



Charlotte-Mecklenburg Schools

Capital Program Services

Request for Qualifications

Survey Services

March 5, 2021

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Section 1 - ADVERTISEMENT

Charlotte-Mecklenburg Schools (CMS) is soliciting responses from firms interested in providing surveying services for upcoming CMS projects. **Beginning Monday, March 8, 2021 RFQ** documents can be downloaded from the CMS website at:

<http://www.cms.k12.nc.us/cmsdepartments/construction/Pages/documents.aspx>

Responses are due to CMS Auxiliary Services at 3301 Stafford Drive, Charlotte NC **no later than 2:00 pm on April 5, 2021**. Any responses received after this date and time will be returned unopened.

CMS reserves the right to select, re-advertise and/or reject any proposal for any reason. For further information email Tom O'Dell tom.odell@cms.k12.nc.us

Section 2 – INTRODUCTION, OVERVIEW and SCOPE OF SERVICES

The scope of work of this RFQ includes Surveying services related to the, acquisition and disposition of CMS property, and construction at existing school sites. Selected survey firm(s) will be expected to be able to provide services as identified in Section 9 on an as needed basis.

The schedule for the construction work may dictate the need for multiple surveyor crews at any one time and should also be considered in the proposing firms responses.

Section 3 - GENERAL INFORMATION

It is the intent of the Charlotte-Mecklenburg Board of Education (CMBOE) to hire the most qualified firm(s) to perform Surveying Services. Following review of RFQ responses and the qualification based selection of service providers CMS intends to award service contracts to multiple providers for surveying services.

Addenda and Supplements to RFQ

If a Proposer who is contemplating submitting a response is in doubt as to the true meaning of any part of this RFQ or other requirements, they may submit a written request for clarification to CMS's representative no later than (10) days prior to the deadline for submission of the RFQ. Any clarification or revisions of the RFQ will be made only by an addendum which will be posted on the CMS website no later than seven (7) days from the due date. Addenda and supplements to the RFQ can be downloaded from the CMS website at:

<http://www.cms.k12.nc.us/cmsdepartments/construction/Pages/documents.aspx>

The Proposer is required to acknowledge receipt of any/all addendum. Oral explanations will not be binding.

Request for Explanation and Information: Email questions regarding the response process to:

Mr. Tom O'Dell
Tom.odell@cms.k12.nc.us
Deputy Director of Capital Program Services
Charlotte-Mecklenburg Schools
3301 Stafford Drive
Charlotte, NC 28208

CMS has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the RFQ process at any time prior to entering into a formal agreement. CMS reserves the right to request additional information or clarification of information provided in the response without changing the terms of the RFQ.

Section 4 - SUBMISSION REQUIREMENTS

Responses should be prepared and submitted as described in this section.

Proposers bear the responsibility of examining all parts of this RFQ and furnishing the information required by this RFQ. The Proposer shall prepare his/her response and provide two (2) copies including one (1) electronic copy on a labeled flash drive. All costs incurred in the preparation and submission of proposals shall be covered by the Proposer.

Hard copy submittals shall be made on 8.5" x 11" paper, side bound with Table of Contents and reference tabs for key sections. Response is limited to 20 pages single sided excluding resumes. All pages are to be consecutively numbered. Proposers shall submit proposals in a sealed envelope to CMS Auxiliary Services, 3301 Stafford Drive, Charlotte, NC, and Attention Tom O'Dell. **The sealed envelope submitted by the Proposer shall carry the following information on the face of the envelope: Proposer's name, address, and subject matter of response.**

Each Proposer must answer all questions and provide all requested information, where applicable. If the answer to any questions is "none" or if the question is not applicable, please state in writing. Any Proposer failing to do so may be deemed to be non-responsive with respect to this qualification at the sole discretion of CMS.

A selection committee will make reasonable investigations as deemed proper to determine the ability of each proposer to perform the work. The Proposer shall be responsible to furnish all information and data requested by the RFQ. CMS reserves the right to reject any proposal.

