REQUEST FOR QUALIFICATIONS

RFQ  2018-332

Various Structural Engineering Services for Storm Drainage Improvement Projects

Date Issued:  March 12, 2018
Table of Contents

1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS..................................................................................................................2

1.1 PUBLIC NOTICE .................................................................................................................................................2
1.2 PROJECT OVERVIEW ........................................................................................................................................2
1.3 RFQ SCHEDULE AND PACKAGE SUBMISSION....................................................................................................2
1.4 EVALUATION CRITERIA & PROCESS .....................................................................................................................3
1.5 SOQ FORMAT ....................................................................................................................................................4
1.6 SOQ CONTENT ..................................................................................................................................................4

Coversheet: General Information ........................................................................................................................................4

Tab 1: Qualifications and Relevant Experience of Firm and Key Team Members in Providing Similar Services for Similar Projects ........................................................................................................5
Tab 2: Ability to Respond to Urgent Requests and Key Staff Availability ........................................................................5
Tab 3: Project Understanding, Methodology and Approach ..........................................................................................6
Tab 5: Charlotte Business INClusion Minority and Small Business Inclusion Strategy ..........................................................6
Tab 6: Required Forms ................................................................................................................................................6

2 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS .......................................................................................7

2.1 COMMUNICATIONS ...........................................................................................................................................7
2.2 DUTIES AND OBLIGATIONS OF FIRMS IN THE RFQ PROCESS ................................................................................7
2.3 ADDENDA ........................................................................................................................................................7
2.4 NO COLLUSION, BRIBERY, LOBBYING OR CONFLICT OF INTEREST ........................................................................7
2.5 PUBLIC RECORDS ............................................................................................................................................7
2.6 COST OF SOQ PREPARATION ..............................................................................................................................8
2.7 ADVERTISING .....................................................................................................................................................8
2.8 VENDOR REGISTRATION WITH CITY OF CHARLOTTE ..........................................................................................8
2.9 REGISTRATION WITH SECRETARY OF STATE FOR NORTH CAROLINA; LICENSED ENGINEERS .........................8
2.10 FINANCIAL CAPACITY; INSURANCE REQUIREMENTS ......................................................................................9
2.11 OWNERSHIP OF WORK PRODUCTS ..................................................................................................................9
2.12 CITY RIGHTS AND RESERVATIONS ...................................................................................................................9
2.13 CONTRACT ....................................................................................................................................................9
2.14 EQUAL OPPORTUNITY ..................................................................................................................................10
2.15 E-VERIFY CERTIFICATION ..............................................................................................................................10
2.16 FAMILIARITY AND COMPLIANCE WITH LAWS AND ORDINANCES .................................................................10
2.17 INSURANCE REQUIREMENTS ..........................................................................................................................10
2.18 BACKGROUND CHECKS ................................................................................................................................11
2.19 IRAN DIVESTMENT ACT ................................................................................................................................11
2.20 CHARLOTTE BUSINESS INCLUSION ................................................................................................................11

FORM 1 – EXECUTION OF PROPOSAL .................................................................................................................................14

FORM 2 – MINORITY AND SMALL BUSINESS ENTERPRISE PARTICIPATION PLAN ........................................................................15

FORM 3 – COMMERCIAL NON-DISCRIMINATION CERTIFICATION ....................................................................................16

FORM 4–KEY TEAM MEMBER MATRIX .............................................................................................................................17
1 REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

1.1 Public Notice
The City of Charlotte (“City”) is soliciting Statements of Qualifications (“SOQ”) from professional engineering firms/teams (“Firms”) to provide various structural engineering services (“Services”) on an as-needed basis for Storm Drainage Improvement Projects. The City is seeking firms whose combination of experience and expertise will provide timely, professional services to the City. The City reserves the right to enter into one or more contracts with any firm selected under this RFQ process.

