



**REQUEST FOR PROPOSALS**  
**CRTPO RFP #2024-101**

**ADMINISTRATIVE SERVICES – Starting Fiscal Year 2025**

**For**

**Charlotte Regional Transportation Planning Organization**

**c/o City of Charlotte**

**Date Issued: August 27, 2024**

# **1 Request for Proposals (RFP) Instructions**

## **1.1 Public Notice**

The Charlotte Regional Transportation Planning Organization ("CRTPO") is the federally designated Metropolitan Planning Organization ("MPO") for the Charlotte urban area. The City of Charlotte is the CRTPO's lead planning agency. The CRTPO is a division of the City of Charlotte's Planning, Development & Design Department ("City").

The CRTPO requests that qualified firms/companies submit proposals for consideration in the competitive selection of administrative services ("Services").

The CRTPO requires administrative services on activities outlined in the Unified Planning Work Program ("UPWP"). Services include supporting the CRTPO staff on a work assignment basis in various technical, graphical, public involvement, facilitation, and product review activities.

The length of the contract is up to five (5) years. The contract intends to aid staff with administrative support, and therefore the contract amounts will be less than \$49k. Services will be on an as-needed basis, and more than one firm is expected to be hired. Since not all task work is identified at the time of posting, the selected firm(s) for these Services may receive multiple work orders or none.

Please indicate on the attached Cover Sheet which type of services you are applying for – you do not need to apply for all work.

A firm will not be considered unless the following minimum requirements are met:

1. A firm must be properly registered with the Office of the Secretary of State of North Carolina;
2. Carry the proper insurance and other contract requirements; and
3. Prior to the RFP deadline, the primary and any sub-consultant firms(s) shall be pre-qualified by the North Carolina Department of Transportation (NCDOT) to perform the required Services. The firm should be pre-qualified with NCDOT under one or more of the following Work Codes as identified under each summary of work under section 1.2 Scope of Services.

All questions about this RFP must be directed to City's designated contact person. Attempts to discuss this project with staff other than the contact person noted below may lead to disqualification of your firm.

Jennifer Stafford  
Charlotte Regional Transportation Planning Organization  
City of Charlotte  
(704) 336-3369  
Jennifer.stafford@charlottenc.gov

## **1.2 Scope of Services**

The Unified Planning Work Program (UPWP) is adopted annually in accordance with Federal Highway Administration/Federal Transit Administration (FHWA/FTA) transportation planning guidelines. The UPWP describes the anticipated activities for the coming fiscal year and documents the allocation of state and federal funds associated with each activity.

The following UPWP tasks may need administrative support:

A) UPWP Task II-B-1 – Planning Process:

Comprehensive Transportation Plan (CTP) and Metropolitan Transportation Plan (MTP) work may include but is not limited to, administrative services on updating guidelines or updating documents supporting the work of workgroups or committees.

Additional work could include designing a database, entering data, and possibly creating a dashboard or other website development.

Required NCDOT Work Codes in this category include:

- 00532 Project Funds Management
- 276 Visualization
- 31 Cartography
- 87 Data Conversion
- 549 Prioritization
- 337 Estimating
- 380 Partial Study Team – Project Estimator
- 392 Procedure Development and Documentation

B) UPWP Task III-B - Transportation Improvement Program (TIP): TIP development, participation in the project development process, and discretionary funding program implementation and monitoring.

This administrative work under this UPWP task would include but is not limited to, working with CRTPO's database, creating reports, entering data, and possibly creating a dashboard.

Required NCDOT Work Codes in this category include:

- 00532 Project Funds Management
- 00533 STIP Database Technical Assistance
- 00535 STIP Reporting and Analysis

C) UPWP Task III-C-1 – Title VI: Compliance with Title VI of the Civil Rights Act of 1964.

Work under this UPWP task could include preparing an internal complaint process, including an investigative plan, resolution steps, and reporting processes. Assistance may also include reviewing CRTPO's checklists, clauses, and documents for compliance and editing as necessary.

