



# **Charlotte-Mecklenburg Schools**

## **Capital Program Services**

Request for Qualifications  
Architectural Design Services

June, 2023

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## Section 1 - ADVERTISEMENT

Charlotte-Mecklenburg Schools (CMS) is requesting qualifications (RFQ) from Architectural firms interested in providing Design services for new schools, on site replacement schools and existing school renovation/addition projects.

Documents may be downloaded beginning **Monday, June 19** at <https://www.cmsk12.org/Page/688> under the Procurement section.

A virtual pre-proposal conference will be held at **2:00 pm on Thursday, June 29**. Details will be included in the RFQ.

Responses are due to CMS Auxiliary Services 3301 Stafford Drive, Charlotte NC **no later than 3:00 pm on Tuesday, July 18**. For further information email Tom O'Dell at [tom.odell@cms.k12.nc.us](mailto:tom.odell@cms.k12.nc.us).

## Section 2 - INTRODUCTION AND OVERVIEW

CMS is requesting qualifications from Architectural firms interested in providing design services for projects including; but not necessarily limited to the following:

- South Mecklenburg High School on site replacement
- First Ward Elementary School Renovations
- New Second Ward High School
- North Mecklenburg High School on site replacement
- Montessori upfit at existing Sedgefield Elementary School
- Cotswold Elementary School onsite replacement
- Marie G. Davis Montessori upfit

## Section 3 - GENERAL INFORMATION

The selection of the Architectural firm will be based on responder's qualifications and response to the RFQ. The selection committee will review and evaluate the RFQ responses and may select firms with or without interview.

A virtual pre-proposal conference will be held at **2:00 pm on Thursday, June 29** via Zoom > <https://leCHASE.zoom.us/j/4860192037>

### Addenda and Supplements to RFQ

If a responder is in doubt as to the true meaning of any part of this RFQ or other requirements, questions may be submitted to CMS's representative no later than **Monday, July 10**. Clarifications or revisions to the RFQ will be made by addendum and will be posted on the CMS website <https://www.cmsk12.org/Page/688> under the Procurement section no later than **Thursday, July 13**. It is the responder's obligation to monitor the website for addenda. Email questions regarding the RFQ to:

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

The responder is required to acknowledge receipt of any/all addendum.

Oral explanations will not be binding.

CMS has sole discretion and reserves the right to reject any and all RFQ responses received 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.

## **Section 4 - SUBMISSION REQUIREMENTS**

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

Responders bear the responsibility of examining all parts of this RFQ and furnishing the information required by this RFQ. The responder shall prepare their response and provide two (2) hard copies and one (1) electronic copy on a labeled USB flash drive. All costs incurred in the preparation and submission of the response to this RFQ shall be covered by the responder. All blank spaces on the Acknowledgement Form and all requirements outlined in this RFQ must be completed.

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 double sided excluding engineer qualification information, MWSBE forms, Insurance forms, Acknowledgement form, Table of Contents, reference tabs and covers. All pages are to be consecutively numbered. Responders shall submit their RFQ Response in a sealed envelope **no later than July 18 @ 3:00 pm** to CMS Auxiliary Services, 3301 Stafford Drive, Charlotte, NC and Attention: Tom O'Dell. The sealed envelope shall carry the following information on the face of the envelope: Responder's name, address and the words Architectural RFQ Response.

Each responder 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 responder failing to do so may be deemed to be non-responsive with respect to this qualification at the sole discretion of CMS.

The responder is responsible for the delivery before the time specified, submittals received after the specified time 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 responder, location of responder's principal place of business, and a brief description of the business. Summary should describe the responder's strengths and any special qualifications your firm and proposed sub-consultant/engineers may possess related to the project(s) described.
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 – Qualifications/responder Information
4. Completed Section 7 - Acknowledgement Form
5. Complete Section 8 - Engineer's qualification information
6. Complete Section 9 - 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<br>Assumed under the indemnity agreement of the contract,<br>Products/completed operations and underground property<br>damage XCU where applicable.  | \$1,000,000 each occurrence<br><br>\$2,000,000 annual aggregate |
| 2. Property Damage Liability including contractual liability<br>Coverage assumed under the indemnity agreement of the<br>Contract, products/completed operations and undergoing<br>Property damage XCU where applicable. | \$1,000,000 each occurrence<br><br>\$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<br>vehicles                 | \$1,000,000 each person<br>\$2,000,000 each occurrence |
| 2. Automobile Property Damage Liability – all owned,<br>non-owned and hired vehicles | \$1,000,000 each occurrence<br>\$2,000,000 aggregate   |
| 3. Umbrella liability limits shall not be less than                                  | \$2,000,000 each occurrence                            |
| 4. Architects Professional Liability Insurance                                       | \$2,000,000  |