Information related to this solicitation, including any addenda, will be posted to the City’s Website at http://epmcontracts.charmeck.org. For questions related to this RFQ, contact:

Chantal Rosales Cornelius, Contracts Administrator
City of Charlotte
Engineering & Property Management/Building Services
531 Spratt Street, Charlotte, NC 28206
Direct Phone: (704) 336-8477
Email: chantal.cornelius@ci.charlotte.nc.us

1.2 Project Overview
This solicitation will result in one or more contracts for Various Structural Engineering Services. This contract will be used on an on-call/as-needed basis to provide professional structural design and evaluation for storm drainage improvement projects. The contract(s) may also be used by other City departments, in case the need arises for any structural engineering services.

Typical structural engineering needs may include but are not limited to the design of non-standard drainage structures; non-standard headwalls; junction boxes; inlets; manholes; endwall treatments; retaining walls; structural engineering review of shop drawings and evaluation/design of shoring for buildings and roadways.

Each project may range from a single structure to multiple structures. Some of these projects may be in response to an urgent, unanticipated need that requires services on an expedited basis; therefore, the selected Firm may be required to provide emergency services on short notice and within a tight time schedule. The selected Firm may receive multiple projects or none at all, depending on the needs of the City.

The City anticipates negotiating contracts with a three-year term. No representation or guarantee is made regarding the quantity of work to be awarded under any as-needed service contract.

1.3 RFQ schedule and Package Submission
Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project.
Advertisement of RFQ: Monday March 12, 2018

Pre-Submittal Meeting: Thursday March 22, 2018 at 10:00am
Charlotte-Mecklenburg Government Center (CMGC)
600 East Fourth Street
Conference Room 280
Charlotte, North Carolina 28202

Deadline for Questions: Monday April 2, 2018

DUE DATE & TIME FOR PROPOSALS: Monday April 9, 2018 at 2:00 PM
531 Spratt Street
Charlotte, NC 28206

Evaluation Meeting: Tuesday April 24, 2018 (anticipated)

Selection Announcement: Wednesday April 25, 2018 (anticipated)

Attendance at the Pre-Submittal Meeting is strongly encouraged, but is not mandatory.

SOQs shall be enclosed in a sealed envelope or package, addressed to the City of Charlotte. The name and address of the prospective firm, the RFQ # and RFQ Title, shall be placed on the outside of the package. All items required for a responsive SOQ shall be included. It is the sole responsibility of the firm to ensure that the proposal package is received no later than the established due date and time at the proper location. SOQs received after the due date and time will not be considered. SOQs submitted by facsimile or other electronic means will not be accepted.

Submit/Deliver to: City of Charlotte
Engineering & Property Management/Building Services
531 Spratt Street
Charlotte, NC 28206
Attn: Chantal Rosales Cornelius, Contracts Administrator

1.4 Evaluation Criteria & Process
Firms will not be considered unless the following minimum qualifications are met:

- Firm must be properly registered with the Office of the Secretary of State of North Carolina (if applicable); and
- Firm must be licensed by the North Carolina Board of Examiners for Engineers & Surveyors.

Evaluation criteria are listed below in relative order of importance:

- Qualifications and Relevant Experience of Firm and Key Team Members in Providing Similar Services for Similar Projects;
- Ability to Respond to Urgent Requests and Key Staff Availability;
- Project understanding, methodology and approach;
- Familiarity with Local Conditions, Codes, and Practices as Evidenced in Previous Projects; and
- Charlotte Business INClusion Outreach Documentation
The City will appoint an evaluation committee whose responsibilities will include performing independent technical evaluations of each SOQ and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies and risks associated with each SOQ. Interviews with firms may be held at the discretion of the evaluation committee. The City reserves the right to obtain clarification or additional information with any firm in regards to its SOQ.

The City reserves the sole right to select the most qualified firm(s) on basis of best overall proposal that is most advantageous to the City. Firms who submit proposals will be notified of the selection results. Final recommendation of any selected firm is subject to the approval of City Council or City officials.

