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## City of Greenville

### Greenville Urban Area Metropolitan Planning Organization

## REQUEST for LETTERS of INTEREST (RFLOI) RFLOI #23-24-44

### Greenville MPO Pavement Condition Survey

TITLE: Greenville MPO Pavement Condition Survey

ISSUE DATE: 03/15/2024

SUBMITTAL DEADLINE: 04/18/2024 no later than 12:00p.m. (NOON)

ISSUING AGENCY: City of Greenville

### **SYNOPSIS**

#### **SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.**

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ANY COMBINATION of the Discipline Codes listed below for the City of Greenville.

Discipline Codes required are:

- 150 Pavement Condition Surveys
- 404 High Speed Data Collection and Processing
- 405 Quality Assurance for High Speed Data Collection

**WORK CODES** for each primary and/or subconsultant firm(s) (*if Subconsultants are allowed under this RFLOI*) **SHALL** be listed on the respective RS-2 FORMS (see section 'SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS').

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

## BACKGROUND AND PROPOSED CONTRACT SCOPE SUMMARY

The City of Greenville, as Lead Planning Agency of the Greenville Urban Area Metropolitan Planning Organization, and on behalf of the Towns of Winterville and the Village of Simpson, is seeking proposals from qualified professional service firms to perform a Roadway Pavement Condition Survey for the locally maintained street system within the above mentioned jurisdictions.

Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk PDF, etc.

**An electronic submission of the LOI must be received by the City on or before 12:00 PM EST on the RFLOI due date. Send proposals to the City Public Dropbox folder.**

**City Dropbox Link:** <https://www.dropbox.com/request/iw7ETjFGy6hyivYOrsCG>

**LOIs received after this deadline will not be considered.**

For questions about the Request for Letter Of Interest, contact Kevin Leigh, Asset Manager, Engineering Dept. of the City of Greenville or visit:

<http://www.greenvillenc.gov/government/financial-services/current-bid-opportunities>.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

## DEFINITIONS

For the purpose of this RFLOI the following terms shall have the meanings indicated:

- A. "City" and "LGA" (Local Government Agency) means the City of Greenville, NC.
- B. "City Council" means the City Council of the City of Greenville, NC.
- C. "Consultant" and "Contractor" are used interchangeably throughout this invitation to mean the person, firm, or corporation or other entity submitting a Proposal in response to this RFLOI.

## INTRODUCTION

### A. Information

The City of Greenville is requesting LOI's from qualified consultants for the Greenville MPO Pavement Condition Survey.

This request for LOI's is being issued by the MPO Division of the Engineering Department of the City. Unless otherwise directed, all communications regarding this RFLOI should be submitted in writing to Kevin Leigh, Asset Manager, Engineering Department of the City of Greenville.

Any revisions to this RFLOI will be issued and distributed as an addendum. Consultants are encouraged to submit any questions or items for clarification in writing to the above mentioned email address.

## **B. Background**

The North Carolina Department of Transportation (NCDOT) perform pavement condition assessments on State maintained roadways every two years to identify maintenance needs and deficiencies in order to plan and develop resurfacing and roadway maintenance plans. Local roadways are not included on NCDOT's assessment and as such, in 2019 jurisdictional members of the Greenville Urban Area Metropolitan Planning Organization (MPO) contracted a field survey of pavement condition on locally maintained streets within their jurisdiction. This project provided the participating jurisdictions with critical pavement and asset information necessary to develop resurfacing plans and capital improvement projects involving pavement improvement and or rehab. In addition to the Federal and State mandated long range transportation plans, the MPO has included the Pavement Condition Survey in its 5-year planning cycle necessitating an update to the plan every five (5) years to remain aware of local roadway condition and maintenance issues. With this survey and future updates as appropriate, local participants can effectively plan and program resurfacing and roadway maintenance projects.

## **C. Intended Boundaries**

The Greenville MPO Pavement Condition Study will encapsulate all the approximately 282 centerline miles of paved streets within the City limits of Greenville, 49 centerline miles of paved streets within the Town of Winterville city limits, and 4 centerline miles of paved streets within the Village of Simpson will be included in the scope of the project.