Where proposals are sent by mail, the Proposer shall be responsible for their delivery before the advertised time for the receipt of the proposals. If the mail is delayed beyond the time set for the response receipt, submittals thus delayed will not be considered and will be returned unopened. **Submittals must include, at a minimum, the following:**

1. Executive Summary limited to one (1) page including the name of the Proposer, location of Proposer's principal place of business, a brief narrative description including the age of the business, type of business organization and services offered. Summary should identify the Proposer's strengths and any special qualifications.
2. Insurance Requirements – Proposers must show proof of insurance coverage meeting the requirements identified in Section 5 (submit a copy of insurance certificate)
3. Completed response to Section 6 – Questionnaire
4. Completed Section 7 - Proposal Execution Acknowledgement Form
5. Complete Section 8 - required documents included with MWSBE Information

Section 5 - INSURANCE REQUIREMENTS

Minimum limits for the following types of insurance are required:

Worker's Compensation:

1. N.C. Statutory Requirements
2. Employers Liability
 - \$500,000 – Each Accident
 - \$500,000 – Disease Policy Limits (Aggregate)
 - \$500,000 – Disease Each Employee

Comprehensive General Liability:

Limits of coverage shall not be less than:

- | | |
|---|---|
| 1. Bodily Injury Liability including contractual liability coverage Assumed under the indemnity agreement of the contract, Products/completed operations and underground property damage XCU where applicable. | \$1,000,000 each occurrence
\$2,000,000 annual aggregate |
| 2. Property Damage Liability including contractual liability Coverage assumed under the indemnity agreement of the Contract, products/completed operations and undergoing Property damage XCU where applicable. | \$1,000,000 each occurrence
\$2,000,000 annual aggregate |

Comprehensive Automobile Liability:

Comprehensive Automobile Liability Insurance shall be maintained by the Construction Manager as to the Ownership, maintenance and use of all owned, non-owned, leased or hire vehicles with limits of not less than:

- | | |
|---|--|
| 1. Automobile Liability – All owned, non-owned and hired vehicles | \$1,000,000 each person
\$2,000,000 each occurrence |
| 2. Automobile Property Damage Liability – all owned, non-owned and hired vehicles | \$1,000,000 each occurrence
\$2,000,000 aggregate |
| 3. Umbrella liability limits shall not be less than | \$2,000,000 each occurrence |
| Professional Liability Insurance | \$1,000,000 |

Section 6 – QUESTIONNAIRE

Charlotte-Mecklenburg Schools (CMS) requests the following information:

1. Name of firm:
2. Address of principal office and office proposed to perform the work, if different:
3. Phone and email address: Phone: _____ Email: _____
4. Contact representative name and title:
5. Type of business:
6. Indicate the number of employees or crews in each category below that are under your direct employ and available to work in the Charlotte-Mecklenburg Schools projects identified in this RFQ:
 - a. Survey Crews
 - b. Registered Land Surveyors
 - c. Drafting Technicians
 - d. Others
7. Number of years in business under current name. If name has changed, provide additional information:
8. Is your firm by definition a certified MBE or WBE? (i.e. 51% minority or women-owned):
9. Indicate the range of services your firm is capable of providing with “In-house” personnel.
10. Has your firm worked directly for CMS before? If so, when and in what capacity? Indicate the projects you were involved with.
11. Has your firm provided surveying services for other school districts in North or South Carolina? If so identify each of the school districts and the general scope of services provided.
12. Give project name and date of work done for other local governmental agencies during the past two years:
13. Provide five (5) client references other than CMS (including references from items 12 & 13 above) and one financial institution. School references would be preferred.

14. Briefly describe your firm's internal Quality Assurance Program:
15. State any past or present conditions that would put your firm in a conflict of interest in the performance of work on CMS projects:
16. Describe any previous litigation or arbitration your firm has been involved in over the past five years related to work you provided:
17. Describe your firm's experience and capabilities in meeting ALTA standards and requirements.
18. Provide an organizational chart indicating the individuals and subconsultants you propose to use on CMS projects. Identify the specific role each plays and the lines of responsibility within the organization. Include the proposed field personnel. Indicate the person you propose to be the contact with your firm for management decisions and contractual matters. Provide resumes including experience of the individuals you propose to use.
19. Describe your firm's organizational approach to carrying out assigned survey work.