D) UPWP Task III-C-2 – Environmental Justice: Compliance with Executive Order 12898 requiring MPOs to address Title VI and environmental justice requirements.

These services will be like the work described above, and it may include using data in the CRTPO's database to run reports and create graphs, providing assistance to CRTPO staff as it relates to outreach to environmental justice communities, assessing plans and programs from an equity perspective, and training to ensure compliance with Executive Order 12898 and other relevant federal and state statutes and guidelines. In addition, compliance training for staff may be needed.

E) UPWP Task III-C-6 - Public Participation: Implementation of public involvement activities.

CRTPO hosts a wide variety of meetings and public involvement activities. The work under this UPWP task could include coordinating events like public involvement activities or working on a contacts database for outreach.

Required NCDOT Work Codes in this category include:

- 00079 General Meeting Facilitation
- 00171 Public Involvement
- 00498 Public Involvement in the Transit/Transportation Planning Program
- 418 Transit General Meeting Facilitation
- 223 Data Management and Analysis

- F) UPWP Task III-E - Management, Operations & Program Support Administration: Policy Board and TCC support, support for subcommittees, and overall organization administration.

These services could include facilitating CRTPO's Orientation and other meetings, hosting education sessions, and participating in conflict resolution.

Required NCDOT Work Codes in this category (could be used in other categories too (typical)) include:

- 79 General Meeting Facilitation
- 171 Public Involvement
- 226 Strategic Planning
- 224 Project Management Technology
- 225 Business Analysis
- 387 Information Gathering
- 389 Prepare Study Report
- 390 Formal Presentation
- 391 Development of Implementation Plans
- 392 Procedure Development and Documentation
- 498 Public Involvement in the Transit/Transportation Planning Program
- 512 Grant Writing and Management

The work under this UPWP task could also include (no NCDOT Work Codes):

- Marketing
  - Publications
  - Graphics Assistance
  - Branding
  - Communications Planning and Networking
  - Sensitivity Reading

Legal services:

- All Other Legal Services

Website support:

- Information Services

General administrative functions:

- Administrative Management and General Management Consulting

***Please indicate on the attached Cover Sheet which type of Services you are applying for – you do not need to apply for all work.***

**1.3 RFP Schedule of Events**

Advertisement of RFP	August 27, 2024
Deadline for Questions	September 13, 2024, by 5 PM
<b>DUE DATE &amp; TIME FOR PROPOSALS</b>	<b>September 20, 2024, at NOON</b>

**1.4 Evaluation Criteria and Process**

Selection criteria include, but are not limited to, the following, listed in relative order of importance:

- Qualifications and experience of staff in providing similar Services for similar projects. (criteria weight 50%);
- Key personnel's familiarity with MPOs practices and work associated with Task codes described in this RFP (criteria weight 25%); and
- Hourly rates (criteria weight 25%).

The City will appoint a selection committee whose responsibilities will include performing independent technical evaluations of each proposal and making selection recommendations based on the selection criteria provided above. Selections will identify each proposal's relative strengths, weaknesses, deficiencies, and risks. Interviews with firms may be held at the option of the evaluation committee. The City reserves the right to obtain clarification or additional information from any firm.

The City reserves the sole right to select the most qualified firm(s) on the basis of the best overall PROPOSAL that is most advantageous to the CRTPO.

Firms that submit a proposal will be notified of the selection results. The final recommendation of any selected firm is subject to the approval of City officials and NCDOT.

To be considered for selection, consultants must submit a complete response to this RFP before the specified deadlines. Failure to submit all information on time will result in disqualification.

**1.5 Proposal Format**

Proposals are limited to a maximum of 10 numbered, printed pages (excluding resumes).