1.5 **SOQ Format**

The SOQ package should consist of a cover letter, responses to the specific inquiries in Section 1.6 below, and a set of completed Forms 1 through 4. Interested Firms must submit 5 original bound SOQ packages, including all required forms and one (1) CD or flash drive containing a digital copy of the complete SOQ package in PDF format.

SOQs are limited to a maximum of 10 numbered, printed pages excluding required forms, resumes, covers, sub-tabs and dividers. SOQs should be printed on 8-1/2” x 11” paper; however pages with organizational charts, matrices, or diagrams may be printed on larger sheets. Type size should be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc., while maintaining legibility. Required forms, resumes, covers, sub-tabs and dividers do not count toward the page limit. Non-conforming submissions may be removed from consideration at the sole discretion of the City. Please submit packages comprised of materials that are easily recyclable or reusable at the conclusion of the evaluation process.

1.6 **SOQ Content**

SOQ packages shall be arranged as follow:

**Coversheet:** General Information

A. Describe your interest in this Project and the unique advantage your firm and team brings.

B. Discuss a project that did not go as planned and how you were able to resolve the challenges.

C. State any conflicts of interest your firm or any key team member may have with this Project.

D. Identify and describe any pending claims, disputes, and/or litigation and any that occurred within the past five (5) years involving your firm or any of your proposed subconsultants. With respect to resolved matters, describe the outcome.

E. Provide a description of the company that will enter into the contract(s) with the City, including origin, background, current size, financial capacity, available resources, general
organization, and company headquarters. Identify the name and title of the person authorized to enter into the contract(s) with the City.

**Tab 1: Qualifications and Relevant Experience of Firm and Key Team Members in Providing Similar Services for Similar Projects**

A. List a maximum of _five (5)_ relevant, similar projects, either currently in progress or having been completed _in the past five (5) years_, containing work comparable to this specific Project, including any projects with the City, as follows:

- List only projects involving the key team members or subcontractors proposed for this Project.
- List projects in date order with newest projects listed first and include the following:
  - Brief project description;
  - Owner’s representative having knowledge of the firm’s work, include the contact name, phone, email, address;
  - Contract dollar amount and total time period involved; and
  - Discuss the methods, approach and controls used on the project in order to complete it in an effective, timely, economical and professional manner.

B. Provide an organization chart of all key team members who will be directly involved in providing services, including any subcontractors, to be assigned specifically to this project. Identify the Project Manager who will be empowered to make decisions for and act on behalf of the firm. Identify any member of the team that is certified as a minority, women or small business firm.

C. Describe any previous collaboration(s) between key team members, the responsibilities of each team member during these collaborations, and the project(s) outcome. Cite any significant achievements reached as a result of this collaboration. Discuss the successes of the team collaboration, and any problems encountered and methods used to mitigate issues.

D. Resumes may be submitted for each proposed key team member. Resumes will not be counted towards the page limit.

**Tab 2: Ability to Respond to Urgent Requests and Key Staff Availability**

A. Discuss your team’s ability to respond to an urgent request and provide a physical presence of key staff at the project site within the following time intervals: 1 hour, 4 hours, and 8 hours.

B. Indicate key staff availability for the next 12 months on Form 4.
**Tab 3: Project Understanding, Methodology and Approach**

A. Discuss the firm’s understanding of the potential Projects and describe the proposed approach to deliver the services (including but not limited to, Recommended Improvements, Construction and Shop Drawings Preparation and Review, Construction Support Services, etc.) in an effective, timely, economical and professional manner. The description should fully and completely demonstrate the proposer’s methods for servicing requirements of all aspects of the potential Projects set forth herein.

B. Describe any support needed from City staff in order to execute Services.

C. Discuss the firm’s ability to communicate effectively with the general public.

D. Describe the firm’s Project Management and Quality Control procedures, processes for performance, and past involvement of these types of projects.

