

2. **Append the enclosed City of Greenville / Greenville Utility Commission Minority and Women Business Enterprise (MWBE) Program forms (Attachment 2) to the Contract Documents and append the following to Article 2 – Attachments to this Bid, EJCDC C-410 Page 1 of 8.**  
G. City of Greenville / Greenville Utility Commission Minority and Women Business Enterprise (MWBE) Program forms.

**3. Replace the following for SP-1 Minority Business Enterprise and Women Business Enterprise Page 00 80 00-6 under the heading “MBE and WBE Goals”:**

The following goals for participation by Minority Business Enterprises and Women Business Enterprises are established for this contract:

**(A) Minority Business Enterprises 10%**

(1) If the MBE goal is more than zero, the Contractor shall exercise all necessary and reasonable steps to ensure that MBEs participate in at least the percent of the contract as set forth above as the MBE goal.

(2) If the MBE goal is zero, the Contractor shall make an effort to recruit and use MBEs during the performance of the contract. Any MBE participation obtained shall be reported to the City of Greenville.

**(B) Women Business Enterprises 6%**

(1) If the WBE goal is more than zero, the Contractor shall exercise all necessary and reasonable steps to ensure that WBEs participate in at least the percent of the contract as set forth above as the WBE goal.

(2) If the WBE goal is zero, the Contractor shall make an effort to recruit and use WBEs during the performance of the contract. Any WBE participation obtained shall be reported to the City of Greenville.

**4. Replace the following for SP-6 Work Hours and Intermediate Contract Time Page 00 80 00-26:**

The City standard work hours are Monday thru Friday 7:00 AM to 7:00 PM. No work shall commence outside of standard work hours or during the weekend without written approval from the City Engineer or their authorized agent. A request to perform work outside of standard work hours or during the weekend shall be submitted to the Owner for approval a minimum of 48 hours prior to the commencement of such work.

If the Contractor requests work hours to commence on weekends, holidays, or exceed the standard work hours outlined above, the Contractor will be responsible for additional costs associated with CEI services. An hourly rate of \$100/hour/person (minimum of 4 hour) will be incurred by the Contractor and deducted from Contractor payment.

Holidays and holiday weekends shall include New Year's, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. The Contractor shall schedule his work so that lane closures will not be required during these periods, unless otherwise directed by the Engineer.

The Contractor should review the City's Noise Ordinance ([http://www.greenvillenc.gov/uploadedFiles/Departments/City\\_Clerk/Information/Noise%20Ordinance.pdf](http://www.greenvillenc.gov/uploadedFiles/Departments/City_Clerk/Information/Noise%20Ordinance.pdf)) which applies to construction operations. Construction operations are

allowed from 7:00 a.m. to 9:00 p.m. on weekdays and 8:00 a.m. to 9:00 p.m. on weekends for which building permits have been issued or construction operations not requiring permits; providing all equipment is operated in accord with the manufacturer's specifications and with all standard equipment manufacturers' mufflers and noise-reducing equipment in use and in proper operating condition.

5. **Remove Item No. 63, Temporary Water Services, from the bid form. An updated bid form is enclosed (Attachment 3) and replaces the bid form in Article 3 – Basis of Bid – Lump Sum Bid and Unit Prices, EJCDC C410.**
6. **Remove Item No. 63, Temporary Water Services, from the Contract Price table and replace the estimated quantities in Article 5 to match those in the bid form. An updated table (Attachment 4) is enclosed and replaces the table in Article 5 – Contract Price, EJCDC C-520 Page 2 of 10.**

Requests for additional information:

The following questions were received during the pre-bid meeting:

**Question:** Are the crosswalk modifications additions to or replacements of drawings in the main plan set?

**Answer:** The crosswalk modifications replace the associated drawings in the main plan set. Specific drawings being replaced are C1, C2, C5, C6, C10, and C11.

**Question:** Can an Excel sheet of the bid form be provided?

**Answer:** An Excel format of the bid form is enclosed with this addendum. Prospective bidders are fully responsible for all calculations and the content of their submitted bid form.

**Question:** Is the 60-day project duration a firm requirement?

**Answer:** Yes.

**Question:** Is an alternative traffic management plan allowed to extend the 60-day project duration?

**Answer:** No.

**Question:** Is access to the school required during construction?

**Answer:** Access to the school is available outside of the construction limits for purposes needed during the summer school closure.