**1.6 Proposal Package Content**

Proposals should be arranged in the following order:

- Section A: Qualifications and Experience in Providing Similar Services for Similar Projects
- Section B: Key Team Member Qualifications and Relevant Experience
- Section C: Hourly rates table

Section A: Qualifications and Experience of Firm in Providing Similar Services for Similar Projects

- List projects involving the current staff of the proposed prime consultant and any proposed sub-consultants. Identify the key team member's or sub-consultant's role for each project listed.
- List projects in date order with the newest projects listed first and include the following:
  - Brief project description;
  - Owner's representative, including contact name, phone, email, and address;
  - The contract dollar amount, completion date, and total time involved;
  - Legal claims, if applicable; and
  - Discuss the methods, approach, and controls used on the project to complete it in a practical, timely, economical, and professional manner.
- Describe any unresolved claims, disputes, and current litigation with the City.
- State any conflicts of interest your firm or any key individual may have with these projects.

Section B: Key Personnel's Qualifications and Relevant Experience

- Provide an organizational chart of all key team members who will be directly involved in providing the services, including any subcontractors, who will be explicitly assigned to this project.
  - Identify the Project Manager who will be empowered to make decisions for and act on behalf of the firm.
- Provide a resume for each proposed key team member. Resumes will not count towards the page limit but should not be longer than two pages each or a maximum total of 10 pages.
- If the submittal is from a team, please note if the team members have worked together before. Discuss successful collaborations, the responsibility of each team member, and the project outcome.

Section C: Hourly rates table (person's name and title)

Required Forms

Complete Forms **A** through **C** provided with this RFP and submit them with the proposal. Please also include **Form RS-2**, as noted on page 11. Required Forms will not count toward the page limit.

**1.8 Due Date for Proposals**

Proposals must be received no later than **noon on September 20, 2024**, at the place designated for delivery in Section 1.9 below.

**1.9 Proposal Submission**

Submit responses by emailing a PDF (PDF format only) to [Jennifer.stafford@charlottenc.gov](mailto:Jennifer.stafford@charlottenc.gov). Please request a delivery and read receipt. Sometimes, there is a delay in emailing attachments to the City, and it is not responsible if your electronic quote does not reach us by the due date and time.

## **2.0 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS**

### **2.1 Communications**

All communication of any nature with respect to this RFP shall be addressed to the Contact identified in Section 1. Prospective firms and their staffs are prohibited from communicating with elected City officials, City staff, and any selection committee member regarding this RFP or submittals from the time the RFP was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the firm's proposal for consideration.

### **2.2 Duties and Obligations of Firms in the RFP Process**

Interested firms are expected to fully inform themselves as to all conditions, requirements, and specifications of this RFP before submitting a proposal. Firms must perform their 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 RFP. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency, or error.

### **2.3 Addenda**

Any requests for information or clarification shall be submitted in writing to the Contact listed in this RFP by the deadline for questions.

### **2.4 No Collusion, Bribery, Lobbying or Conflict of Interest**

By responding to this RFP, the firm shall be deemed to have represented and warranted that the proposal is not made in connection with any competing firm submitting a separate response to this proposal and is in all respects fair and without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or sub-consultants, nor any employees of any of the foregoing have bribed nor lobbied, nor attempted to bribe or lobby, an officer or employee of the City in connection with this RFP.

### **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 selection 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 Reviewing 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 a proposal, 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 Proposal Preparation**

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

**2.7 Advertising**

In submitting a proposal, the proposer agrees not to use the results as part of any commercial advertising without the prior written approval of the City of Charlotte.

**2.8 Vendor Registration with City of Charlotte**

The selected firm and sub-consultants must be registered in the City's Vendor Registration System to receive payment for services and supplies provided under any City contract.

**2.9 Financial Capacity; Insurance Requirements**

The selected firm must have the financial capacity to undertake the work and assume associated liability.

**2.10 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 products prepared by, for, or under the direction of the selected firm pursuant to any contract under this RFP (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.

**2.11 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 sub-consultants. 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 RFP as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFP, to cancel the RFP, to re-advertise for new RFP responses either with identical or revised specifications or to accept any RFP 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 RFP 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 contract to the most qualified firm(s) on the basis of the 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.

## **2.12 Contract**

The contents of this RFP 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 RFP process, and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFP along with the successful firm's submittal and any additions or deletions made at the discretion of the City as a result of the RFP process.