## Section 6 - QUALIFICATIONS/RESPONDER INFORMATION

Please organize your responses to questions below in the same order and numbering given, restating the question first, then your response. A separate Engineer's qualification questionnaire and submittal is provided and will be required from each consulting firm(s) proposed as sub-consultants.

1. Company history, size and background
  - a. Provide current organizational structure information, date of company formation and the number of years providing design services for educational facility projects.
  - b. Provide the total number of staff directly employed by the proposing office regularly engaged in educational design work including the number of registered Architects and all other disciplines. Provide an organizational chart that represents this staffing and their relationship to the organizational management structure.
  - c. Provide the annual revenue of the firm and the proposing office related to K-12 design work over the last five (5) years including the number of projects per year.
  - d. Names of license holders and associated license numbers.
2. Provide a list of the K-12 projects that your proposing office currently has in progress including:
  - a. Name and Location of the project
  - b. Names of staff (Principal, Project Architect, Project Manager, Construction Administrator, Consultants)
  - c. Name, address and phone number for Owner's Representative
  - d. Square footage and Number of Classrooms
  - e. Value
  - f. Projected or Actual Notice to Proceed
  - g. Projected completion date
3. Financial Information - CMS reserves the right to request financial data. If requested provide a copy of audited financial statements for the three (3) previous fiscal years and the last quarterly report. Statements must include auditor's letter of opinion, auditor's noted balance sheet, statement of income/loss.
4. Provide the following information for K-12 projects (new and/or renovation) that your proposing office completed in the past 5 years:
  - a. Name and location of project
  - b. Names of staff (Principal, Project Architect, Project Manager, Construction Administrator, Consultants)
  - c. Name, address and phone number for Owner's Representative
  - d. Square footage and number of classrooms
  - e. Construction delivery method
  - f. Actual cost
  - g. Design start/finish dates
  - h. Number of review cycles required to obtain permit
  - i. Construction start/finish dates
5. Provide a narrative describing your firm's experience related to onsite replacement projects. Address your experience related to individual campus buildings and/or entire campus facilities.
6. Provide a list of the proposed staff that will directly participate in this CMS work. Provide a resume for each key individual proposed for the project. Indicate the staff member that will serve as the continuous

point of contact from programming through design and construction phases for the duration of the contract.

7. Describe your firm's project staffing from design thru closeout and provide an organizational chart for the following:
  - a) New Elementary School
  - b) New Middle School
  - c) New High School
  - d) Elementary Renovation
8. List the Engineering/Consulting firms you propose for this work and indicate any prior project experience with the proposed firm(s). A separate qualification questionnaire has been provided for completion by consulting member firms and must be submitted as part of the RFQ submission.
  - a. Civil Engineering
  - b. Structural
  - c. Food Service
  - d. Mechanical
  - e. Electrical
  - f. Plumbing
  - g. Telecommunications
9. Describe your firm's experience in and approach to programming, design, and construction administration for:
  - a. New schools
  - b. On-site replacement schools
  - c. Renovation and/or addition projects
  - d. Fine Arts curriculum related spaces
  - e. New High School in an urban setting
10. Describe your firm's experience coordinating with a Construction Manager's BIM process including the coordination of your engineers in the process.
11. Describe your firm's experience utilizing Bluebeam software for review and incorporation of comments during the design and construction process.
12. Describe your firm's experience and approach to providing existing conditions evaluation on a project.
13. Describe your firm's experience and approach to providing NCDPI Cost and Feasibility evaluations and reporting.
14. Describe your firm's experience and approach to integration of HVAC and Building Automation System controls from the start of the design through the completion of the commissioning process.
15. Describe your firm's understanding of the Designer's commissioning responsibilities during the design, construction and commissioning phases of a project.
16. Describe your experience with the regulatory agencies having jurisdiction over CMS projects.

17. Describe your firm's experience with Workforce Development programs and how you would propose coordinating/incorporating such a program into the project(s) identified in this RFQ.