Section 7 - PROPOSAL EXECUTION ACKNOWLEDGEMENT FORM

The undersigned hereby acknowledges having received and completed a proposal package:

FOR A SOLE PROPRIETOR OR PARTNERSHIP: If a sole proprietorship, the sole proprietor must sign this proposal. If a partnership, the proposal must be signed by a general partner and indicate authority of partner's signatory by attaching a copy of partnership agreement or other authorizing document.

FOR A CORPORATION: If signed by any person other than the President of the Corporation, a certified copy of resolution or by-laws authorizing such person to sign must accompany this proposal/response. The signature of the corporation signer must be attested to by the Secretary of the Corporation.

The undersigned warrants that they are duly authorized to bind the Proposer to fully perform all duties and deliver all services in accordance with the terms and conditions set forth herein. The undersigned declares under penalty of perjury that all of the information submitted is true and correct, that the Proposer fully understands this information is being considered for this RFQ only and that being declared non-qualified for this project excludes the Proposer from award of this project.

The undersigned acknowledges receipt of addenda: _____

The undersigned agrees to be bound by and comply with the provisions of CMS's Minority, Women and Small Business Enterprise Program.

I, the undersigned, certify and declare that I have read all the foregoing responses to this RFQ and know their contents. The responses are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of North Carolina, that the foregoing is correct.

Signed _____

Firm Name _____

Title _____

Address _____

Telephone _____

City _____

State _____

Zip _____

Section 8 – CMS Minority, Women, Small Business Enterprise Program

In accordance with G.S. 143-64.31, it shall be the policy of the Charlotte-Mecklenburg Board of Education to promote full and equal access to business opportunities with Charlotte-Mecklenburg Schools. Minority-owned, women-owned, and small business enterprises (collectively “M/W/SBE”) as well as other responsible vendors shall have a fair and reasonable opportunity to participate in CMS business opportunities.

The Superintendent shall implement an M/W/SBE Program which includes aspirational goals for M/W/SBE utilization in proportion to the availability of qualified vendors in particular areas of procurement. An annual report shall be made to the Board of Education regarding M/W/SBE utilization in comparison to the aspirational goals.

Policy Adopted: 01/12/93
Policy Amended: 07/09/96
Policy Amended: 02/22/05

Requirements

The fundamental requirement of the policy is that all contractors, vendors and consultants, who contact with the Board of Education, will: (i) not discriminate against any person in regard to race, color, religion, age, national origin, sex, or disability; and (ii) provide a full and fair opportunity for participation of M/W/SBEs in contracts. Participation shall be measured in terms of the actual dollars received by M/W/SBEs.

“Minority” as used in this policy means African American (all persons having origins in any of the African racial groups); Hispanic/Latino American (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin); Asian American (all subcontinent, or the Pacific Islands); and Native American (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.

“Woman” as used in this policy means a non-minority woman who has 51% ownership, interest, holds the professional or contractor license necessary for operation as well as management, control, and have technical expertise directly related to the primary product or service of the business.

“Small” as used in this policy means a business enterprise owned, operated, and controlled by one (1) or more eligible owners who have 51% ownership, interest, holds the professional or contractor license necessary for operation as well as management, control, and have technical expertise directly related to the primary product or service of the business, and is 25% or less of the applicable size standards established by the Small Business Administration.

“Socially and Economically Disadvantaged” as used in this policy means a minority, woman, or small business enterprise owned, operated, and controlled by one (1) or more eligible owners who have 51% ownership, interest, holds the professional or contractor license necessary for operation as well as management, control, and have technical expertise directly related to the primary product or service of the business, and is 25% or less of the applicable size standards established by the Small Business Administration.

Responders responding to this solicitation shall comply with the M/W/SBE Program by making a Good Faith Efforts to utilize the following aspirational goals for M/W/SBE participation under this contract for professional service and construction contracts:

Category	MBE Goal	WBE Goal	SBE Goal	Total M/W/SBE Goal
Construction	10%	6%	5%	21%
Architecture & Engineering	4%	7%	5%	16%
Professional Services	9%	9%	5%	23%
Contracted Services (other than Architecture, Engineering, and other Professional Services)	5%	4%	5%	14%
Goods	3%	3%	5%	11%

Responders will describe how your firm will address the M/W/SBE Objectives. This may include the forms listed below and a commitment to obtain a certain overall percentage.