## **3.0 NORTH CAROLINA DEPARTMENT OF TRANSPORTATION AND FEDERAL CONTRACTING REQUIREMENTS**

The work to be performed under this RFP will be financed in part with federal funding administered by the North Carolina Department of Transportation (NCDOT). As such, state and federal laws, regulations, policies, and related administrative practices apply to this RFP and any resulting contract. The most recent of such federal requirements, including any amendments made after the release of this RFP shall govern unless the federal government determines otherwise. This Section identifies the state and federal requirements that may be applicable to this RFP and any resulting contract. The successful firm awarded the contract is responsible for complying with all applicable provisions.

### **3.1 Government-Wide Debarment and Suspension (Non-Procurement)**

The firm is required to verify that neither it, nor its principals (as defined at 49 CFR 29.995) or affiliates (as defined at 49 CFR 29.905) is excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The firm is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower-tier covered transaction in which it enters. By signing and submitting its proposal, the firm certifies as follows:

The Certification in this clause is a material representation of fact relied upon by the City. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C, while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower-tier covered transactions.

**3.2 No Lobbying**

The firm certifies that it has not and will not pay any person or organization to influence or attempt to influence an officer or employee of the City, the State of North Carolina, any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining a contract under this RFP. In addition, in the event that a single contract awarded under this RFP exceeds \$100,000, the consultant must fully comply with the requirements of Title 40 CFR Part 34, New Restrictions on Lobbying, and submit a required certification and disclosure forms accordingly.

**3.3 Compliance with Anti-Discrimination and Equal Opportunity Laws and Regulations**

Firms must comply with all applicable anti-discrimination and equal opportunity statutes, regulations, and Executive Orders.

**3.4 NCDOT Prequalification Requirements**

The primary and/or sub-consultant firms(s) shall be pre-qualified, as applicable, by NCDOT to perform the required services. Information about the prequalification process can be accessed at <http://www.ncdot.org/business/ocs/pef/>.

**3.5 Small Professional Service Firm (SPSF) Participation**

NCDOT and the City encourage 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 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 NCDOT's Subconsultant Form RS-2. RS-2 forms may be accessed on NCDOT's website at [NCDOT Connect Guidelines & Forms](#). The SPSF must be qualified with NCDOT to perform the work for which they are listed.

Real-time information about firms doing business with NCDOT and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed on NCDOT's website at [Directory of Firms](#) - Complete listing of certified and pre-qualified firms. The listing of an individual firm in NCDOT's directory shall not be construed as an endorsement of the firm.

**3.6 Accounting System; Invoicing**

The firm must have an adequate accounting system to identify costs chargeable to the Project.

**3.7 Federal Acquisition Regulations (FAR) and Federal Highway Administration (FHWA) Requirements**

Any contract resulting from this solicitation will incorporate all applicable FAR and FHWA clauses. Specifically, the firm will agree to comply with all FAR and FHWA requirements and guidelines, whether they are mentioned in the contract or not.

### 3.8 Private Engineering Firms Hiring Contractor/Supplier Employees

In conformance with the NCDOT Standard Specifications (108-5) and NCDOT Ethics Policy, private engineering employees who were previously employed by a contractor may not perform any function on a project with which they have been involved during employment with the contractor. Further, any Quality Control Technician who was previously employed by a contractor or material supplier and hired as a Quality Assurance Technician shall not sample or test material from their former employer for a period of six months.

### 3.9 Prequalification

NCDOT 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 firm, the firm shall renew its pre-qualified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently pre-qualified, please submit an application to NCDOT prior to your submittal. An application may be accessed on NCDOT's website at [Prequalifying Private Consulting Firms](#). Learn how to become Pre-qualified as a Private Consulting Firm with NCDOT. Having this data on file with NCDOT eliminates the need to resubmit this data with each letter of interest.

