



## **COMMUNITY AND BUSINESS DEVELOPMENT**

**Request for Quote #: 320- 200921JS**

**FY22 Home Environmental Reviews**

**Date of Issue: 09/23/2021**

**Quote Due Date: 10/6/2021**

**4:00 P.M.**

**Direct all inquiries concerning this RFQ to:**

Jalisa Staton

Purchasing Clerk

[Jalisa.Staton@rockymountnc.gov](mailto:Jalisa.Staton@rockymountnc.gov)

252-972-1229

*\*New employee to replace Cheryl House.*



## Request for Quote # 320-200921JS

For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.  
Failure to do so may subject your bid to rejection.**

**ID Number:**

Federal ID Number or Social Security Number

Vendor Name

***“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”***



## City of Rocky Mount Community & Business Development

Refer **ALL** Inquiries regarding this RFQ to:  
**Jalisa Staton**  
**Purchasing Clerk**

**Request for Quote # 320-200921JS**

**Quotes will be due: 10/6/2021**

**Contract Type: Service**

**EXECUTION**

In compliance with this Request for Quote, and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are quoted, at the prices set opposite each item within the time specified herein. By executing this quote, the undersigned Vendor certifies that this quote is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this quote, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or City department. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-contractors for any Contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any City Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the City, or from any person seeking to do business with the City. By execution of any response in this quote, 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. **Do you have a financial interest or tangible personal benefit with a city of Rocky Mount employee, officer, or agent?**  Yes  No **If yes note the employee, officer, or agent; department; and the perceived or actual conflict of interest.** \_\_\_\_\_

**Failure to execute/sign quote prior to submittal shall render quote invalid and it WILL BE REJECTED. Late quotes cannot be accepted.**

<b>VENDOR:</b>		
<b>STREET ADDRESS:</b>	<b>P.O. BOX:</b>	<b>ZIP:</b>
<b>CITY &amp; STATE &amp; ZIP:</b>	<b>TELEPHONE NUMBER:</b>	<b>TOLL FREE TEL. NO:</b>
<b>PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #11):</b>		
<b>PRINT NAME &amp; TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:</b>	<b>FAX NUMBER:</b>	
<b>VENDOR'S AUTHORIZED SIGNATURE:</b>	<b>DATE:</b>	<b>EMAIL:</b>

Offer valid for at least 60 days from date of quote opening, unless otherwise stated here: \_\_\_\_\_ days.

**ACCEPTANCE OF QUOTE**

If any or all parts of this quote are accepted by the City of Rocky Mount, an authorized representative of the City of Rocky Mount shall affix his/her signature hereto and this document and all provisions of this Request for Quote along with the Vendor response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

**FOR CITY USE ONLY:** Offer accept and Contract awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as indicated on the attached certification, by \_\_\_\_\_

**(Authorized Representative of City of Rocky Mount)**

**PRE-AUDIT:** This instrument has been preaudited in the manner required by the Budget and Fiscal Control Act.

Finance Director	Date
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## 1.0 PURPOSE AND BACKGROUND

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The Department of Community & Business Development wishes to contract with a contractor, an environmental firm, to conduct a preliminary environmental review determination and seek pertinent regulatory agency concurrence with that determination for the City's Urgent Repair and Housing Repair Program and Down East Home Consortium's HOME Investment Partnership Program.

Quotes shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

### 1.1 PROGRAM INFORMATION

#### Housing and Urban Development

Every project undertaken with federal funds, and all activities related to that project, is subject to the provisions of the National Environmental Policy Act of 1969 (NEPA), as well as to the HUD environmental review regulations at 24 CFR Part 58. The primary purpose of this Act is to protect and enhance the quality of our natural environment. The HUD environmental review process must be completed before any federal funds can be accessed for program-eligible activities.

In addition, no work may start on a proposed project before the environmental review process is completed, even if that work is being done using non-HUD funds. In other words, environmental clearance must be obtained for each project prior to the firm commitment of federal or non-federal funds. A violation of this requirement may jeopardize federal funding to this project and disallow all costs that were incurred before the completion of the Environmental Review.

The primary objectives of the HUD environmental review are to identify specific environmental factors that may be encountered at potential project sites, and to develop procedures to ensure compliance with regulations pertaining to these factors. The HUD environmental review is designed to produce program-specific environmental review procedures in a program that can vary greatly in terms of scope of work. Laws and regulations which contain environmental provisions with which must be complied with include:

- a) Historic Preservation (36 CFR 800)
- b) Floodplain Management (24 CFR 55, Executive Order 11988)
- c) Wetlands Protection (Executive Order 11990)
- d) Coastal Zone Management Act (Sections 307 (c), (d))
- e) Sole Source Aquifers (40 CFR 149)
- f) Endangered Species Act (50 CFR 402)
- g) Wild and Scenic Rivers Act (Sections 7 (b) (c))
- h) Air Quality (Clean Air Act, Sections 176 (c) and (d) and 40 CFR 6, 51, 93)
- i) Farmland Protection Policy Act (7 CFR 658)
- j) Environmental Justice (Executive Order 12898)
- k) Noise Abatement and Control (24 CFR 51 b)
- l) Toxic/Hazardous Materials (24 CFR 58.5(i)(2))
- m) HUD Environmental Standards (24 CFR 51 c)

n) Airport Clear Zones and Accident Potential Zones (24 CFR 51 d)

All federally funded projects and activities must have documentation that they are in compliance with NEPA and all other environmental requirements. The purpose of this Section is to provide guidance necessary to prepare the Environmental Review Record (ERR) as required by NEPA and related laws. The ERR serves as a tool to measure the environmental consequences of all federally funded projects and activities.