E. Discuss the firm’s processes and procedures for meeting schedules and budgets.

**Tab 4: Familiarity with Local Conditions, Codes and Practices as Evidenced in Previous Projects**

A. Discuss your firm’s familiarity with local conditions, codes and practices and how these were applied on previous projects.

**Tab 5: Charlotte Business INClusion Minority and Small Business Inclusion Strategy**

A. Have you included Minority and Small Business Enterprises on past similar projects? Please document any history of working with Minority and Small Business Enterprises in your response.

B. Identify outreach efforts that will be employed by the Proposer to maximize inclusion; please identify outreach efforts that have already been conducted in connection with this RFQ.

C. Please identify Minority and Small Business Enterprises vendors that will be utilized during the various phases of this RFQ.

D. Please identify specific scopes of work to be performed by Minority and Small Business Enterprises during various phases of this RFQ.

E. For this RFQ, have you communicated with any local Minority and Small Business Enterprises to discuss participation opportunities? If so, who? For what scopes?

F. Provide a Minority and Small Business Enterprise (Charlotte Business INClusion) Participation Plan as required in Form 2 of this RFQ.

For more information on Charlotte Business INClusion please refer to Section 2 of this RFQ.

**Tab 6: Required Forms**

Forms 1 thru 4 provided with this RFQ shall be completed and submitted with the SOQ. Required Forms will not be counted towards the page limit.
2 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

2.1 Communications
All communication of any nature with respect to this RFQ shall be addressed to the Contracts Administrator identified in this RFQ. With the exception of communications with the Contracts Administrator and Charlottes Business INClusion Officer for this RFQ, prospective firms and their staffs are prohibited from communicating with elected City officials, City staff and any selection committee member regarding this RFQ or submittals from the time the RFQ was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the firm’s SOQ for consideration.

2.2 Duties and Obligations of Firms in the RFQ Process
Interested firms are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting an SOQ. Firms must perform its own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City. Firms are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFQ. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency or error.

2.3 Addenda
In order to clarify or modify any part of this RFQ, addenda may be issued and posted at the City’s official website at http://epmcontracts.charmeck.org.

Any requests for information or clarification shall be submitted in writing to the Contracts Administrator listed in this RFQ by the deadline for questions.

2.4 No Collusion, Bribery, Lobbying or Conflict of Interest
By responding to this RFQ, the firm shall be deemed to have represented and warranted that its SOQ submittal is not made in connection with any competing firm submitting a separate response to this RFQ, and is in all respects fair and without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, an officer or employee of the City in connection with this RFQ.

2.5 Public Records
Upon receipt by the City, each proposal becomes the property of the City and is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152 et seq. Proposals will be reviewed by the City’s evaluation committee, as well as other City staff and members of the general public who submit public record requests after a selection result has been announced to the public. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked “Trade Secret – Confidential and Proprietary Information –
Do Not Disclose Except for the Purpose of Evaluating this Proposal,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting an SOQ, each firm agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. Furthermore, each firm agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration.

2.6 Cost of SOQ Preparation
The City shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a proposal in response to this RFQ agree that the materials and submittals are prepared at the firm’s own expense with the express understanding that the firm cannot make any claims whatsoever for reimbursement from the City for the costs and expense associated with preparing and submitting a proposal. Each firm shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

2.7 Advertising
In submitting an RFQ, proposer agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City of Charlotte.

2.8 Vendor Registration with City of Charlotte
The selected firm and subcontractors must be registered in the City’s Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.

2.9 Registration with Secretary of State for North Carolina; Licensed Engineers
Any firm wishing to be considered for the Services must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors at the time of submission of the SOQ. The private engineering firm(s) selected under this RFQ will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to perform the required Services. The engineer in responsible charge of the work must be registered as a Professional Engineer in the State of North Carolina and must have good ethical and professional standing.

Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. It will be the responsibility of the prime firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a SOQ. For detailed
licensing requirements, refer to North Carolina General Statutes (http://www.ncbels.org/rulesandlaws.html).

2.10 **Financial Capacity; Insurance Requirements**
The selected firm must have the financial capacity to undertake the work and assume associated liability.

2.11 **Ownership of Work Products**
The City shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any contract under this RFQ (collectively, the “Intellectual Property”), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City’s name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

2.12 **City Rights and Reservations**
The City expects to select one or more firms, but reserves the right to request substitutions of any key team member, including staff and subcontractors. The City reserves the right to contact any firm/team for any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to modify any part of this RFQ as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFQ shall not be construed as a contract, nor indicate a commitment of any kind.

The City of Charlotte reserves the sole right to award a contract or contracts to the most qualified firm(s) on the basis of best overall proposal that is most advantageous to the City. The City of Charlotte also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City’s best interest.

2.13 **Contract**
The contents of this RFQ and all provisions of the successful proposal deemed responsive by the City of Charlotte may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City of Charlotte’s perspective as a result of the RFQ process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFQ along with the successful firm’s submittal and any additions or deletions made at the discretion of the City as a result of the RFQ process.
2.14 **Equal Opportunity**
The Company will ensure that employees and applicants for employment are not unfairly discriminated against because of their race, color, religion, sex, national origin, disability or veteran status.

2.15 **E-Verify Certification**
The firm shall comply with requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and shall require each of its subcontractors to do so as well.

2.16 **Familiarity And Compliance with Laws and Ordinances**
The firm shall make itself aware of and comply with, and shall cause each of its subcontractors to comply with, all applicable federal, state, and local laws and regulations, including obtaining all required permits and licenses.

2.17 **Insurance Requirements**

The Company selected under this RFQ will be required, during the life of the contract with the City, to purchase and maintain the following insurance with a company acceptable to the City and authorized to do business with the State of North Carolina:

- **Automobile Liability Insurance**: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than $1,000,000 bodily injury each person, each accident and $1,000,000 property damage, or $1,000,000 combined single limit each occurrence/aggregate.

- **Comprehensive General Liability**: Bodily injury and property damage liability as shall protect the Company and any subcontractor performing work under the Agreement from claims of bodily injury or property damage which arise from operation of this agreement whether such operations are performed by the Company, any subcontractor, or any person directly or indirectly employed by either. The amounts of such insurance shall not be less than $1,000,000 bodily injury each occurrence/aggregate and $1,000,000 property damage each occurrence/aggregate or $1,000,000 bodily injury and property damage combined single limits each occurrence/aggregate. This insurance shall include coverage for products/completed operation, personal injury liability and contractual liability assumed under the indemnity provision of the agreement.

- **Worker’s Compensation and Occupation Disease Insurance**: In conformance with State Law, in an amount of $100,000 each accident and disease for each employee, and $500,000 disease policy limit providing coverage for employees and owners.

- **Professional Liability Insurance**: In an amount of not less than $1,000,000 each claim and $1,000,000 aggregate.
The City shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Developer and/or subconsultant providing such insurance.

The City shall be named as additional insured under the commercial general liability insurance for operations and services rendered under this Agreement. At the time of execution of the contract, certificates of all required insurance shall be furnished to the City and shall contain the provision that the City will be given thirty (30) day written notice of any intent to amend or terminate by either the insured or the insuring company.

2.18 Background Checks
Certain City facilities require a background check of all firm employees before they are allowed into the facility. The Charlotte-Mecklenburg Police Department will conduct these background checks as needed.

2.19 Iran Divestment Act
The firm 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. 147-86.58; (ii) it will not take any action causing it to appear on any such list during the term of the Contract; and (iii) it will not utilize any subcontractor that is identified on any such list to provide goods or services hereunder.