Responders shall include in their proposals, the following documentation:

- Minority, Women, and Small Business Enterprise Identification Form** (including suppliers)
- Affidavit A** (if subcontracting)

OR

- Minority, Women, and Small Business Enterprise Identification Form**
- Affidavit B** (if self-performing all work with own workforce AND will not purchase any materials or supplies in the performance of the contract. Upon request, provide sufficient information for Charlotte-Mecklenburg Schools to determine that the Bidder does not customarily subcontract work on this type of project)

The forms ask for the scope of work and the dollar amount. Respondents may not be able to give specific dollar amounts until you know the project scope assigned. However, you may list an overall percentage based on the scopes of work intended to be performed by M/W/SBE consultants and subcontractors.

The overall participation committed for the school is based upon all activities associated with the project including design sub-consultants, lower tier subcontractors, printing, courier services, suppliers and other services.

Upon receipt of notice of award, the low responder who is subcontracting anything must provide the following information:

- Appendix I, II and/or III**

With each pay request the prime contractors will submit Appendix IV listing payments made to all subcontractors. Failure to submit these and all documents as requested is grounds for rejection of the bid.

Compliance Documentation

All written statements, affidavits or intentions made by Respondents shall become a part of the agreement between the Consultant and Charlotte-Mecklenburg Schools for performance on this contract. Failure to comply with any of these statements, affidavits or intentions or with the M/W/SBE Program Guidelines shall constitute a breach of contract. A finding by Charlotte-Mecklenburg Schools that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the

contract in accordance with the termination provisions contained in the contract. It shall be solely at the option Charlotte-Mecklenburg Schools whether to terminate the contract for breach.

In determining whether a contractor has made Good Faith Efforts, Charlotte-Mecklenburg Schools will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts.

Good Faith Effort Documentation – The bidder’s documentation to meet the goals set forth in these provisions shall include the following evidence:

1. Copies of solicitations for quotes to at least three (3) M/W/SBE firms for each subcontract to be let under this contract. Each solicitation shall contain a specific description of the work to be subcontracted, location where the bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
2. Copies of quotes or responses received from each firm responding to the solicitation.
3. A telephone log of follow-up calls to each firm sent a solicitation.
4. For subcontracts where an M/W/SBE firm is not considered to be the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
5. Documentation of any contacts, correspondence or conversation with M/W/SBE firms made in an attempt to meet the aspirational goals.
6. The successful bidder shall maintain records relating to all commitments for a period of at least one year following acceptance of final payment.

Note: Additional Good Faith Efforts are identified in Affidavit A.

After review of the Respondent’s Good Faith Efforts, the Respondent may request and be granted a Waiver of the M/W/SBE aspirational goals that have not been met for that particular project. A Waiver may be granted upon review of the Respondent’s documentation and determination that, in fact, a Good Faith Effort has been put forth. The Respondent’s M/W/SBE Utilization Commitment shall be incorporated into the contract.

Charlotte-Mecklenburg Schools is authorized to establish specifications requiring bidders to subcontract a certain designated percentage of the construction and repair work amount, provided that nothing contained in these requirements shall be construed to require that the award of subcontracts be made to subcontractors who do not submit the lowest responsive bid.

NOTE: Charlotte-Mecklenburg Schools reserves the right to waive any irregularities in M/W/SBE documentation if they can be resolved prior to award of the contract, and Charlotte-Mecklenburg Schools finds it to be in its best interest to do so and award the contract.

Dispute Resolution Procedures

Under G.S. 143-128, Senate Bill 914 states that a public entity shall use the dispute resolution process adopted by the State Building Commission pursuant to G.S. 143-135.26(11), or shall adopt another dispute resolution process, which shall include mediation, to be used an alternative to the dispute resolution process adopted by the State Building Commission. This dispute resolution process shall be available to all the parties involved in the public entity’s construction project including the public entity, the architect, the construction manager, the

contractor, and the first-tier and lower-tier subcontractors and shall be available for any issues arising out of the contract or construction process.

The public entity may set a reasonable threshold, not to exceed fifteen thousand dollars (\$15,000), concerning the amount in controversy that must be at issue before a party may require other parties to participate in the dispute resolution process. The public entity may require that the cost of the process be divided between the parties to the dispute with at least one-third of the cost to be paid by the public entity, if the public entity is a party to the dispute. The public entity may require in its contract that a party participate in mediation concerning a dispute as a precondition to initiating litigation concerning the dispute.