## 2.0 GENERAL INFORMATION

### 2.1 REQUEST FOR QUOTE DOCUMENT

The RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference. Vendor may attach its quote to this RFQ for submission; however, any and all additional, modified or conflicting terms and conditions submitted on or with Vendor’s quote shall be disregarded and shall not be considered a part of any contract arising from this RFQ. Any attempt to delete or avoid the force of the previous sentence shall render Vendor’s quote invalid, and it shall not be considered.

### 2.2 NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions, the Cities’ terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued concerning this RFQ.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFQ (including proposed alternate language), those **must** be submitted as questions in accordance with the instructions in Section 2.4. QUESTIONS ABOUT QUOTE. If the City determines that any changes will be made resulting from the questions asked, then such decisions will be communicated in the form of an RFQ addendum. The City may also elect to leave open the possibility for post-contract negotiation and amendment of specific provisions of the Contract that have been addressed during the question and answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s quote. This applies to any language appearing in or attached to the document as part of the Vendor’s quote that purports to vary any terms and conditions or Vendors’ instructions herein or to render the quote non-binding or subject to further negotiation. *Vendor’s quote shall constitute a firm offer.* **By execution and delivery of a quote in response to this RFQ, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s quote as nonresponsive. Any quote that contains language that indicates the quote is non-binding or subject to further negotiation before a contractual document may be signed shall be rejected.**

Contact with anyone working for or with the City regarding this RFQ other than the City of Rocky Mount Purchasing Office Contract Lead named on the face page of this RFQ or in the manner specified by this RFQ shall constitute grounds for rejection of said Vendor’s offer, at the Cities election.

### 2.3 RFQ SCHEDULE

The table below shows the *intended* schedule for this RFQ. The City will make every effort to adhere to this schedule.

Action	Responsibility	Date/Time
Submit Written Questions/Question Deadline	Vendors	Monday 9/27/2021
Provide Response to Questions/Addendum	City	Wednesday 9/29/2021
Submit Bids	Vendors	Wednesday 10/6/2021 4:00 p.m.
Award Contract	City	TBD

## 2.4 QUESTIONS ABOUT QUOTE

**Purpose:** Upon review of the RFQ documents, Vendors may have questions to clarify or interpret the RFQ in order to submit the best quote possible. To accommodate the Quote Questions process, Vendors shall submit any such questions by the above due date.

**Instructions:** Written questions shall be emailed to [Jalisa.Staton@rockymountnc.gov](mailto:Jalisa.Staton@rockymountnc.gov) by the date and time specified above. Vendors should enter “RFQ # \_\_\_\_\_ – Questions” as the subject for the email. Questions submittals should include a reference to the applicable RFQ section and be submitted in a format shown below:

Reference	Vendor Question
RFQ Section, Page Number	Vendor question...?

Questions received prior to the submission deadline date, the City’s response, and any additional terms deemed necessary by the City will be posted in the form of an addendum, available on the City of Rocky Mount Purchasing webpage <https://rockymountnc.gov/bids>, and/or the North Carolina’s Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Vendors shall be entitled to rely *only* on written material contained in an Addendum to this RFQ. The dated noted in the RFQ schedule for the City to provide responses to questions also serves as the addendum deadline. If you do not receive a courtesy email notification regarding the addendum by that date do check the City of Rocky Mount Purchasing webpage.

## 2.5 MAILING INSTRUCTIONS

**Instructions:** Quotes, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items as described herein.

MAILING ADDRESS FOR DELIVERY OF QUOTE VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, OVERNIGHT DELIVERY, OR BY ANY OTHER CARRIER
<p><i>QUOTE NUMBER: 320-_____</i>                      Attn: Jalisa Staton, Purchasing Clerk                      Address: PO BOX 1180                      Rocky Mount, NC 27802</p>	<p><i>QUOTE NUMBER: 320-_____</i>                      Attn: Jalisa Staton, Purchasing Clerk                      Address: 331 S. Franklin Street                      Rocky Mount, NC 27802</p>

Vendors shall deliver either **one (1) signed original executed quote** to the address identified in the table in this Section. Address package and insert quote number as shown in the table above.

Quote number shall be marked on the outside of the sealed envelope with the Vendor’s name and date and time of opening.

**IMPORTANT NOTE:** It is the responsibility of the Vendor to have the signed quote physically in this Office by the specified time and date quotes are due, regardless of the method of delivery. **This is an absolute requirement.** The time of delivery will be marked on each quote when received, and any quote received after the submission deadline will not be accepted or evaluated.

All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service or method—is entirely on the Vendor. Note that the U.S. Postal Service generally does not deliver mail to the street address above, but to the City’s Mail Service Center. Vendors are cautioned that quotes sent via U.S. Mail,

including Express Mail, may not be delivered to the purchasing office on the due date in time to meet the quote deadline. All Vendors are urged to take the possibility of delay into account when submitting a quote.

If quote is hand delivered please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building accompanied with a City employee.

