



**CRTPO RFP #2024-101**

# **FORMS**

**Attached are required forms for CRTPO RFP #2024-101**

**Date Issued: August 27, 2024**

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>Signature of Company's Authorized Representative:</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 Company's Authorized Representative*

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

**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](#)