Charlotte- Mecklenburg Schools
M/W/SBE Documentation Overview

Form	Submission Requirements	Required Form
<p>Subcontractor / Supplier Identification Form Lists the total dollar amount of such participation by MBEs, WBEs, and SBE subcontractors and suppliers the Bidder <u>will use</u> on the project.</p>	Due with bid/proposal	Minority, Women, and Small Business Enterprise Identification Form
<p>Listing of Good Faith Efforts (GFE) Indicates the actions you undertook to recruit and solicit minority vendors, subcontractors, vendors, or suppliers for this project.</p>	Due with bid/proposal (if subcontracting)	Affidavit A
<p>Intent to Perform Contract with Own Workforce Indicates that the Bidder does not customarily subcontract elements of this type project, normally performs all elements of work on this project with his/her own current work force AND will not purchase any materials or supplies in the performance of the contract.</p>	Due with bid/proposal (self-performing)	Affidavit B
<p>Portion of Work to be Performed by M/WBE Firms Identifies minority participation that is equal to or greater than the M/W/SBE total goal for construction 21%, Other Services 14%, and/or Goods 11% of the bidders total contract price. Appendix I is signed by the M/W/SBE.</p>	Within three (3) business days after notification of being the apparent low bidder	Affidavit C and Appendix I
<p>Documentation of Good Faith Efforts (GFE) Indicates GFEs of bidders who <u>do not</u> achieve the overall M/WBE goal for construction 21%, Other Services 14%, and/or Goods 11% participation by M/W/SBEs. Documentation provided should correspond with the items checked on Affidavit A. Appendix I is signed by the M/W/SBE.</p>	Within three (3) business days after notification of being the apparent low bidder	Affidavit D and Appendix I
<p>Professional Services Indicates the minimum percent of the total dollar amount of the contract with M/W/SBEs. Appendix I is signed by the M/W/SBE.</p>	Within three (3) business days after receiving Letter of Commitment	Appendix I, II and/or III
<p>Documentation for All Contract Payments Contractor shall provide with each pay request to CMS all payments to contractors, subcontractors, supplies and service providers.</p>	Must submit with each pay request and final payment	Appendix IV

Minority, Women, and Small Business Enterprise Identification Form

I, _____
(Name of Bidder)

do hereby certify that on this project, we will use the following minority, women, or small business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #
Category

Work type

*M/W/SBE

Firm Name, Address and Phone # Category	Work type	*M/W/SBE

*M/W/SBE categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F), Small (S), or Socially and Economically Disadvantaged (D)

The total value of M/W/SBE contracting will be (\$) _____.

Attach this form and AFFIDAVIT A or this form and AFFIDAVIT B to the Bid

Attach AFFIDAVIT A or AFFIDAVIT B to the Bid
State of North Carolina AFFIDAVIT A – Listing of the Good Faith Effort

County of _____

Affidavit of _____

(Name of Bidder)

I have made a good faith effort to comply under the following areas checked:

Bidder must earn at least 50 points from the Good Faith Efforts list for their bid to be considered responsive.

- 1 – (10 Points)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 – (10 Points)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 Points)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 Points)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 Points)** Attended pre-bid meetings scheduled by the public owner.
- 6 – (20 Points)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 Points)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 Points)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 Points)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 – (20 Points)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

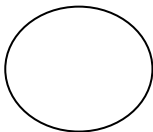
In accordance with GS143-128.2(d) and Board of Education Policy the undersigned will enter into a formal agreement with the firms listed in the Identification of Minority, Women, and Small Business Participation schedule conditional upon execution of a contract with the Owner. Failure to abide by this statutory provision will constitute a breach of the contract. The undersigned hereby certifies that he or she has read the terms of the Minority, Women, and Small Business Enterprise commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____

Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

DO NOT USE AFFIDAVIT 'B' UNLESS YOU ARE ONLY PROVIDING LABOR AND NOT PURCHASING ANY MATERIALS OR SUPPLIES

Attach AFFIDAVIT A or AFFIDAVIT B to the Bid

State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of _____

Affidavit of _____
(Name of Bidder)