**Question:** Is access to the park required during construction?

**Answer:** Yes.

**Question:** Is notice required before doing any weekend work?

**Answer:** The Contractor shall notify the City 48 hours in advance of any proposed weekend work. See revised language for SP-6.

**Question:** Is water bypass required?

**Answer:** Temporary water service is not required and bid item 63, Temporary Water Services, has been removed from the bid form with this addendum. The proposed water line layout is expected to allow a sequence of construction that minimizes the duration of any water service disruption. The Contractor shall comply with all requirements of the GUC Design and Specifications Manual and Contract Documents, including notification of properties affected by any

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water service disruptions. Should the Contractor elect to construct the water line in a manner that disrupts water service for a duration that exceeds GUC requirements, the Contractor shall be responsible for temporary water service costs, with no additional compensation provided by the Owner.

Any questions regarding this Addendum should be directed to Matthew Jones, PhD, PE at [mjones@hazenandsawyer.com](mailto:mjones@hazenandsawyer.com).

ec:     Brandon Rountree, PE, Civil Engineer I  
          Daryl Norris, PE, Civil Engineer III  
          Lynn Raynor, PE, Civil Engineer III

**Attachment 1**  
**Non-Mandatory Pre-Bid Meeting Minutes**

# Hazen *Meeting Minutes*

November 29, 2022

Location: City of Greenville Public Works Department  
1500 Beatty St., Greenville, NC 27834

Time: 10:00am EST

Attendees: See enclosed list

**Subject: Cedar Lane Drainage Improvements Project Pre-Bid Meeting Minutes**

## Project Team

- Daryl Norris: Greenville Design-Phase PM
- Brandon Rountree: Greenville Construction-Phase PM
- Hazen and Sawyer: Engineer
- Matthew Jones: Hazen and Sawyer PM

## Project Objective

- The project originated from the Greens Mill Run Watershed Master Plan.
- The project involves upgrading storm drainage along Cedar Lane to address aging infrastructure and capacity issues and upgrading the water line along Cedar Lane.

## Bid Documents

- Bid documents include the design drawings, drawings for crosswalk revisions, and the project manual.
- Bid documents are available by emailing [mjones@hazenandsawyer.com](mailto:mjones@hazenandsawyer.com)
- If bid documents are obtained via another source, interested bidders are asked to email [mjones@hazenandsawyer.com](mailto:mjones@hazenandsawyer.com) to facilitate distribution of any addenda.
- Bid opening location and time were discussed as outlined in the project manual.

## Overview of Bid Requirements

- An overview of bid requirements was provided. Interested bidders should consult the project manual for bid requirement details.

## Overview of Project Elements

- The project includes the following element, with full details outlined in the bid documents:
  - Replacing and upsizing undersized stormwater network
  - Replacing asbestos cement water line with ductile iron water line
  - Removing and replacing existing sidewalk and roadway

- Utility coordination
- Traffic control and erosion control
- The project duration is 60 days

## Schedule

- The deadline for questions and bid opening were reviewed, as presented in the bid documents.
- The anticipated construction period is June to August 2023 while school is out for the summer.

## Questions and Answers

- Questions received during the pre-bid meeting and associated responses are included within Addendum #1.

## Pre-Bid Meeting Attendees

Name	Organization	Email
Matthew Jones	Hazen and Sawyer	<a href="mailto:mjones@hazenandsawyer.com">mjones@hazenandsawyer.com</a>
Brandon Rountree	City of Greenville	<a href="mailto:brountree@greenvillenc.gov">brountree@greenvillenc.gov</a>
Charles Parrott	Trader	<a href="mailto:cparrott@traderconstruction.com">cparrott@traderconstruction.com</a>
Garrius Jones	Lanier Construction	<a href="mailto:garrius@lanierconstruction.com">garrius@lanierconstruction.com</a>
Wanda House	City of Greenville	<a href="mailto:whouse@greenvillenc.gov">whouse@greenvillenc.gov</a>
Daryl Norris	City of Greenville	<a href="mailto:dnorris@greenvillenc.gov">dnorris@greenvillenc.gov</a>
Tish Williams	City of Greenville	<a href="mailto:tfwilliams@greenvillenc.gov">tfwilliams@greenvillenc.gov</a>
David Stevick	Trader	<a href="mailto:dstevick@traderconstruction.com">dstevick@traderconstruction.com</a>
Lynn Raynor	City of Greenville	<a href="mailto:lraynor@greenvillenc.gov">lraynor@greenvillenc.gov</a>