## 2.6 QUOTE CONTENTS

Vendor shall populate all attachments of this RFQ that require the Vendor to provide information and include an authorized signature where requested, as outlined below. Vendor Responses shall include the following items and they should be arranged in the following order:

- a) Completed and signed version of EXECUTION PAGE, along with the body of the RFQ, and signed receipt pages of any addenda released in conjunction with this RFQ.
- b) Completed version of ATTACHMENT A: PRICING FORM
- c) ATTACHMENT B: INSTRUCTIONS TO BIDDERS
- d) ATTACHMENT C: ACCEPTANCE OF TERMS AND CONDITIONS
- e) ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION

## 2.7 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BUYER:** The employee of the City Department that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the *City of Rocky Mount Purchasing Office* who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City of Rocky Mount and who will administer the contract for the City.
- c) **FOB-DESTINATION:** Title changes hand from Vendor to purchaser at the destination point of the shipment; Vendor owns commodity in transit and files any claims, and Vendor pays all freight and any related transportation charges. A solicitation may request Vendors to separately identify freight charges in their quote, but no amount or charge not included as part of the total quote price will be paid.
- d) **LOT:** A grouping of similar products within this RFQ.
- e) **ON-TIME DELIVERY:** The delivery of all items within a single order to the receiving point designated by the ordering entity within the delivery time required.
- f) **RFQ:** Request for Quote.
- g) **VENDOR:** Supplier, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Quote.

## 3.0 METHOD OF AWARD AND QUOTE EVALUATION PROCESS

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### 3.1 METHOD OF AWARD

Contracts will be awarded in accordance with G.S. 143-129, 143-131 and the evaluation criteria set out in this solicitation. Prospective Vendors shall not be discriminated against on the basis of any prohibited grounds as defined by Federal and State law.

The City may obtain quotes from one or more potential Vendors. All quotes will be evaluated, and award will be based on lowest responsive quote meeting specifications.

**Local Preference Policy.** *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsive, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%)*



Quote Number:320- 200921JS

Vendor:

or \$25,000, whichever is less, of the lowest responsible, responsive Non-Local Bidder's price .An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://rockymountnc.gov/vendors>

### 3.2 QUOTE EVALUATION PROCESS

- a) Quotes are requested for the items as specified, or item(s) equivalent in design, function and performance. The City reserves the right to reject any quote on the basis of fit, form and function as well as cost.
- b) The City shall review the responses to this RFQ to confirm that they meet the specifications and requirements. The City reserves the right to waive any minor informality or technicality.
- c) For all responses that pass the initial review process, the City will review and assess the Vendors' pricing. The City may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the quote. Vendors are cautioned, however, that the City is not required to request clarification, and often does not. Therefore, all quotes should be complete and reflect the most favorable terms available from the Vendor. Prices quoted cannot be altered or modified as part of a clarification.
- d) Quotes will be evaluated, based on the award criteria identified in Section 3.1 METHOD OF AWARD.

Award of a Contract to one Vendor does not mean that the other quotes lacked merit, but that, all factors considered, the selected quote was deemed most advantageous and represented the best value to the City.

Vendors are cautioned that this is a request for quote, not a request or an offer to contract, and the City reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the City .

**CONFIDENTIALITY DURING PROCESS:** During the evaluation period and prior to award, all information concerning the quote and evaluation is confidential, and possession of the quotes and accompanying information is limited to personnel of the issuing department and any third parties involved in this procurement process, and to the committee responsible for participating in the evaluation. Any attempt on behalf of a Vendor to gain such confidential information, or to influence the evaluation process (e.g., contact anyone involved in the evaluation, criticize another Vendor, offer any benefit or information not contained in the quote) in any way is a violation of North Carolina purchasing law and regulations and shall constitute sufficient grounds for disqualification of Vendor's offer from further evaluation or consideration in the discretion of the City .

### 3.3 INTERPRETATION OF TERMS AND PHRASES

This Request for Quote serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Quote shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether quotes should be evaluated or rejected, the Department will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the Department's needs as described in the Request for Quote. Except as specifically stated herein, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Department exercising its discretion to reject a quote in its entirety.

### 4.0 REQUIREMENTS

This Section lists the requirements related to this RFQ. By submitting a quote, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFQ. If Vendor is unclear or has any question about the specifications, requirements and terms and conditions herein, it is urged and cautioned to contact the issuing department Contract Lead as specified in this RFQ.

**4.1 CONTRACT TERM**

The Contract shall have an initial term of 8 months, beginning on the date of contract award (the “Effective Date”).

**4.2 PRICING**

Quote price shall constitute the total cost to Buyer for delivery fully assembled and ready for use, including all applicable charges for shipping, delivery, handling, administrative and other similar fees. Vendor shall not invoice for any amounts not specifically allowed for in this Quote. Complete ATTACHMENT A: PRICING FORM and include with Quote.

**4.3 INVOICES**

Vendor shall invoice the City of Rocky Mount Accounting Department. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Buyer with an invoice for each order. Invoices shall include detailed line item information to allow Buyer to verify pricing at point of receipt matches the correct price from the original date of order. At a minimum, the following fields shall be included on all invoices:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyers Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

**4.4 MINORITY BUSINESS PARTICIPATION**

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders even MWBE/HUBs to obtain the aspirational goal where sub-contracting and supplier opportunities exist.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

**4.5 REFERENCES**

Vendors shall provide at least three (3) different references for which your company has provided Services of similar size and scope to that proposed herein. The city of Rocky Mount may contact these users to determine the Services provided are substantially similar in scope to those proposed herein and Contractor’s performance has been satisfactory. The information obtained shall be considered in the evaluation of the quote. If city of Rocky Mount references are provided it cannot be counted towards your three (3) required references but may be included in addition to.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL
<b>Optional:</b> City of Rocky Mount			