2.20 Charlotte Business INClusion
Pursuant to Charlotte City Council’s adoption of the Charlotte Business INClusion (CBI) Policy, the Charlotte Business INClusion program promotes diversity, inclusion, and local business opportunities in the City’s contracting and procurement process for Minority, Women, and Small Business Enterprises (M/W/SBEs) headquartered in the Charlotte Combined Statistical Area (CSA). The CBI Policy is posted at: www.charlottebusinessinclusion.com.

The City of Charlotte is committed to promoting opportunities for maximum participation of certified M/W/SBEs on City funded contracts at both the Prime and Subcontract level. For M/W/SBE participation to count towards a Goal, M/W/SBEs must meet both the certification and geographic requirements as detailed throughout this solicitation and in the CBI Policy.

The Charlotte CSA refers to the Charlotte-Gastonia-Salisbury Combined Statistical Area in effect as of April 8, 2013 consisting of; (a) the North Carolina counties of Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, and Union; and (b) the South Carolina counties of Chester, Lancaster, and York. This is one criteria used by Charlotte Business INClusion to determine eligibility to participate in the program.

Firms are highly encouraged to consider any and all possibilities for M/W/SBE participation. A complete list of City certified SBEs is available at www.charlottebusinessinclusion.com. A list of State of North Carolina HUB certified MBEs and WBEs is available at http://www.doa.nc.gov/hub/searchhub.aspx.
The City will negotiate Minority Small Business Enterprise (MSBE) Subcontracting Goals for the Project with the selected firm(s):

**MBE Goal:** May be satisfied by an entity that qualifies as a Minority Business Enterprise under NCGS § 143-128, and that has been certified as a Historically Underutilized Business by the State of North Carolina with the business headquarters in the Charlotte Combined Statistical Area. Please note, when identifying MBEs for inclusion towards the MBE Goal, only HUB-certified MBEs *headquartered in the Charlotte Combined Statistical Area* will be counted towards the MBE Goal.

**SBE Goal:** May be satisfied by an entity that is certified by the City of Charlotte under Part E of the CBI Policy as meeting all of the requirements for SBE certification.

**MSBE Goal (Project Goal):** The total work performed by MBEs or SBEs in the aggregate for this Project.

The City will negotiate a 10% MSBE Subcontracting Goal for the Project with the selected firm(s).

**Entities Certified In Multiple Categories.** In measuring Goal attainment, a subconsultant that is certified in multiple categories may be counted towards the individual Goal of such category, but the subconsultant may only be counted once towards the Project Goal. For example, a subconsultant that is certified as both an SBE by the City and an MBE by the State shall be counted towards the MSBE Goal.

Firms are required to include a Minority & Small Business Enterprise Participation Plan (Form 2 provided with this RFQ) that describes the firm’s approach and past history with MSBE subcontractor utilization. The Participation Plan shall include at a minimum the following elements:

- Identify MSBEs that will be committed and utilized by the firm for the Project;
- Identify specific scopes of work to be performed by the MSBEs for the Project; and
- Document the overall percentage to be committed to MSBEs for the Project.

**Significant Business Presence.** A business enterprise must have a significant business presence in the Charlotte CSA and maintain that significant business presence through the period that the business enterprise is registered as a MWSBE. The City will evaluate a business enterprise’s significant business presence based on all of the evidence supplied by the business enterprise. Several factors will be used to determine significant business presence including, but not limited to:

- Whether the business enterprise is headquartered in the Charlotte CSA;
- The number of full-time employees;
- The location of managerial or decision-making personnel;
- Any lease agreement;
- A post office box, mail drop, or message center;
- Any previous work or contracts performed in the Charlotte CSA; and
• Any percentage of income or revenue derived from Charlotte CSA.

In evaluating the firm’s proposal, the City may take into account: (1) the firm’s past performance in meeting MSBE goals; (2) the firm’s Participation Plan; and (3) the Participation Plan submitted by other firms in comparison to the firm’s Participation Plan.