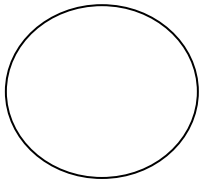
I hereby certify that it is our intent to perform 100% of the work required for the _____
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; **AND** the bidder will not purchase any materials or supplies in the performance of the contract

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

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____
Name of Authorized Officer: _____
Signature: _____
Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

**APPENDIX I
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR OR SUBCONSULTANT
(PROVIDE MATERIALS OR/& SERVICES)**

PROJECT: _____
(Project Name)

TO: _____
(Name of Prime Bidder/Architect)

The undersigned intends to perform work in connection with the above project as

_____ Minority Business Enterprise _____ Women's Business Enterprise
_____ Small Business Enterprise

The M/W/SBE status of the undersigned is/is not certified by the City of Charlotte or the Carolinas Minority Suppliers Development Council or other governmental entities. Our M/W/SBE certification number is _____.

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials or services to be performed or provided) at the following price: _____.

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Items	Projected Commencement Date	Projected Completion Date

Subcontracting at any tier must be reported and is subject to all M/W/SBE compliance requirements. This form shall be used for M/W/SBE subcontracting at any level.

Date: _____

(Name & Phone No. of M/W/SBE Company)

(Name & Title of Authorized Office)

(Signature)

**THE PRIME CONTRACTOR OR ARCHITECT MUST GET THIS FORM COMPLETED BY THE
SUBCONTRACTORS/SUPPLIERS**

**APPENDIX II
M/W/SBE UTILIZATION COMMITMENT FORM
FOR PROFESSIONAL SERVICES**

We, _____, do certify that on the
(Architect)

(Project Name)

(Project Number)

(Dollar Amount of Bid)

If the bidder intends to subcontract, this form must be completed regardless of the amount or lack of M/W/SBE participation attained.

I will expend a minimum of _____% of the total dollar amount of the contract with minority, women, or small business enterprises. M/W/SBEs will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Address	*M/W/SBE Category	Work description	Dollar Value

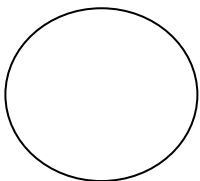
*M/W/SBE categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) Native American Indian (**N**), Female (**F**), Small (**S**), or Socially and Economically Disadvantaged (**D**)

The undersigned will enter into a formal agreement with Minority/Women/ Small Business Firms for work listed in this schedule conditional upon execution of a contract with the Charlotte-Mecklenburg Board of Education. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____

Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

**APPENDIX III
M/W/SBE UTILIZATION COMMITMENT FORM
FOR PURCHASES OF GOODS & OTHER SERVICES**

We, _____, do certify that on the
(Bidder)

(Project Name)

_____, _____
(Project Number) (Dollar Amount of Bid)

If the bidder intends to subcontract, this form must be completed regardless of the amount or lack of M/W/SBE participation attained.

I will expend a minimum of _____% of the total dollar amount of the contract with minority, women, or small business enterprises. M/W/SBEs will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Address	*M/W/SBE Category	Work description	Dollar Value

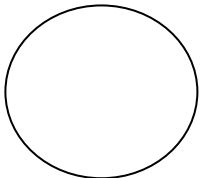
*M/W/SBE categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) Native American Indian (**N**), Female (**F**), Small (**S**), or Socially and Economically Disadvantaged (**D**)

The undersigned will enter into a formal agreement with Minority/Women/ Small Business Firms for work listed in this schedule conditional upon execution of a contract with the Charlotte-Mecklenburg Board of Education. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____

Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

**APPENDIX IV
DOCUMENTATION FOR All PAYMENTS TO CONTRACTORS, SUBCONTRACTORS, SUPPLIERS, AND
SERVICE PROVIDERS**

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application #: _____ Period: _____

Current Requested Payment Amount _____

The following is a list of payments to be made to all contractors/suppliers & other providers on this project for the above-mentioned period.