## 5.0 SCOPE OF WORK

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### 5.1 GENERAL SCOPE

The scope of service involves the environmental review and regulatory agency clearinghouse facilitation for up to 50 homes, including the completion and development of supporting documentation of "Checklist" also known as the Environmental Review for Activity/Project that is Categorically Excluded Subject to Section 58.5 and Pursuant to 24 CFR 58.35(a). The firm will conduct a preliminary environmental review determination and seek pertinent regulatory agency concurrence with that determination. For any required subject matter for which regulatory agencies do not respond within 21 days of solicitation of a concurrence letter, development of supporting documentation for a determination related to that subject matter shall be made by your personnel and included in the final report. A single final report encompassing up to 50 homes, including a separate "Checklist" for each property and any agency or created supporting documentation, shall be prepared and delivered within 45 days of Notice to Proceed. The report (all necessary "checklist" determination forms) will be signed by an Environmental Professional (per the definition of an Environmental Professional found in ASTM E1527-13) and a Certified Environmental Inspector (Certified by the Environmental Assessment Association).

### 5.2 ENVIRONMENTAL REVIEW CHECKLIST

All federally funded projects and activities must have documentation that they are in compliance with NEPA and all other environmental requirements. The purpose of this Section is to provide guidance necessary to prepare the Environmental Review Record (ERR) as required by NEPA and related laws. The ERR serves as a tool to measure the environmental consequences of all federally funded projects and activities.

#### Documenting the Statutory Checklist

The Statutory Checklist must be completed for Categorically Excluded Subject To §58 and Environmental Assessment Projects. For EA projects, the Statutory Checklist is incorporated into the HUD Format II Environmental Assessment Form and must be completed. The Statutory Checklist evaluates 14 separate environmental issues and impacts. Each of these 14 items must be evaluated for every project. Within the Statutory Checklist, the recipient must follow instructions detailed in the Checklist and select either Status A or status B for each and every of the 14 items.

By selecting Status, A, the recipient is documenting that the project is in compliance either because the nature of the project does not implicate the authority under consideration or supporting information documents that the project compliance has-been achieved. If Status A is marked, the recipient is noting that no further compliance is needed, and no further consultation, permitting, or additional evaluation are needed in regard to the Item evaluated.

By selecting Status B, the recipient is documenting that the project requires additional compliance. This includes an additional compliance step or action, including but not limited to, consultation with or approval from an oversight agency, performance of a study or analysis, completion of remediation or mitigation measures, or obtaining a license or permit. Selecting Status B is also appropriate when a project site has not been identified as tiered review will be required and further compliance is necessary.

#### Statutory Checklist Process

A recipient should consult the appropriate statutes, authorities, executive orders, regulations, or policies as noted in each of the 14 items. 24 CFR 58.5 provides more information on the Related Federal laws and authorities that must be reviewed the goal of the evaluation is to obtain environmental compliance with each of the 14 items. Compliance can be obtained in some instances by the Recipient providing an appropriate narrative and source documentation within the Compliance Documentation section of the Statutory Checklist. In other instances, it is necessary to provide additional source documentation, including referencing agency website information, letters sent to agencies, agency responses, and any other relevant information. The RE must retain all documentation (letters, maps, notes or comments of authorities contacted, etc.) to support the Compliance Documentation in the ERR.

The recipient should use the best available information in order to achieve compliance. Federal or State Agency consultation may be necessary to provide a proper environmental evaluation. Agency responses may concur with a recipient's findings and result in no need for further action, may place conditions on the project prior to environmental clearance, or may halt the project until mitigating measures are identified and steps have been taken to achieve compliance.

If permits are required, a listing of the specific permits needed and the procedures by which they will be obtained should be attached to the ERR. If mitigating actions are required, the RE should fully describe the actions the recipient will take to assure compliance. The Statutory Checklist must be prepared and signed by the Preparer prior to being signed by the RE Certifying Officer. A failure to have the Preparer sign the Statutory Checklist before the RE Certifying Officer will result in the recipient having to correct the Statutory Checklist.

The following is guidance to explain the compliance areas of the Statutory Checklist and to provide possible sources of documentation. These instructions are a brief description of the essential findings needed to establish compliance. These instructions do not replace the applicable regulations. Applicable regulations take precedence over these instructions. The Responsible Entity (RE) must determine whether a proposal achieves compliance with each statute, Executive Order or regulation listed at §58.5, with or without requiring formal consultation, mitigation, permits or having effects on the protected resources for every HUD-assisted proposal it determines to be categorically excluded per 24 CFR §58.35(a). The preparer of the Statutory Worksheet must REFER TO OR ATTACH SPECIFIC DOCUMENTED SOURCES supporting the determinations made.

The following information provides guidance for completing and documenting the Statutory Worksheet.

**\*\*Please note that leaving any Compliance Documentation Section blank or providing a "not applicable" response to any of the 14 statutory items is not acceptable. Failure to review and document each item will result in the recipient having to correct the Statutory Checklist.**

### **Historic Properties – 35 CFR 800**

A) The undertaking has No Potential to Cause Effects on Historic Properties per 36 CFR 800.3(a)(1), or the RE and City agree that there are No Historic Properties Affected per 36 CFR 800.4 or City has not objected within 30 days after receipt of such a fully documented determination.

B) The proposal has an effect on historic properties, the City objects to a No Effect determination. Provide Responsible Entity reasonable opportunity to comment, per §800.5 et seq., to mitigate effects on historic properties until resolution or consideration of comments.

Documentation - Documentation must include a copy of the letter submitted to and the response received from the City's Historic Preservation Officer (CHPO) or, where applicable Tribal Historic Preservation (THP) (the need to contact the THP may be determined through consultation with the CHPO).