The documentation required in this section shall be submitted with the firm’s Proposal (collectively “Minority & Small Business Inclusion Strategy”).
Form 1 – Execution of Proposal

Various Structural Engineering Services for Storm Drainage Improvement Projects

The person executing the Proposal, on behalf of the Company, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Company has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Company has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Company intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.

Submission of a response to this RFQ constitutes certification that the Company and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

NC General Statute 133-32 and City Policy prohibit any gift from anyone with a contract with the City, or from any person seeking to do business with the City. By execution of this Proposal, you attest, for your organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

The information contained in this Proposal, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.

Type of Company:
☐ Sole Proprietor
☐ Partnership
☐ Corporation ____________________________ (identify the State of incorporation)
☐ Limited Liability Company ____________________________ (identify the State of incorporation)
☐ Joint Venture
(If joint venture, complete this “Proposal Submission” sheet for each joint venture company and identify the “Name of Joint Venture” on each sheet)

NAME OF JOINT VENTURE: ______________________________________________________

Company Legal Name: ____________________________________________________________

Mailing Address: ________________________________________________________________

City/State/Zip: _________________________________________________________________

Phone: ____________________________ Email: ____________________________

Printed Name: ____________________________ Title: ____________________________

Signature: ____________________________
Form 2 – Minority and Small Business Enterprise Participation Plan

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Various Structural Engineering Services for Storm Drainage Improvement Projects</th>
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<tbody>
<tr>
<td>Company Name:</td>
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List below all MSBEs that you intend to use on this contract.

<table>
<thead>
<tr>
<th>Subconsultant’s Name</th>
<th>Description of work / materials</th>
<th>Indicate either “M” and/or “S”</th>
<th>City Vendor #</th>
<th>Projected MSBE Utilization ($)</th>
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<tr>
<th>Total MSBE Utilization</th>
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<tr>
<td>Total Contract Amount</td>
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Form 3 – Commercial Non-Discrimination Certification

Project Name: Various Structural Engineering Services for Storm Drainage Improvement Projects

Company’s Name: 

The undersigned Company hereby certifies and agrees that the following information is correct:

1. In preparing its bid/proposal, the Company has considered all bids/proposals submitted from qualified, potential subcontractors and suppliers and has not engaged in discrimination as defined in Section 2 below.

2. For purposes of this section, discrimination means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, discrimination also includes retaliating against any person or other entity for reporting any incident of discrimination.

3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the bid/proposal submitted with this certification and terminate any contract awarded based on such bid/proposal. It shall also constitute a violation of the City’s Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies allowed thereunder, including possible disqualification from participating in City contracts for up to two years.

4. As a condition of contracting with the City, the Company agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subcontractors and suppliers. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the bid/proposal and to terminate any contract awarded on such bid/proposal. It shall also constitute a violation of the City’s Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies that are allowed thereunder.

5. As part of its bid/proposal, the Company shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the Company in a legal or administrative proceeding alleging that the Company discriminated against its subcontractor, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.

6. As a condition of submitting a bid/proposal to the City, the Company agrees to comply with the City’s Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

By: ________________________________

SIGNATURE OF AUTHORIZED OFFICIAL

Title: ________________________________
### Form 4 – Key Team Member Matrix
(attach additional sheets as necessary)

<table>
<thead>
<tr>
<th>KEY TEAM MEMBERS</th>
<th>Key Team Member 1</th>
<th>Key Team Member 2</th>
<th>Key Team Member 3</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Professional Certifications/Licenses</td>
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<td><em>(include Certification/License #)</em></td>
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<td>Relevant Academic Degree(s)</td>
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<td>Proposed Role/Function for Projects</td>
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<td>Office Location (City, State)</td>
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<td>Number of Years with Current Firm</td>
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<td>Number of Years of Relevant Experience</td>
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<td>Availability to Provide Services for this Project for the next 12 months.</td>
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**List Notable Projects/Experience**