## **SCOPE OF WORK**

The scope of work includes, but is not necessarily limited to, the following tasks;

1. **A PCI based Pavement Condition Survey** - All of the approximately 282 centerline miles of paved streets within the City limits of Greenville, 49 centerline miles of paved streets within the Town of Winterville city limits, and 4 centerline miles of paved streets within the Village of Simpson will be included in the scope of the project; the protocol for the survey will be based on the specifications and methodologies described by ASTM Standard D6433-20 "Standard Practice for Road and Parking Lots Pavement Condition Index (PCI) Surveys". The survey will be performed block to block for the 100% area of the driven lane using a 360-degree high-resolution camera and Laser Crack Measurement System (LCMS). Each pavement section should be divided into sample units for the entire driven lane area based on the ASTM D6433-20, and all sample units shall be processed automatically to determine the type, severity, and extent of the existing distress. Pavement distress and PCI values shall be provided for each sample unit in a geodatabase so the City can perform Quality Control on the inspections and sample level. The data described below shall be identified by the Facility-ID on the feature-class layer in GIS. The location of some of the data will need to be further refined within the Facility-ID using GPS coordinates, street address or stationing as described below.
  - a. **Pavement Condition Survey Report** – The consultant shall prepare a Pavement Condition Survey report. The report shall contain a summary of the PCI data collected, and a final PCI rating for each street segment.
  - b. **Additional Data to be collected by PCI Survey** – The additional data to be collected as described below will consist of photographs and notes to be attached to the data collected and stored in database for each street segment.
    - i. **Pavement width**
      1. The width of the asphalt pavement will be measured and recorded.
      2. If the pavement varies, the street will be stationed and the pavement width at each transition shall be measured and reported.

**ii. Type of curb and gutter**

1. Granite Curb
2. Concrete Curb – Specify Width
3. Valley (or Roll) Curb and Gutter – Specify Width

**iii. Crosswalk slope**

1. The longitudinal and cross slopes for the crosswalk will be measured in both directions.
- c. **The International Roughness Index** (IRI) data should be collected following the ASTM E950 standards for all streets and reported based on the Facility-ID.

**2) Delivery of the results of the field survey**

- a. A geodatabase should be provided with all downward, forward, left, and right views of the right-of-way imagery linked with the corresponding pavement sections. Also, the downward view (pavement view) shall include 3D, range, and distress overlay imagery in the same geodatabase to facilitate the pavement data Quality Control process.
- b. A PAVER™ database (.70 file) with the distress and PCI data shall be delivered.
- c. A CSV file with a specific format containing each pavement segment's distress and resulting PCI data shall be delivered to the City. The City will provide the CSV file format to the selected consultant.
- d. The City will randomly perform quality control checks on the pavement inspection data to verify the accuracy of the distress type, severity, and extent of distress. If the data accuracy fails to meet the City's expectations, the consultant will be requested to reprocess the data.

- 3) Advanced GIS Map Preparation and Pavement Preservation Analysis** The consultant shall have the demonstrated ability to perform and deliver, as an integral part of the report described in item 1) above, GIS maps and geodatabases which reflect an array of maintenance and rehabilitation recommendations. The analysis leading to the maps and geodatabases will be indicative of different levels of funding for alternative pavement preservation, repaving and reconstruction programs to be identified during the project. Additionally, the consultant will have the demonstrated capability to spatially integrate other data into the analysis such as year constructed, USGS soil maps, traffic loads from ADT data, bus and truck routes, prior histories of paving, repairs and crack-sealing programs, etc. Both tabular and map-based reporting must be delivered including a spatial analysis of the various work breakdown and funding levels. The report described in 1) above and the deliverables described in this item will be delivered in hard copy and a highly indexed and hyper-linked series of PDF documents.