If the CHPO response indicates that historic properties will not be affected or adversely affected by the project no further action is required. However, if the CHPO indicates that historic properties will or may be adversely affected by the project then you must consult with the CHPO or the Advisory Council on Historic Preservation to resolve or mitigate adverse effects prior to completing the Environmental Review (ER).

### **Floodplain Management: - 24 CFR PART 55, Executive Order 11988**

A) The proposal does not involve property acquisition, management, construction or improvements of more than four residential units within a Special Flood Hazard Area (SFHA) or 100-year floodplain designated as Zones A or V in FEMA/FIRM maps, and does not involve a "critical action" (e.g., emergency facilities, facility for mobility impaired persons, etc.) within a 500-year floodplain (shaded X Zone or Zone B in FEMA/FIRM maps). If FEMA has not published flood maps, the RE must make a finding based on best available data, e.g. from the City/County Engineer or local Flood Control Agency.

B) Complete the 8-step decision making process according to 24 CFR Part 55.20 to determine whether there are practicable alternatives to locating the proposal in the Special Flood Hazard Area (SFHA) and to mitigate adverse effects. DO NOT APPROVE unless the record demonstrates that there are no practicable alternatives to locating the proposal in the SFHA.

Documentation - If your project (including auxiliary features such as storm water treatment facilities, roads, driveways, storage facilities, borrow or waste areas, etc.) is not in the 100-year floodplain (a.k.a. Special Flood Hazard Area) or for critical actions (See 24 CFR § 55.2[b] [2]) the 500-year floodplain, place a copy of the Flood Insurance Rate Map (FIRM) with the site marked on the map in the Environmental Review Record (ERR). If your project is in the 100-year floodplain or for critical actions the 500-year floodplain, HUD (Part 50) or the Responsible Entity (Part 58) must complete the eight-step decision making process at 24 CFR § 55.20 in writing; and publish the public notices required at 25 CFR § 55.20(b) & (g).

**Wetland Protection – EO 11988:**

A) The project does not involve new construction, draining, dredging, channelizing, filling, diking, or impounding within or immediately adjacent to wetlands, marshes, wet meadows, mud flats or natural ponds per field observation and maps issued by the US Fish & Wildlife Service or U.S. Corps of Engineers.

B) Complete the 8-step decision making process in 24 CFR 55.20 to prove there are no practicable alternatives and to mitigate effects of the project on wetlands. DO NOT APPROVE unless the record demonstrates that there are no practicable alternatives to locating the proposal on wetlands. Such action also requires obtaining a permit from the U.S. Corps of Engineers under Section 404 of the Clean Water Act.

Documentation - If the project involves new ground disturbance (including auxiliary features such as storm water treatment facilities, roads, driveways, storage facilities, borrow or waste areas, etc.) contact the local U.S. Army Corps of Engineers (USACE) office, or a qualified consultant to determine the presence or absence of wetlands, including non-jurisdictional wetlands. If no wetlands are present then document this finding by including USACE determination or the consultant's report, which must contain a copies of a completed "Data Form: Routine Wetland Determination" for each habitat type on the project site, within the ERR.

If your project impacts a wetland HUD (Part 50) or the Responsible Entity (Part 58) must complete the eight-step decision making process at 24 CFR § 55.20 in writing; and publish the public notices required at 25 CFR §55.20(b) & (g). For more information on the 8-step process consult the HUD regulations at 24 CFR Part 55. In addition to the HUD requirements, projects impacting wetlands may require USACE or State Water Quality program authorization prior to beginning construction.

**Coastal Zone Management - Sections 307 (c) (d) and 15 CFR Part 930:**

A) Document that the proposal does not involve the placement, erection or removal of materials, nor an increase in the intensity of use in the designated Coastal Zone (CZ) according to the State Coastal Commission, the certified local coastal plan.

B) Secure concurrence from the North Carolina Coastal Zone Commission or delegated local planning commission with your determination of consistency with the applicable CZ Plan, or obtain coastal zone permit for the proposed activities.

Documentation - If the project involves new construction, conversion of land use, major rehabilitation of existing structures (including substantial improvement) or the acquisition of undeveloped land, and you are in a Coastal State determine if the project is located within the State's designated Coastal Zone Management Area (CZMA). If the project is not located within the State designated CZMA place a copy of the State CZMA map with a mark indicating that your project is outside the CZMA within the ERR. If the project is located within the State designated CZMA then the State Federal Consistency agent will have to review the project for consistency with the state coastal management program.

**Sole Source Aquifers (Safe Drinking Water Act) – 40 CFR 149**

A) The proposal is not located within a U.S. EPA-designated sole source aquifer watershed area per EPA Ground Water Office, OR the project need not be referred to EPA for evaluation according to the HUD-EPA (Region IV) Sole Source Aquifer Memorandum of Understanding of 1990.

B) Consult with the Water Management Division of EPA to design mitigation measures to avoid contaminating the aquifer and implement appropriate mitigation measures.

Documentation - The sole source aquifers located HUD Region IV are in Western North Carolina. If you are not in this area include a copy of the webpage at [www.epa.gov](http://www.epa.gov) in your ERR. If the project is in fact in the watershed of a sole source aquifer you must consult with US Environmental Protection Agency Regional Office IV to resolve or mitigate adverse effects prior to completing the ER.