18. Legal Information

- a. Identify any judgments, claims, and suits pending or outstanding against your firm or its officers.
- b. Describe previous litigation, mediation or arbitration pertaining to your design services in which your firm has been involved with during the past five (5) years.
- c. Provide information on any projects where the proposing office has been required to pay for errors and omissions to be corrected.
- d. Indicate any project(s) where your firm has been terminated and the reasons for termination.
- e. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity, or been convicted of a crime involving any federal, state or local law? If YES, explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.
- f. Respondents shall comply with CMS's MWSBE Program by making a good faith effort to utilize MWSBE firms. **Respondents must complete and include the forms listed in Section 8 (Identification form and Affidavit "A" or "B").**



## Section 7 – ACKNOWLEDGEMENT FORM

The undersigned warrants that they are duly authorized to bind the Proposer.

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 RFQ responses and know their contents. I declare under penalty of perjury under the laws of the State of North Carolina, that the foregoing is correct.

All signatures to be sworn to before a Notary Public

Signed \_\_\_\_\_

Firm Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Corporate Seal – (requested, not required)

SUBSCRIBED AND SWORN to before me this

\_\_\_\_\_ Day of \_\_\_\_\_ 19

\_\_\_\_\_  
Notary Public Signature

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

## Section 8 – ENGINEERS/SUBCONSULTANT QUALIFICATIONS/RESPONDER INFORMATION

Please organize your response to questions below in the same order and numbering given, restating the question first, then your response. Include signature page for required consultants. **Note, there is no Acknowledgement form required from sub-consultant engineers.**

1. Company history, size and background
  - a. Provide name, address, and contact information (phone, email) for principal office and office providing services.
  - b. Provide current organizational structure information, date of company formation and the number of years providing engineering services for educational facility projects under the present business name.
  - c. Identify the engineering disciplines provided by the firm and intended for this project.
  - d. Provide the name, position, and resume for all staff proposed for the CMS work.
  - e. Provide the annual revenue of the firm and the proposing office related to K-12 design work over the last five (5) years (2019 – 2023) including the number of projects per year.
  - f. Name of company license holder and license number.
2. Provide a list of the K-12 projects that your proposing office currently has in progress including:
  - a. Name of project
  - b. Location
  - c. Size
  - d. Value
  - e. Projected or Actual Notice to Proceed
  - f. Projected completion date
  - g. Name of Project Engineer
3. Provide information for K12 projects completed by your firm in the past 5 years for which you're the proposing office provided engineering services. Projects should be of similar size and scope as projects identified in the RFQ. Provide the following information:
  - a. Name and address of project
  - b. Name, Title and Role of staff that are proposed.
  - c. Name, address and phone number for Owner's representative
  - d. Type and size of project
4. Provide a narrative describing your firm's experience related to onsite replacement projects. Include any experience related to individual campus buildings and/or entire campus facilities.
5. Provide a list of the proposed staff that will directly participate in this CMS work. Provide a resume for each key individual proposed for the project.
6. Describe your firm's experience in and approach to design and construction administration for:
  - a. New school projects
  - b. Onsite replacement projects.
  - c. Renovation and/or addition projects
  - d. Fine Arts curriculum related spaces
  - e. New High School in an urban setting

7. Describe your firm's experience coordinating with a Construction Manager's BIM process.
8. Describe your experience with the regulatory agencies having jurisdiction over CMS projects.
9. Legal Information
  - a. Identify any judgments, claims, and suits pending or outstanding against your firm or its officers.
  - b. Describe previous litigation, mediation or arbitration pertaining to your design services in which your firm has been involved with during the past five (5) years.
  - c. Provide information on any project where the proposing office has been required to pay for errors & omissions to be corrected.
  - d. Indicate any project(s) where your firm has been terminated and the reasons for termination.
  - e. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity, or been convicted of a crime involving any federal, state or local law related to construction? If YES, explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.
  - f. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

## **Section 9 – CMS Minority, Women, Small Business Enterprise Program**

### **Request for Qualifications M/W/SBE Participation Guidelines for Architecture & Engineering**

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 (other than Architecture & Engineering)	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** (including suppliers)
- ☐ **Affidavit B** (if self-performing all work with own workforce and upon request, provide sufficient information for Charlotte-Mecklenburg Schools to determine that the Proposer 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 proposer who is subcontracting anything must provide the following information:

- ☐ Appendix I, II and/or III

With each pay request the prime 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 Proposer’s documentation to meet the goals set forth in these provisions shall include the following evidence:**

1. Copies of solicitations to at least three (3) M/W/SBE firms for each sub consultant to be let under this contract. Each solicitation shall contain a specific description of the work, representative to contact and location, date and time when responses must be received.
2. Copies of responses received from each firm responding to the solicitation.
3. A telephone log of follow-up calls to each firm sent a solicitation.
4. Documentation of any contacts, correspondence or conversation with M/W/SBE firms made in an attempt to meet the aspirational goals.
5. The successful Proposer 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.

**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.**

**Charlotte-Mecklenburg Schools**  
**M/W/SBE Documentation Overview**

<b>Form</b>	<b>Submission Requirements</b>	<b>Required Form</b>
<b>Subcontractor / Supplier Identification Form</b> Lists the total dollar amount of such participation by MBEs, WBEs, and SBE subcontractors and suppliers the Proposer <u>will use</u> on the project.	Due with bid/proposal	Minority, Women, and Small Business Enterprise Identification Form
<b>Listing of Good Faith Efforts (GFE)</b> Indicates the actions you undertook to recruit and solicit minority vendors, subcontractors, vendors, or suppliers for this project.	Due with bid/proposal (if subcontracting)	Affidavit A
<b>Intent to Perform Contract with Own Workforce</b> Indicates that the Proposer 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 <b>AND will not purchase any materials or supplies in the performance of the contract.</b>	Due with bid/proposal (self-performing)	Affidavit B
<b>Portion of Work to be Performed by M/WBE Firms</b> 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 Proposers total contract price. <b>Appendix I is signed by the M/W/SBE.</b>	Within three (3) business days after notification of award.	Affidavit C and Appendix I
<b>Documentation of Good Faith Efforts (GFE)</b> Indicates GFEs of Proposers 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. <b>Appendix I is signed by the M/W/SBE.</b>	Within three (3) business days after notification of award.	Affidavit D and Appendix I
<b>Professional Services</b> Indicates the minimum percent of the total dollar amount of the contract with M/W/SBEs. <b>Appendix I is signed by the M/W/SBE.</b>	Within three (3) business days after receiving Letter of Commitment	Appendix I, II and/or III
<b>Documentation for All Contract Payments</b> <b>Contractor shall provide with each pay request to CMS all payments to contractors, subcontractors, supplies and service providers.</b>	Must submit with each pay request and final payment	Appendix IV

## Minority, Women, and Small Business Enterprise Identification Form

I, \_\_\_\_\_  
(Name of Proposer)

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 #	Work Type	*M/W/SBE Category

\*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 Proposer)

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

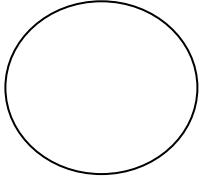
**Proposer must earn at least 50 points from the Good Faith Efforts list to be considered responsive.**

- ☐ **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 Proposer'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 Proposer 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:** \_\_\_\_\_

**Attach AFFIDAVIT A or AFFIDAVIT B to the Bid**

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

**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

\_\_\_\_\_  
contract.

(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 **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

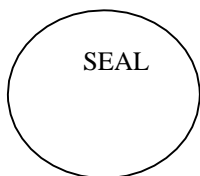
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

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 Proposer/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 Proposer 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

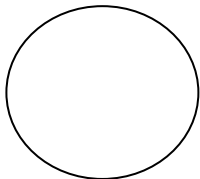
\*M/W/SBE categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) Native American Indian (**N**), Female (**F**), Small (**S**), or Socially and Economically Disadvantaged (**D**)

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 Proposer 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  
(Proposer)

\_\_\_\_\_  
(Project Name)

\_\_\_\_\_  
(Project Number) (Dollar Amount of Bid)

**If the Proposer 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

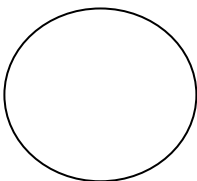
Name and Address	*M/W/SBE Category	Work description	Dollar Value

\*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 Proposer 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.

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

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

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**CMS USE ONLY**

**Good Faith Efforts Verified:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request of Waiver Granted:**    YES (\_\_\_\_)    NO (\_\_\_\_)

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**M/WBE Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_