**PROPOSED CONTRACT TIME:** July 1<sup>st</sup>, 2024 - April 1<sup>st</sup>, 2025

**PROPOSED CONTRACT PAYMENT TYPE:** This will be a LUMP SUM contract.

**SUBMITTAL REQUIREMENTS**

All LOIs are limited to **fifteen (15)** pages (excluding appendices) inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced, and font size 11 or greater.

LOIs containing more than **fifteen (15)** pages will not be considered.

***One (1) electronic total copy of the LOI should be submitted.***

**Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated in the section titled SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.**

## **SELECTION PROCESS**

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.
- For Project-Specific Contracts (non-On-Call type contracts), the LGA's Selection Committee MAY, at the LGA's discretion, shortlist firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

## **CITY OF GREENVILLE TERMS AND CONDITIONS**

1. **NON-DISCRIMINATION:** The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.
2. **NON-COLLUSION:** Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.
3. **PAYMENT TERMS:** The City agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The City does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.
4. **GOVERNING LAW:** Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.
5. **ACCEPTANCE/REJECTION OF PROPOSALS:** The City of Greenville reserves the right to award to the Firm who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process, as well as to accept in whole or in part such proposal(s) where it deems it advisable in protection of the best interests of the City. The City further reserves the right to accept or reject any or all bids/proposals, and to award or not award a contract based on this proposal.
6. **E-VERIFY COMPLIANCE:** The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, the Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

7. **CONFLICT OF INTEREST**: Each proposer shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.
8. **EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**: The City of Greenville has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.
9. **NCDOT's RS-2 Forms**: Completed RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information. For the Prime Consultant firm, submit Prime Consultant Form RS-2 Rev 1/14/08. If Subconsultants are allowed under this RFLOI and if any/all Subconsultants firms to be, or anticipated to be, utilized by your firm; submit Subconsultant Form RS-2 Rev 1/15/08. In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form. Complete and sign each Form RS-2 (instructions are listed on the form). The required forms are available on the Department's website at:  
<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>  
[Prime Consultant Form RS-2](#)  
[Subconsultant Form RS-2](#)
10. **Minority Business Enterprises and Women's Business Enterprises**: The City of Greenville is committed to an annual goal of 4% for Minority Business Enterprises (MBE) and 4% for Women's Business Enterprises (WBE) participation for all professional services contracts. Firms demonstrating a commitment to assist the City in attaining these goals by designating a percentage of the contract to be assigned to qualified MBE/WBE firms will be given priority consideration. See Attachment 1 for additional information. This form shall be completed and submitted with your proposal.
11. **FEDERAL LAW**: Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.
12. **TAXES**: Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.
13. **WITHDRAWAL OF PROPOSALS**: No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.
14. **SERVICES PERFORMED**: All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless The City of Greenville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.
15. **INDEPENDENT CONTRACTOR**: It is mutually understood and agreed the Seller is an independent contractor and not an agent of the City of Greenville, and as such, Seller, his or her agents and employees shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, workers' compensation, pension or retirement benefits.
16. **VERBAL AGREEMENT**: The City will not be bound by any verbal agreements.
17. **INSURANCE REQUIREMENTS**: Contractor shall maintain at its own expense

(a) **Commercial General Liability** Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, 200 W. Fifth St. Greenville, NC 27834 shall be named as additional insured.

(b) **Professional Liability** insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services;

(c) **Workers Compensation Insurance** as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease, and \$1,000,000 policy limit;

(d) **Commercial Automobile Insurance** applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

18. **IRAN DIVESTMENT ACT**: Vendor certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any actions causing it to appear on any such list during the terms of this contract, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on any list.