### **Endangered Species – 50 CFR 402**

A) The RE determines that the proposal will have “no effect” OR “may affect but is not likely to adversely affect” any federally protected (listed or proposed) Threatened or Endangered Species (plants, animals, fish, or invertebrates), nor adversely modify their critical habitats. This finding is to be based on contact made with the U.S. Fish and Wildlife Service, the National Marine Fisheries Service or by special study completed by a professional biologist or botanist. Only a “no effect” determination need not be sent to USFWS/NMFS for concurrence. A “may affect but not likely to adversely affect” determination must be submitted to either USFWS or NMFS, as applicable, for a 30-day-minimum consultation period.

B) Consult with the USFWS or with the National Marine Fisheries Service, in accordance with 50 CFR Part 402, to reduce or remove adverse effects on T&E species and their critical habitats. Formal consultation with USFWS or NMFS is required for all federally funded “major construction” activities and all activities “likely to adversely affect” T&E species.

Documentation - If the project involves ground disturbance; vegetation removal; filling of ponds, streams, or other waters; or generation of atypical noise levels, contact the US Fish and Wildlife Service (USFWS) or a qualified consultant to determine if the project may affect any threatened or endangered species. The USFWS office for your state or territory may be identified by visiting [www.fws.gov](http://www.fws.gov). If the project will have no effect on any threatened or endangered species, document this finding by including a record of USFWS consultation, or the consultant’s report, which must contain a biological assessment for guidance on the contents of a biological evaluation), within the ERR.

If the project may affect any threatened or endangered species, directly or indirectly, then you must enter consultation with the USFWS to determine the potential effects. If the project’s effects to threatened or endangered species are not likely to be adverse, then document completion of informal consultation by including the USFWS letter indicating concurrence with this finding in the ERR. If the project’s effects to threatened or endangered species are likely to be adverse, then you must complete formal consultation with the USFWS to resolve or mitigate adverse effects prior to completing the ER.

### **Wild and Scenic Rivers - Section 7[b] & [c]**

A) The project is not located within one mile of a listed Wild and Scenic River,

OR the project will have no effects on the natural, free flowing or scenic qualities of a designated river in the National Wild and Scenic Rivers system.

B) Consult with the U.S. Department of Interior, National Park Service for impact resolution and mitigation.

Documentation - If the project could not affect a WSR include the WSR list for your state or territory in the ERR. If the project may affect a WSR, consult with the agency responsible for managing the WSR to resolve or mitigate possible adverse effects. The responsible managing agency for each WSR is provided with each WSR description.

### **Clean Air Act – Sections 176[c] [d] & 40 CFR 6, 51, 93**

A) The proposal is located within an “attainment” area for “criteria pollutants”, OR, if within a “non-attainment” area, conforms with the EPA-approved State Implementation Plan (SIP), per contact with the Air Quality Management District or Board, AND the project requires no individual NESHAP permit or notification.;

B) Negotiate suitable mitigation measures with the Air Quality Management District or Board, obtain necessary permits, and issue required notices. (For example, 40 CFR §61.145 requires 10-day prior notification to the Air Quality District Administrator whenever either 260 linear ft., 160 sq. ft., or 35 cubic ft., of asbestos containing material is to be disturbed).

Documentation - HUD, in accordance with 40 CFR § 93.153(c) (2), has found that following activities are exempt from determination of conformity requirements:

1. Construction of a roadway with an expected traffic volume of less than 20,000 AADT;

Modification of an existing roadway resulting in an expected increase in traffic volume of less than 10,000 AADT;

In non-attainment areas, construction of 1,000 new parking spaces or addition of 500 parking spaces to an existing facility; and

In attainment areas, construction of 2,000 new parking spaces or addition of 1,000 parking spaces to an existing facility.

If the project will not produce traffic or parking volumes exceeding the criteria for exemption, and result installation of stationary air emitters that require permits under state or territory law (e.g., large generators capable of supporting industrial or medical facilities) place a statement indicating such within the ERR.

If the project will produce traffic or parking volumes exceeding the criteria for exemption, or result in the installation of stationary emitters that requires permits under state or territory law, then State Air Quality program will have to review the project for conformity with the State Implementation Plan (SIP). The abatement of lead-based paint (29 CFR §1926.1025) and asbestos (29 CFR §1926.1001) must be completed by licensed removal specialist.

#### **Farmland Protection – 7 CFR 658**

A) The proposal site does not include prime or unique farmland, or other farmland of statewide or local importance as identified by the U.S. Department of Agriculture, Natural Resources Conservation Service NRCS (formerly the Soil Conservation Service, OR the project site includes prime or unique farmland, but is located in an area committed to urban uses;

B) Request evaluation of land type from the NRCS using Form AD-1006, and consider the resulting rating in deciding whether to approve the proposal, as well as mitigation measures (including measures to prevent adverse effects on adjacent farmlands).

Documentation - If the project will not result in new construction the Farmland Protection Policy Act (FPPA) does not apply. For project that result in new construction the FPPA does not apply if the project site is located within: a.) an “urbanized area” on the US Census Bureau Map; b.) an urban area on the USGS topographical map (as indicated by a “tint overprint”); (7 CFR § 658.2[a]); or c.) an area for which the decision to change the project site land use to a nonagricultural use has already been made as a result of local zoning. If the project involves construction on vacant land not located in one of the aforementioned areas, you must contact the local Natural Resource Conservation Service for assistance in determining if the project will affect important farmland.

#### **Environmental Justice – Executive Order 12898**

A) The proposed site is suitable for its proposed use and will NOT be adversely impacted by adverse health or environmental conditions;

B) Site suitability is a concern; the proposal is adversely affected by environmental conditions impacting low income or minority populations. Avoid such impacts or mitigate them to the extent practicable. Address and mitigate the

disproportional human health or environmental effects adversely affecting the low income or minority populations OR reject the proposal.

