



FIRE DEPARTMENT

Request for Qualification #: 320-270721CK

Fire Station 2 Design-Build

Date of Issue: 8/17/2021

Response Deadline: 9/16/2021

2:00 p.m.

Direct all inquiries concerning this RFQ to:

Candice S. Kirtz

Purchasing Manager

Email: Candice.Kirtz@rockymountnc.gov

Phone: 252-972-1228

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ROCKY MOUNT
FINANCE
THE CENTER OF IT ALL

Request for Quote # 320-270721CK

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:

[Redacted]
Federal ID Number or Social Security Number

[Redacted]
Vendor Name

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

NOTICE

As provided for under General Statute section 143-128. 1A., the City of Rocky Mount (as referred to as “the city”) has elected to use design- build as the contracting method for the construction of a new fire station to be located on .7 acres at 824 S Grace Street, Rocky Mount NC 27803. This station is necessary to provide proper response times to areas of the city.

All respondents to this Request for Qualifications (RFQ) are subject to the instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

PROJECT OVERVIEW

Background

The City of Rocky Mount is requesting statements of qualifications related to the rebuilding of an old existing Rocky Mount fire station into a state-of-the-art fire emergency services facility. The new two-story building will be built back on the existing property and should be 10,000-12,000 square feet (approximate) in size. The building will provide the City of Rocky Mount Fire Department with an ultramodern facility that incorporates ergonomic elements adequate to prepare, operate, house, and maintain a high-quality workforce while providing sufficient response times for the surrounding district.

Location

The city owns approximately .7 acres, located at 824 S Grace Street, Rocky Mount NC 27803 (Appendix A).

PROJECT SCOPE

Design

The initial design shall be a two story, one half bay, and two double deep drive through bay fire station. The station shall be designed with a reduced footprint to maximize potential locations where the building will fit. Additionally, the design shall accommodate the following:

- The front of the station will be facing W. Raleigh Blvd. and not Grace St.
- Eight Bedrooms with built-in desk
- Storage Room
- Common Area Restroom (entrance from engine room) with separate shower for decon
- Community Bathrooms w>Showers (1 dedicated to female employees)
- Kitchen / Dayroom
- Gym / Workshop
- Community Room/Classroom
- Gear Wash and Decontamination Room for Dryer & Extractor with exterior entrance
- Gear Storage Room
- Laundry
- A method (pole, slide, or steps) to quickly access the engine room from the upstairs mezzanine
- Pantry with cabinets for 3 shifts and room to store 3 shift refrigerators
- Three engine bays total –
 - Two full drive through, double-stacked bays.
 - One half bay parallel to the Grace St. side with the front facing W. Raleigh Blvd. This bay will have no drive through as the gym and workshop can be located directly behind it.
- Captain/STO Office

- F/F Study
- Panic room for public at front entrance
- Emergency Generator
- Add fire sprinklers to areas per code only

The City anticipates the new building will total roughly 10,000-12,000 square feet.

The City's Fire Department, Finance Department, and Planning Division will be involved in the initial design phase to reduce plan review processing time.

Project Objectives

The project objectives include but are not limited to:

- Establishing a collaborative relationship between the City and the Design Build team for the purpose of delivering a well-designed building to adequately meet the needs of the City's Fire Department.
- Consider engineering controls in the design of the building that work to create a safe workplace, reduce exposure to carcinogens typical in a fire station, and reduce turnout times.
- Consider industry best practices and NFPA applicable codes, as well as all applicable codes and ordinances.
- Incorporate high performance, energy efficient HVAC, plumbing, electrical, exhaust, mechanical, security, and fire alarm systems and controls.
- Deliver the building according to the agreed upon time frame.
- Work within the established budget.

Scope of Work

The scope of work will include but is not limited to the following:

- Project planning to include code analysis, value engineering constructability, preliminary cost estimates, and schedule development.
- Evaluation of site to include survey, geo technical evaluation, environmental, and existing utilities.
- Comprehensive project design, to include the building floor plans and elevations, structural engineering, associated MEP engineering, sitework – inclusive of any road improvements required, stormwater, subterranean utilities, and landscaping.
- Update the budget and schedule once the location and design are finalized.
- Permitting for all aspects of the project.
- Construction of the project.
- Project management to assure subcontractors are performing to design and product specifications.
- Schedule management to assure on-time completion.
- Weekly or Bi-Weekly on-site meetings with City staff for updates.
- Project closeout, delivering manuals, establishing warranties, equipment training, final inspection and acceptance, execution of punch list, and record drawings.

The firm/team assumes design and construction risk and has direct authority over the sub-consultants and subcontractors. The firm/team will act as the City's fiduciary and have a relationship of trust and confidence between itself and the city. The city intends to enter into a Preliminary Design-Build Agreement with the selected Design-Build firm. Upon completion of the preliminary design-build scope of work, the City intends to develop a lump sum price with the selected Design-Build firm for the project. The

Project will be an "open book" job whereby the city may attend any and all meetings of the firm/team relating to the project and have access to any and all books and records of the firm/team relating to the project.