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**Attachment 2**  
**City of Greenville / Greenville Utility Commission Minority and Women**  
**Business Enterprise (MWBE) Program forms**



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

### \$100,000 and Construction Guidelines for MWBE 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 MWBE program by making Good Faith Efforts to achieve the following aspiration goals for participation.

	CITY	
	MBE	WBE
<b>Construction</b> This goal includes Construction Manager at Risk.	10%	6%

Bidders shall submit MWBE 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 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 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. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.** 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.greenvillenc.gov](http://www.greenvillenc.gov). 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 MWBE 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 MWBEs 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 MWBE goal, they should document their good faith efforts and be prepared to submit this information, if requested.

The MWBE’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.

Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid Attach to Bid  
The Contractor shall enter into and supply copies of fully executed subcontracts with each MWBE 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 MWBE subcontractors.**

**\*\*\*If a change is needed in MWBE Participation, submit a Request to Change MWBE Participation Form. Good Faith Efforts to substitute with another MWBE 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.

MBForms 2002-  
Revised July 2010  
Updated 2015



# 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.

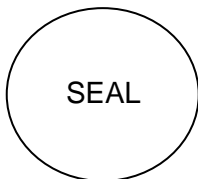
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority/Women Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d)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

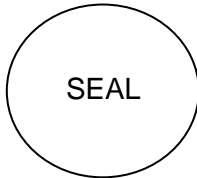
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

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 MWBE 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 MWBE businesses as defined in GS143-128.2(g) and the COG/CITY MWBE 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	*MWBE 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)

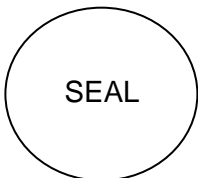
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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	*MWBE 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



Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

next lowest responsible and responsive bidder.

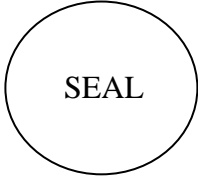
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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 MWBE Subcontractor Performance

**Please submit this form or executed subcontracts with MWBE 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 MWBE 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 MWBE Firm)

\_\_\_\_\_  
(Name & Title of Authorized Representative of MWBE)

\_\_\_\_\_  
(Signature of Authorized Representative of MWBE)

## REQUEST TO CHANGE MWBE 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 MWBE 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 MWBE 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** \_\_\_\_\_

<b>Pay Application No.</b> _____ <b>Purchase Order No.</b> _____
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## Proof of Payment Certification

### MWBE 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	MWBE 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

**Attachment 3**  
**Updated Bid Form**

City of Greenville  
 Cedar Lane Drainage Improvements  
 Hazen Project Number: 31187-003