Documentation - Determine if the project will be affected by environmental conditions (i.e., toxic pollutants, hazardous industrial operations, landfills or dumps, foul odor producing operations, explosive or flammable operations, or high automobile or train traffic hazards) that may have disproportional effects on low income or minority populations. If you do not have environmental conditions that may have disproportional effects on low income or minority populations, you do not have an environmental justice impact.

If you have environmental conditions that may have disproportional effects on low income and /or minority populations, go to do an environmental justice query for the area of concern. If the query indicates a potential environmental justice impact, reject the site and / or provide evidence to indicate mitigation of the hazard(s).

**Noise Abatement and Control – 24 CFR 51B**

A) The proposal does not involve development of noise sensitive uses, OR the project is not within line-of-sight of a major or arterial roadway or railroad, OR ambient noise level is documented to be 65 LDN (CNEL) or less, based upon the HUD Noise Assessment Guidelines (NAG) for calculating noise levels and Airport Noise Contour maps;

B) Apply the noise standard, per 24 CFR §51.101, to the decision whether to approve the proposal (see §51.104), and implement noise attenuation measures (NAG page 39-40) as applicable.

Documentation - This refers to sources of noise that may affect the project. If the project is not located within 1,000 feet of any major highways (such as Interstates, U.S. Highways, State Routes and 4 lane curb-and-gutter roads that typically have Average Annual Daily Traffic volumes > 10,000), 3,000 feet of any railroads or 15 miles of major civilian or military airports document that the project will not be adversely affected by any of these sources by placing a map with the site marked on the map in the ERR. If any of the aforementioned conditions exist, a noise study must be conducted.

If as a result of the noise assessment the project will result in new construction with placement of noise sensitive uses, both interior and exterior, in areas with Normally Unacceptable noise levels (> 65- 75 DNL) modify the project to resolve or mitigate the Normally Unacceptable noise levels, or reject the project site. If as a result of the noise assessment the project will result in new construction with placement of noise sensitive uses, both interior and exterior, in areas with Unacceptable noise levels (> 75 DNL) complete an Environmental Impact Statement (EIS), unless the EIS requirement is waived pursuant to 24 CFR §51.104(b)(2), or reject the project site.

Noise Zone	Day-night average sound level (in decibels)	Special approvals and requirements
Acceptable	Not exceeding 65 dB	None
Normally Unacceptable	Above 65 dB but not exceeding 75 dB	<input type="checkbox"/> Environmental assessment and attenuation required for new construction <input type="checkbox"/> Attenuation strongly encouraged for major rehabilitation  Note: An environmental impact statement is required if the project site is largely undeveloped or will encourage incompatible development.
Unacceptable	Above 75 dB	



		<input type="checkbox"/> Environmental impact statement required  <input type="checkbox"/> Attenuation required for new construction with approval by the Assistant Secretary of CPD or Certifying Officer
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**Explosive or Flammable Operations – 24 CFR 51 C**

A) The proposal is located at an Acceptable Separation Distance (ASD) from any above-ground explosive or flammable fuels or chemicals containers according to “Siting of HUD-Assisted Projects Near Hazardous Facilities” (Appendices F & G, pp. 51-52), OR the proposal will expose neither people nor buildings to such hazards based on field observations; the project will involve new construction or increase in density.

B) Reject the proposal or mitigate the blast overpressure and thermal radiation hazard with the construction of a barrier of adequate size and strength to protect the project and its occupants (per 24 CFR 51.205).

Documentation - This refers to above ground storage tanks of more than 100 gallons storing explosive and flammable liquids. If there are no above ground storage tanks located within 1-mile of the project site document the findings by including site visit notes, emergency agency correspondence, and copies of maps or aerial photographs reviewed within the ERR.

If there are any above ground storage tanks within 1-mile of the project site call HUD for further guidance or conduct analyses. For new construction you must REJECT the site if it falls within the acceptable separation distance of any thermal or explosive hazards. For more information, see 24 CFR Part 51 Subpart C.

**Hazardous Toxic Chemicals and Radioactive Materials – 24 CFR 58.5 [1] [2] [3]**

A) The subject and adjacent properties are free of hazardous materials, contamination, toxic chemicals, gasses and radioactive substances which could affect the health or safety of occupants or conflict with the intended use of the subject property. Particular attention must be given to nearby dumps, landfills, industrial sites and other operations with hazardous wastes or materials.

B) Examine the pathways of exposure, assess the risk of exposure and mitigate the exposure to the toxic contamination accordingly by removing, stabilizing, shielding or encapsulating the toxic substances in accordance with the requirements of the appropriate Federal, state or local oversight agency; OR reject the proposal, particularly if it involves acquisition. (All property proposed for use in HUD programs must be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property. This would require a Phase I environmental assessment for multifamily and non-residential properties. All Phase I environmental must meet the ASTM Standard E1527-00). The grantee can utilize the EPA Envirofacts Data Warehouse website <http://www.epa.gov/enviro> as a compliance tool.

Documentation - It is also recommended that you contact the state environmental agency to determine if there are state recorded contaminated sites on or near the project site. You should also observe the site and note the presence or absence potential contamination indicators such as chemical odors, unidentified pipes, soil or pavement staining, distressed vegetation, unidentified barrels or containers, and evidence of frequent automobile or equipment repair activities.