Firm Name and Address	*M/W/SBE Category	Amount to be Paid form this pay Request	Total Payments to date	Total Amount Committed
Totals				

*M/W/SBE categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) Native American Indian (**N**), Female (**F**), Small (**S**), or Socially and Economically Disadvantaged (**D**)

Date: _____

Approved/Certified By: _____

Name

Title

Signature

****THIS DOCUMENT MUST BE SUBMITTED WITH EACH PAY REQUEST & FINAL PAYMENT****

**APPENDIX V
WAIVER REQUEST
FOR GOOD FAITH EFFORTS**

PROJECT: _____
COMPANY: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
CONTACT PERSON: _____ **PHONE NO:** _____
TITLE: _____

The said company request a Full () or Partial () waiver for the M/W/SBE aspirational goals for this particular project for the following reasons:

Signature: _____ Date: _____

CMS USE ONLY

Good Faith Efforts Verified: _____

Request of Waiver Granted: YES (_____) NO (_____)

Comments: _____

M/WBE Administrator: _____ **Date:** _____

Section 9 – SURVEY SCOPE OF SERVICES

The scope of work for this RFQ includes Surveying services related to the construction of new schools and the renovating and/or additions to existing school facilities. The selected surveying firm(s) will be required to provide services as described below:

GENERAL

- A. Identify control points and property line corner stakes used in the preparation of the property survey.
- B. Verify information in relation to the property, existing survey and existing benchmarks before proceeding with their work. Locate and protect new and existing benchmarks and control points.
 - 1. Promptly replace lost or destroyed project control points. Base replacements on the original survey control points.
- C. Establish and maintain a minimum of two permanent benchmarks on the site, referenced to data established by survey control points.
 - 1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
- D. Existing utilities and equipment: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning site work, investigate and verify the existence and location of underground utilities and other construction.
 - 1. Verify the location and invert elevation at points of connection of sanitary sewer, storm sewer and water service piping.

PERFORMANCE

- A. Working from lines and levels established by the property survey, establish benchmarks and markers to set lines and levels at each story of construction and elsewhere as needed to properly locate each element. Calculate and measure required dimensions within indicated or recognized tolerances. Do not scale Drawings to determine dimensions.
- B. Surveyor's Log: Maintain a surveyor's log of control and other survey Work. Make this log available for reference if needed.
 - 1. Record deviations from required lines and levels and advise the Architect and or Civil Engineer when deviations that exceed indicated or recognized tolerances are detected. .
- C. Site Improvements: Locate and lay out site improvements, including pavements, utility slopes and invert elevations by instrumentation and similarly appropriate means.
- D. Building Lines and Levels: Locate structures, building foundations, column grids and locations, floor levels and control lines.

- E. Existing Utilities: Furnish and confirm information necessary to adjust, move or relocate existing structures, utility poles, lines, services or other appurtenances located in the property. Coordinate with local utility providers and authorities having jurisdiction.
- F. Surveyor will prepare the survey and be a firm licensed in the State of North Carolina. The survey will address all requirements outlined. Include on the survey a certification seal, signed by the Surveyor, to the effect that principle metes, bounds, lines and levels of the Project are accurately positioned as shown on the survey.
- G. DRAWINGS
1. Drawing shall note all dimensions and elevations in United States customary system according to appropriate size of property and existing structures.
 2. Drawing sheets shall be trim size 30" x 42" with left binding edge.
 3. Show NORTH arrow and locate magnetic North.
 4. Include legend of symbols and abbreviations used on the drawing(s).
 5. Spot elevations on paving or other hard surfaces shall be to the nearest .01 foot; on other surfaces, to the nearest .10-foot.
 6. Boundary and topographic information, where both are required, shall be on the same drawing unless otherwise requested by the Architect or Owner.
 7. State elevations datum on each drawing:
 - a. Use National Vertical Geodetic Datum NAVD88 and give location of benchmark used for new surveys.
 - b. If survey provided, with an update requested, use the same benchmark as the original survey.
 8. Furnish to the Architect and Owner one reproducible transparency, three prints and an AutoCAD (dwg) drawing file of each drawing using X, Y and Z coordinates. The Surveyor shall sign and seal each drawing and shall state that to the best of the Surveyor's knowledge, information and belief, all information thereon is true and accurately shown.
- H. BOUNDARY REQUIREMENT
1. Show boundary lines, giving length and bearing (including reference or basis) on each straight line; interior angles, radius, point of tangency and length of curved lines. Unless otherwise prohibited by law, where no monument exists, set permanent iron pin (monument) or other suitable permanent monument at property corners; drive pin adequately into ground to prevent movement and mark with wood stake; state on the drawing(s) whether corners were found or set and describe each.
 2. Furnish a legal description that conforms to the record title boundaries. Prior to making this survey and insofar as is possible, the Surveyor shall acquire data including, but not limited to, deeds, maps, certificates or abstracts of title, section line and other boundary line locations in the vicinity.
 3. Give area in square feet if less than one acre; in acres (to .001 acres) if over one acre.
 4. Note identity, jurisdiction and width of adjoining streets and highways, width and type of pavement. Identify street monuments and show distance to the nearest intersection. At property boundary lines where streets adjoin extend survey 500' on both sides of the street a minimum of 25' on each side. Capture existing utilities and features (above and below grade) associated within these areas of the existing road/street.
 5. Plot location of structures on the property. Dimension to property lines and other buildings. Note vacant parcels as VACANT. Describe building materials and note number of stories.
 - a. Dimension perimeters in feet and inches to the nearest ½ inch.
 - b. Include all adjacent properties.