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
1	Mobilization and Demobilization (maximum 5% of Base Bid)	LS	1		\$
2	Construction Surveying	LS	1		\$
3	Construction As-built	LS	1		\$
4	Traffic Control	LS	1		\$
5	Removal of Existing Concrete Pavement	SY	537		\$
6	Removal of Existing Asphalt Pavement	SY	3,900		\$
7	Removal of Existing Curb and Gutter	LF	1,270		\$
8	Milling Asphalt Pavement, 1.5" Depth	SY	1,200		\$
9	Drainage Pipe Removal (RCP)	LF	1,390		\$
10	Drainage Structure Removal	EA	18		\$
11	Remove Existing Manhole	EA	5		\$
12	Remove and Dispose of Existing Gravity Sewer	LF	150		\$
13	Removal and Disposal of 6-Inch AC Water Main	LF	1,150		\$
14	Excavation	CY	20		\$
15	Select Fill (Road Fill)	CY	30		\$
16	#57 Stone, Pipe Bedding	TN	330		\$
17	Topsoil	CY	28		\$
18	Select Tree Removal (8" - 18" dbh)	EA	9		\$
19	Permanent Fertilizer, Seeding and Mulching	SY	250		\$
20	Temporary Fertilizer, Seeding and Mulching	SY	250		\$
21	Pedestrian/Tree Protection Fence	LF	320		\$
22	Concrete Washout Structure	EA	1		\$
23	Inlet Protection	EA	18		\$
24	Silt Fence	LF	730		\$
25	Rip Rap, Class B	TN	30		\$
26	8" Aggregate Base Course	TN	540		\$
27	1.5" Asphalt Concrete Surface Course, Type S9.5B	TN	430		\$
28	2" Asphalt Concrete Intermediate Course, Type I19.0B	TN	430		\$
29	Thermoplastic Pavement Marking Lines	LF	345		\$
30	Speed Cushions	EA	3		\$
31	2'-6" Concrete Curb and Gutter	LF	1,205		\$
32	Concrete Valley Gutter	LF	180		\$
33	Concrete Curb Ramps	EA	12		\$
34	4" Concrete Sidewalk (5' Width)	SY	620		\$
35	6" Concrete Driveway	SY	60		\$
36	Evergreen Trees, 6' Height	EA	11		\$
37	Masonry Drainage Structure (NCDOT Std. 840.02)	EA	16		\$

City of Greenville  
 Cedar Lane Drainage Improvements  
 Hazen Project Number: 31187-003

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
38	Masonry Drainage Structure (NCDOT Std. 840.04)	EA	1		\$
39	Masonry Drainage Structure (Custom Double CB)	EA	1		\$
40	4' Diameter Manhole (COG Std. 612.03)	EA	1		\$
41	Frame with Grate (NCDOT Std. 840.04)	EA	3		\$
42	Frame with Grate and Hood (NCDOT Std 840.02)	EA	16		\$
43	Frame with Cover (Greenville Std. 614.03)	EA	1		\$
44	Concrete Endwall (NCDOT Std. 838.01)	EA	1		\$
45	12" RCP, Class III	LF	5		\$
46	15" RCP, Class III	LF	40		\$
47	15" RCP, Class IV	LF	40		\$
48	18" RCP, Class III	LF	60		\$
49	18" RCP, Class IV	LF	80		\$
50	18" RCP, Class V	LF	230		\$
51	24" RCP, Class III	LF	320		\$
52	24" RCP, Class IV	LF	210		\$
53	24" RCP, Class V	LF	130		\$
54	30" RCP, Class IV	LF	250		\$
55	30" RCP, Class V	LF	150		\$
56	Temporary Utility Support/Relocation	LS	1		\$
57	6-inch Diameter Restrained Joint Ductile Iron Water Main	LF	1,160		\$
58	Concrete Thrust Blocking Installation	CY	4		\$
59	2-Inch Resilient Wedge Gate Valve and Box	EA	1		\$
60	4-Inch Resilient Wedge Gate Valve and Box	EA	1		\$
61	6-Inch Resilient Wedge Gate Valve and Box	EA	10		\$
62	Ductile Iron Fittings	LBS	1,000		\$
63	Item Removed	N/A	0	\$ 0	\$ 0
64	Fire Hydrant w/GV and 6" DIP	EA	2		\$
65	6" Tapping Sleeve and Valve	EA	1		\$
66	Relocate 2" Vault	EA	1		\$
67	Relocate 4" Water Service	EA	1		\$
68	Relocate 6" Water Service	EA	2		\$
69	Water Service, 2" and less	EA	8		\$
70	Connection to Existing Waterline	EA	5		\$
71	PVC Sanitary Sewer Lateral Reconnection	EA	3		\$
72	6-Inch Ductile Iron Gravity Sewer (6'-8' Depth)	LF	65		\$
73	8-Inch Ductile Iron Gravity Sewer (6'-8' Depth)	LF	60		\$
74	10-Inch Ductile Iron Gravity Sewer (6'-8' Depth)	LF	25		\$
75	Connection of DI Gravity Sewer to VCP with Fernco Coupling	EA	9		\$
76	Connection of Proposed Gravity Sewer to Existing Manhole	EA	3		\$



Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
<b>Total of Base Bid Unit Price Items</b>					\$