Estimated Budget

The city estimates that the budget for this project will be \$4.1 Million dollars for all expenses associated with all aspects of this project.

NOTICES

Licensing

All individuals and firms working on this project shall be properly licensed under the North Carolina laws governing their trades.

Non-Collusion

Firms submitting Statement of Qualifications (SOQ) shall have no association with elected or appointed officials that could be considered a conflict of interest. Any such relationship will subject the firm to immediate disqualification in consideration for this project.

CONTENT AND FORMAT OF SOQ

A written SOQ must be submitted in the format outlined herein. Each response will be reviewed to determine if it is complete prior to actual evaluation. The submission shall be limited to a maximum of 30 pages (8 ½" X 11, font size 10 or larger). This page limit includes tabs and other dividers. Stick-on tabs are allowed. You may include a 1-page cover letter in addition to the 30-page report. Double-sided pages count as 2 pages. Reference forms will not count towards page limit. Sample Floor plans and elevations that are included will not count towards the page limit. Two Copies of each SOQ need to be submitted as well as a digital copy on a USB flash drive.

The qualifications statement shall consist of the following information, tabbed as identified and in the order indicated below:

Section 1 - General information

- Description of firm/team
- Legal company organization; organization chart with names. Organizational chart shall also include major subcontractors. Note that the firms/team may be required to complete a hazardous material survey of impacted facilities and must identify the appropriate staff resources or subcontractor on the organizational chart for this task. Note that no substitutions to the proposed project team of the selected firm(s) can be made without the prior written approval of the City.
- Identify the Project Manager, all licensed contractors, all licensed subcontractors, and all licensed design professionals who the firm intends to assign to this project.
- List of applicable North Carolina licenses for construction, engineering, or other trades/professions pertinent to the project requirements.

Section 2 - Relevant Firm Experience

- Applicant's overall reputation, service capabilities and quality as it relates to this project.
- List and briefly describe 3-5 comparable projects completed by your firm/team or currently in progress; include your firm's role, and discuss contract amendment history, if applicable. For each project, include contract value and construction value (original value plus contract amendments, if applicable), project owner, project location, contact name and title, address, current and accurate telephone number, fax number, and email address (if available). Include the initial contract price, final contract price, and an explanation for any difference between the two. Provide the initial dates for scheduled start and finish and the actual start and finish dates, along with an explanation of what caused any difference.
 - Projects involving municipal public safety buildings will have an increased weight in the evaluation process.
 - Projects involving municipal fire stations will receive maximum consideration in the evaluation process. Firms may submit simple floor plans and front elevations for these projects as part of their submission.
- A minimum of three referrals and references from other agencies and owners. If possible, references should be from the projects listed above.
- Type and amount of self-performed work.

Section 3 - Team Experience & Qualifications

- Describe each team member's position within the firm: experience, certifications, and qualifications. At a minimum the lead designer, project manager, and construction manager, should be identified and available for interview if the firm/team is short listed.

- Provide a statement that all professional subconsultants were chosen based upon qualifications and without consideration of price.
- Briefly describe each team member's role on this project.
- Provide "team" experience working together on similar projects.
- Explain your understanding of, and experience with, the Design-Build Delivery Method.
- Provide information regarding teaming history and working relationship between the Design-Build contractor and the Design-Build consulting engineering firm.

Section 4 - Project Understanding, Approach & Project Management

- Describe your understanding of the project.
- Identify and discuss any potential problems during design and construction.
- Identify and discuss methods to mitigate those problems.
- Describe the work you anticipate self-performing, and the work you anticipate being performed by sub-consultants/subcontractors. Discuss access and capacity of the sub-contractors as well as the subcontractor's history with your firm/team and their qualifications.
- Provide schedule; identify and discuss ideas to accelerate the overall schedule.
- Describe approach to maintaining operations at the facility during construction activities if same location is used.
- Describe approach to coordination with vendors for startup, training, and warranty compliance.
- Describe your approach to change orders.
- Describe your planning, scheduling, estimating, and construction management tools.
- Describe your quality control plan and dispute resolution.

Section 5 - Other Factors

- Describe approach to safety management. Provide current safety ratings, practices, and firm approach to safety. Note, proposers are directed not to submit full safety plans, however, the City may request a copy of safety plans if deemed necessary for the selection process or project implementation.
- A description of current and projected workload as it relates to the team's ability to complete the project in a timely manner including level and magnitude of involvement. For the purpose of gauging capacity to handle this project along with other projects without disruption on the City's schedule.
- Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- A description of any program in place to encourage participation by minority businesses as such is defined in N.C.G.S. § 143-128.2(g) and the outreach efforts which will be used to notify minority businesses of opportunities for participation in the project. Additionally, Firms/Teams must be able to meet the insurance and bonding requirements set forth by the City and NC General Statutes. *For more information on these General Conditions please view Appendix D.*
- Relevant factors impacting the quality and value of work.
- Any other information pertinent to the team's ability to complete the project.