6. Show encroachments, including cornices, belt courses, etc., either way across property lines.
7. Describe fences and walls and locate them with respect to property lines.
 - a. Include identification of party walls.
8. Show recorded or otherwise known easements and rights-of-ways and identify owners (holders).
9. Note planned rights-of-way and nature of each.
10. Note planned street widenings.
11. Show individual lot lines and lot block numbers; show street numbers of buildings if available.
12. Show zoning of property. If more than one zone, show the extent of each. Show zoning of adjacent property and property across the street(s) or highways(s).
13. Show building line and setback requirements, if any.
14. Give names of owners of adjacent property.

I. TOPOGRAPHIC REQUIREMENTS:

1. All lines of levels shall be checked by separate check level lines, or on previous turning points or benchmarks. Topographical survey requirements shall be established as indicated below.
2. A minimum of one permanent benchmark on site for each four acres and a description and elevation to nearest .01 foot on new sites, or denoted existing benchmarks on updated existing surveys.
3. Contours at one (1) foot intervals; error shall not exceed one-half contour interval.
4. Spot elevation at each intersection of a 50-foot square grid covering the property.
5. Plotted location of structures, paving and improvements above and below ground. At driveways and roads, provide spot elevations at 25' increments at the edge of payment of each side of the driveway and at the crown.
6. Floor elevations and elevations at each entrance of buildings on the property. Include finished floor elevation inside doorways at existing buildings. Indicate if spot elevation is top of curb or gutter line. Show spot elevation at top and bottom of all stairs. Show spot elevation at the top of parapet (or eave line). Show one spot elevation for each building face unless parapet or eave line changes height. If change in height, then provide elevation for each different elevation and show location of elevation change.
7. Utility information. The following information is to be shown based on record information and on surface evidence.
 - a. Location, size, depth and pressure of water and gas mains, central steam and other utilities including, but not limited to, buried tanks and septic fields serving, or on, the property. Show location of existing building downspouts and outfall.
 - b. Locations of fire hydrants available to the property and the size of the main serving each.
 - c. Locations, elevations and characteristics of power, cable television, street lighting, traffic control facilities and communications systems above and below grade.
 - d. Location, size, depth and direction of flow of sanitary sewers, combination sewers, storm drains and culverts serving, or on, the property; location of catch basins and manholes, and inverts of pipe at each.
 - e. Name of the operating authority, including contact person and phone number, for each utility indicated above.
8. Mean elevation of water in any excavation, well or nearby body of water.
9. Location of flood plain and flood level of streams or adjacent bodies of water.
10. Extent of watershed onto the property.
11. Location of test borings if ascertainable, and the elevation of the tops of holes.

12. Location of all six (6") inches and over (caliper three feet above ground); locate within one foot tolerance up to ten feet into any thickly wooded areas. Identify species in English and botanical terms.
13. Perimeter outline only of thickly wooded areas unless otherwise directed.
14. Description of natural features.
15. Location (s) of suspected or confirmed soil contamination(s) as indicated from the Phase 1 Environmental Study. See CMS design manager for this reference document