#### **The firm should be pre-qualified under the Work Codes listed in Part 1.**

Even though specific DBE/MBE/WBE goals are not required for this project, NCDOT is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established NCDOT and CITY goals. The firm and subconsultant shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

Completed Form 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.

#### **Submit Form RS-2 forms for the following:**

- **Prime Consultant firm**  
Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.  
Subconsultant Form RS-2 Rev 1/15/08.

In the event the firm has no sub-consultant, 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 NCDOT's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

**FORM A – PROPOSAL COVER SHEET – Administrative Services FY 25**

<b>Company Legal Name:</b>	
<b>Contact Person for Proposal Process:</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>City VMS Number:</b>	<b>NCDOT Prequalified Circle one: Yes / No</b>
<b>List your NCDOT Pre-qualified Work codes:</b>	
<b>List UPWP Tasks that your firm meets criteria in providing Services</b>	<i>i.e., UPWP Task III-C-6 – Public Participation</i>
<p>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.</p> <p>Submission of a response to this RFP 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 an agreement that the City will be notified of any change in this status.</p> <p>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 entire 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.</p> <p>The information contained in this qualification package, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This qualification package 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.</p>	
<b>Represented and Warranted By (Signature):</b>	
<b>Printed Name and Title:</b>	
<b>Date Signed:</b>	

**FORM B– COMMERCIAL NON-DISCRIMINATION CERTIFICATION****Project:** CRTPO - ADMINISTRATIVE SERVICES – FY 25

\_\_\_\_\_

**Proposer:**

\_\_\_\_\_

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

1. In preparing its response, the proposer has considered all bids submitted from qualified, potential sub consultants 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 sub consultant, 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 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 submitted with this Certification and terminate any contract awarded based on such bid. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the proposer 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 proposer 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 sub-consultants and suppliers. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the bid and to terminate any contract awarded on such bid. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the proposer to any remedies that are allowed thereunder.
5. As part of its bid, the proposer shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the proposer in a legal or administrative proceeding alleging that the proposer discriminated against its sub-consultants, 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 to the City, the proposer 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 C - E-VERIFY CERTIFICATION****Project:** CRTPO - ADMINISTRATIVE SERVICES FY 25**Company:** \_\_\_\_\_

This E-Verify Certification is provided to the City of Charlotte (the "City") by the company signing below ("Company") as a prerequisite to the City considering Company for award of a City contract (the "Contract").

1. Company understands that:
  - a. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies to enable employers to verify the work authorization of employees pursuant to federal law, as modified from time to time.
  - b. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers that transact business in this state and employ 25 or more employees in this state to: (i) verify the work authorization of newly hired employees who will be performing work in North Carolina through E-Verify; and (ii) maintain records of such verification ( the "E-Verify Requirements").
  - c. North Carolina General Statute 160A-20.1(b) prohibits the City from entering into contracts unless the contractor and all subcontractors comply with the E-Verify Requirements.
  
2. As a condition of being considered for the Contract, Company certifies that:
  - a. If Company has 25 or more employees working in North Carolina (whether now or at any time during the term of the contract), Company has complied and will comply with the E-Verify Requirements with respect to Company employees working in North Carolina; and
  - b. Regardless of how many employees Company has working in North Carolina, Company will take appropriate steps to ensure that each subcontractor performing work on the contract that has 25 or more employees working in North Carolina complies with the E-Verify Requirements.
  
3. Company acknowledges that the City will be relying on this Certification in entering into the contract, and that the City may incur expenses and damages if the City enters into the Contract with Company and Company or any subcontractor fails to comply with the E-Verify Requirements. Company agrees to indemnify and save the City harmless from and against all losses, damages, costs, expenses (including reasonable attorney's fees) obligations, duties, fines and penalties (collectively "Losses") arising directly or indirectly from violation of the E-Verify Requirements by Company or any of its subcontractors, including without limitation any Losses incurred as a result of the contract being deemed void.

\_\_\_\_\_  
*Signature of Company's Authorized Representative*

\_\_\_\_\_  
*Date*

*Print Name and Title:* \_\_\_\_\_