If potential contaminants are identified based on these reviews, a qualified environmental professional must be hired to complete a site investigation to assess for contamination. Single-family projects are when there are one-to-four units; for commercial, industrial and multi-family (five or more units) housing projects, including lease, purchase or rehabilitation

activities, a qualified professional must be hired to complete a Phase I Environmental Site Assessment (Phase I) in accordance with ASTM Standard E-1527-05.

If no potential contaminates or Recognized Environmental Concerns (RECs) are identified, place the documentation to support this finding in the ERR. If potential contaminates or RECs are identified further assessment including completion of additional records reviews or sampling may be needed to determine if contaminants are actually present on the property. If contaminants are present at harmful levels, then the property may be rejected, the contaminants removed (remediated), or, institutional/engineering controls, when allowed by the HUD program, implemented to prevent site users from coming into contact with the contaminants.

**Airport Clear Zones and Accident Potential Zones – 24 CFR 51 D**

A) The project is not within an FAA-designated civilian airport Runway Clear Zone (RCZ) -or Runway Protection Zone, or within a military airfield Clear Zone (CZ) or Accident Potential Zone (APZ) -Approach Protection Zone, based upon information from the airport or military airfield administrator identifying the boundaries of such zones, OR the project involves only minor rehabilitation, OR the project involves only the sale or purchase of an existing property in the RCZ or CZ; this requires a Notice to the homeowner that the home they are purchasing is in a clear zone.

B) Reject the proposal; if it is HUD policy not to provide any development assistance, subsidy or insurance in RCZs or CZs unless the project will not be frequently used or occupied by people and the airport operator provide written assurance that there are no plans to purchase the project site.

Documentation - If the project is not located within the Runway Clear zone (civil and military airports) or Accident Potential Zone (military airports), document this finding by including within the ERR a map showing the absence of civil airports within 3,000 feet of the project and military airfields within 2.5 miles from the end a runway at a military airfield, or documentation from the civil or military airport operator indicating that the project is not located within the Runway Clear zone or Accident Potential Zone. If the project involves construction or structural improvement and the site is within a Runway Clear zone or Accident Potential Zone the site must be REJECTED unless the project meets the conditions outlined at 24 CFR §51.303. For more information, see 24 CFR Part 51 Subpart D.

**Re-Evaluation of Previously Cleared Projects**

Sometimes projects are revised, delayed or otherwise changed such that a re- evaluation of the Environmental Review is necessary. The purpose of the re-evaluation is to determine whether or not the original findings are still valid. If the original findings are still valid, but the data and conditions upon which they were based have changed, the Recipient must update their ERR by including this re-evaluation and its determination based on the changed circumstances. If it is determined that the original findings are no longer valid, and a reevaluation indicates potentially significant impacts, the Grantee must prepare an EA or EIS that includes:

A written statement that explains how this re-evaluation was conducted and includes documentation the results.

References the previous Environmental Review record.

Describes both the old and new project activities, and provides maps outlining both the old and new project areas.

Determines if FONSI is still valid

Is signed and dated by the Certifying Officer.

The written statement is placed in the ERR

**5.3 VENDOR’S REPRESENTATION**

o) Vendor warrants that qualified personnel shall provide all services that may be required under The Contract in a professional manner. “Professional manner” means that the personnel performing the services shall possess the



skill and competence consistent with at least the prevailing business standards in the industry. Vendor agrees that it shall not enter any agreement with a third party that may abridge any rights of the City under The Contract. Vendor shall serve as the prime contractor under The Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder.

- p) If any goods, services, functions, or responsibilities not specifically described in The Contract are required for Vendor's proper performance, provision and delivery of the goods and services under The Contract, or are an inherent part of or necessary sub-requirement included within such goods and services, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the goods and services.
- q) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

**Attachments to this RFQ begin on the next page.**

Quote Number:320- 200921JS

Vendor: [REDACTED]

**ATTACHMENT A: PRICING FORM**

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The undersigned, as bidder, proposes and agrees if this quote is accepted to contract with the City of Rocky Mount for the scope of work described in section 5.1, and to the full and entire satisfaction of the City of Rocky Mount for the sum of:

**BASE QUOTE:** \_\_\_\_\_ **Dollars \$** [REDACTED] \*

\*Please attach itemized pricing.



## **ATTACHMENT B: INSTRUCTIONS TO BIDDERS**

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City of Rocky Mount Instructions to Bidders Review <https://rockymountnc.gov/vendor>

## **ATTACHMENT C: ACCEPTANCE OF GENERAL TERMS & CONDITIONS**

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Review Terms and Conditions: General at <https://rockymountnc.gov/vendor> Terms and conditions and Federal UG Terms on the vendor webpage that do not apply to this bid: [FEMA Contract Provisions, Sample Contract Terms.](#)

Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.

**ATTACHMENT D: SUPPLEMENTAL VENDOR INFORMATION**

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**HISTORICALLY UNDERUTILIZED BUSINESSES**

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

- a) Is Vendor a Historically Underutilized Business?  Yes  No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business?  Yes  No

If so, state HUB classification: [Redacted]

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**NEW VENDOR REGISTRATION**

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update, contact information you may also complete the online vendor registration form. Once registration is complete email a copy of your W9 an E-Verify Affidavit to the contact person listed on the coversheet.

[rockymountnc.gov/vendor](http://rockymountnc.gov/vendor)

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**HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT**

Becoming a Vendor <https://youtu.be/MGOjZxI4iQc>

Competing in the Bid Process <https://youtu.be/yy8dYzPOCUs>

Purchase Order, Payment and Performance <https://youtu.be/wA5zVTizZQM>