## **TITLE VI NONDISCRIMINATION NOTIFICATION**

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender-neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

## **PREQUALIFICATION**

The North Carolina Department of Transportation maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private](#)

[Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## **DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT**

Real-time information about firms doing business with the Department, and information regarding their prequalification and certification, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

## **SELECTION CRITERIA**

**All prequalified firms who submit responsive letters of interest will be considered.**

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **CRITERIA NUMBER 1 - 30%** = Past performance/ Demonstrated experience, proven record of success on similar projects. Firm's experience, knowledge, and familiarity with the desired services.
2. **CRITERIA NUMBER 2 - 30%** = Qualifications of individual(s) proposed for the duties including any subconsultants.
3. **CRITERIA NUMBER 3 - 30%** = Technical Approach - The firm's understanding of, and approach to accomplish objectives of the plan, including their envisioned scope for the work and any innovative ideas/approaches.
4. **CRITERIA NUMBER 4 - 10%** = Quality and completeness of response to the RFLOI.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

## **SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

Firms submitting LOIs are encouraged to carefully check for conformance to the requirements stated in this section. If LOIs do not meet ALL of these requirements they will be disqualified. No exception will be granted.

The LOIs are limited to 15 pages (excluding appendices) inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced, and font size 11 or greater. LOIs containing more than 15 pages will not be



considered. Electronic LOIs should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc. The submission of the LOI must be received by the City on or before **12:00 PM EST** on the RFLOI due date. The address for electronic deliveries is:  
<https://www.dropbox.com/request/iw7ETjFGy6hyivYOrsCG>

LOIs received after this deadline will not be considered.

The LOI should be addressed to Kevin Leigh, Asset Manager, Engineering Dept., of the City of Greenville and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

To be considered responsive the LOI must include the information outlined below:

#### Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

#### Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

#### Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included in the Appendix, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

**Note:** If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

#### Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any innovative ideas/approaches, and a

schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

#### APPENDICES-

Consultant Certification Form RS-2, DBE/ MWBE forms and Resumes of key staff members

Correspondence and questions concerning this RFLOI should be directed to Kevin Leigh, Asset Manager, Engineering Dept. of the City of Greenville. LOIs must be submitted to City Public Dropbox folder:

<https://www.dropbox.com/request/iw7ETJFGy6hyivYOrsCG>

If applicable, questions may be submitted electronically only, to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. **Questions must be submitted to the person listed above no later than noon on March 29<sup>th</sup>, 2024.** The last addendum will be issued no later than 5:00 PM on April 12<sup>th</sup>, 2024.

#### **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **March 15, 2024**

Deadline for Questions – **March 29<sup>th</sup>, 2024 no later than noon**

Issue Final Addendum – **April 12<sup>th</sup>, 2024 no later than 5:00 PM**

Deadline for LOI Submission – **April 18<sup>th</sup>, 2024 no later than 12:00 PM (noon)**

Interviews (if applicable) – **TBD**

Firm Selection and Notification \*\* – **TBD**

\* Notification will **ONLY** be sent to shortlisted firms.

\*\* Notification will **ONLY** be sent to selected firm

**ATTACHMENT 1: SUPPLEMENTAL VENDOR INFORMATION (Submit with Proposal)**

**MWBE AND ELIGIBLE LOCAL BIDDERS**

Minority and Women Business Enterprises (MWBEs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of these categories. Also included are disabled business enterprises and non-profit work centers for the blind and severely disabled. Eligible Local Bidders consist of firms located within the Greenville city limits or ETJ that meet other criteria as outlined in Resolutions 031-15, 020-16.

Pursuant to G.S. 143-128.2, 143-48, 143-128.4, and the City of Greenville MWBE Plan along with Resolutions 031-15 and 020-16, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled business enterprises and non-profit work centers for the blind and severely disabled and local bidders. This includes utilizing subcontractors to perform the required functions in this solicitation.

Any questions concerning MWBE or Local Bidder status, contact the [MWBE](#) Coordinator, Tish Williams, at 252.329.4462.

The Vendor shall respond to the questions below.

1. Are you an MWBE firm? **Yes No**
2. Are you certified with North Carolina as a Historically Underutilized Business (MWBE)? **Yes No**
3. Are you a certified Disadvantaged Business Enterprise (DBE) with the Department of Transportation?

**Yes No**

1. Are you a local bidder? **Yes No**

Please provide complete *physical* address of firm:

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