B. Bidder acknowledges that:

1. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor’s overhead and profit for each separately identified item, and
2. estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 4—TIME OF COMPLETION**

4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

**ARTICLE 5—BIDDER’S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA**

5.01 *Bid Acceptance Period*

- A. This Bid will remain subject to acceptance for **60** days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 *Instructions to Bidders*

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 *Receipt of Addenda*

- A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date

**ARTICLE 6—BIDDER’S REPRESENTATIONS AND CERTIFICATIONS**

6.01 *Bidder’s Representations*

- A. In submitting this Bid, Bidder represents the following:
1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
  2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

**Attachment 4**  
**Updated Contract Price Table**

4.03 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):
1. *Substantial Completion*: Contractor shall pay Owner **\$950** for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
  2. *Completion of Remaining Work*: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner **\$950** for each day that expires after such time until the Work is completed and ready for final payment.
  3. Liquidated damages for failing to timely attain Milestones, Substantial Completion, and final completion are not additive, and will not be imposed concurrently.
- B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

**ARTICLE 5—CONTRACT PRICE**

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract:

- A. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item).

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
1	Mobilization and Demobilization (maximum 5% of Base Bid)	LS	1		\$
2	Construction Surveying	LS	1		\$
3	Construction As-built	LS	1		\$
4	Traffic Control	LS	1		\$
5	Removal of Existing Concrete Pavement	SY	537		\$
6	Removal of Existing Asphalt Pavement	SY	3,900		\$
7	Removal of Existing Curb and Gutter	LF	1,270		\$
8	Milling Asphalt Pavement, 1.5" Depth	SY	1,200		\$

City of Greenville  
 Cedar Lane Drainage Improvements  
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Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
9	Drainage Pipe Removal (RCP)	LF	1,390		\$
10	Drainage Structure Removal	EA	18		\$
11	Remove Existing Manhole	EA	5		\$
12	Remove and Dispose of Existing Gravity Sewer	LF	150		\$
13	Removal and Disposal of 6-Inch AC Water Main	LF	1,150		\$
14	Excavation	CY	20		\$
15	Select Fill (Road Fill)	CY	30		\$
16	#57 Stone, Pipe Bedding	TN	330		\$
17	Topsoil	CY	28		\$
18	Select Tree Removal (8" - 18" dbh)	EA	9		\$
19	Permanent Fertilizer, Seeding and Mulching	SY	250		\$
20	Temporary Fertilizer, Seeding and Mulching	SY	250		\$
21	Pedestrian/Tree Protection Fence	LF	320		\$
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24	Silt Fence	LF	730		\$
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31	2'-6" Concrete Curb and Gutter	LF	1,205		\$
32	Concrete Valley Gutter	LF	180		\$
33	Concrete Curb Ramps	EA	12		\$
34	4" Concrete Sidewalk (5' Width)	SY	620		\$
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36	Evergreen Trees, 6' Height	EA	11		\$
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39	Masonry Drainage Structure (Custom Double CB)	EA	1		\$
40	4' Diameter Manhole (COG Std. 612.03)	EA	1		\$
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City of Greenville  
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Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
48	18" RCP, Class III	LF	60		\$
49	18" RCP, Class IV	LF	80		\$
50	18" RCP, Class V	LF	230		\$
51	24" RCP, Class III	LF	320		\$
52	24" RCP, Class IV	LF	210		\$
53	24" RCP, Class V	LF	130		\$
54	30" RCP, Class IV	LF	250		\$
55	30" RCP, Class V	LF	150		\$
56	Temporary Utility Support/Relocation	LS	1		\$
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58	Concrete Thrust Blocking Installation	CY	4		\$
59	2-Inch Resilient Wedge Gate Valve and Box	EA	1		\$
60	4-Inch Resilient Wedge Gate Valve and Box	EA	1		\$
61	6-Inch Resilient Wedge Gate Valve and Box	EA	10		\$
62	Ductile Iron Fittings	LBS	1,000		\$
63	Item Removed	N/A	0	\$ 0	\$ 0
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75	Connection of DI Gravity Sewer to VCP with Fernco Coupling	EA	9		\$
76	Connection of Proposed Gravity Sewer to Existing Manhole	EA	3		\$
<b>Total of Base Bid Unit Price Items</b>					\$

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.