Section 6 – Legal

No points will be allocated for Evaluation Criteria No. 6; Proposers will be rated as acceptable (pass) or unacceptable (fail).

- List and describe any litigation; arbitration; claims filed by your firm against any project owner as a result of a contract dispute; any claim filed against your firm; termination from a project.
- Listing of any pending or settled lawsuits or professional liability claims in which the design builder was involved during the past ten (10) years. All claims shall be included regardless of location.

PROCUREMENT PROCESS

Request for Qualifications (RFQu)

- This RFQu is an invitation to interested Design-Build Teams to submit Statements of Qualifications (SOQ) detailing their technical, management, and financial qualifications to design, manage, permit, construct, commission, and closeout the construction of a fire station.
- All deliverables required by the RFQu will be set forth at the time and in the manner set forth in Content and Format of Proposal section.
- The city will evaluate the submissions to determine if the submission is complete and meets minimum requirements.
- If minimum requirements are met, the SOQ will be evaluated according to the selection criteria listed in Evaluation and Scoring Matrix section.
- No more than three teams/firms will be selected as short list firm, who will be invited for interviews with City staff.
- The results of the evaluation of the SOQ can be considered in the final selection process.
- Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.

Interview Short Listed Firms/Teams

- The city will contact the top three firms/teams and schedule an interview with City staff.
- The purpose of the interview will be to clear up any issues with the SOQ and to get a feel for how the team will work with City staff.
- The interview will also serve as a place for City staff to ask further questions designed to establish which of the three firms is the best fit for the project.
- The interview process will determine the final ranking prior to selection of a firm/team.

Negotiations

- The City will enter negotiations with the top scoring firm/team from the interview process.
- If an agreement cannot be made with the top scoring firm/team, the City will move on to the next highest scoring firm/team until a contract is executed, or the City, in its sole discretion, may decide to terminate the
- If the City is unsuccessful in receiving a price proposal within the identified budget, the city may decide to terminate the selection process.

Anticipated Schedule

Date	Event/Process
Tuesday 8/17/2021	Advertise Request for Qualifications
Tuesday 8/24/2021 10:00 am	Mandatory Pre-submittal conference for interested firms/teams
Tuesday 8/24/2021 2:00 pm	Mandatory Pre-submittal conference for interested firms/teams
Thursday 9/2/2021 5:00 pm	RFQu clarification questions deadline
Tuesday 9/7/2021 5:00 p.m.	Response to questions/final addendum deadline
Thursday 9/16/2021 2:00 p.m.	Statement of Qualifications deadline

Friday 9/17/2021	City notifies shortlisted firms/teams
Tuesday 9/21/2021	City conducts interviews with shortlisted firms/teams
Thursday 9/23/2021	City initiates negotiations with selected firm/team
Monday 10/11/2021	Selected Firm/Team is presented to City Council for ratification
Tuesday 10/12/2021	Begin Design Phase
January 31, 2022	Project completion: Design
December 31, 2022	Project completion: Construction
NOTE: <i>The anticipated schedule provided above is based on available information at the time of this document. Further clarification will be provided to the selected firm/team.</i>	

PRE-SUBMITTAL CONFERENCE

For the purposes of providing clarifications, a pre-submittal conference will be held at 10:00 am and 12:00 pm (EST) on August 24th, 2021, at 824 S Grace Street, Rocky Mount NC 27803. Mask are required. To facilitate social distancing guidelines the city will have two sessions. Pre-registration for each session is mandatory. Please email Candice S. Kirtz to schedule your firm/teams' attendance. We request that only two members from each firm/team attend the session.

Attendance for those intending to submit qualifications is mandatory. Late attendees will not be allowed to participate in the pre-submittal conference. The project will be described, and key City participants will be introduced. Pre-submittal conference questions should be submitted in writing prior to the meeting. Questions that arise during the pre-submittal conference must also be submitted in writing. Only written questions will be answered in an addendum.

QUESTIONS

All questions shall be submitted to Candice S. Kirtz, Purchasing Manager no later than 5:00 pm EST on September 2, 2021. Questions submitted later than this deadline will not be considered. An addendum with questions and answers, if necessary, will be provided to teams/firms by September 7, 2021.

All responses, inquiries, or correspondence relating to this RFQu will become the property of the City of Rocky Mount. Respondents shall not seek individual contact or information except by the method allowed in this request. Individual requests for discussions with City staff or persons associated with this project are prohibited and can be considered grounds for disqualification. All questions properly submitted will be answered in writing and distributed to all interested parties in a timely manner in the form of an addendum.

EVALUATION, SCORING AND SELECTION PROCESS

This RFQu provides information necessary to prepare and submit qualifications for consideration and ranking by the city. It is the intent of the city to appoint a selection committee to review the submitted Statements of Qualifications. This committee will review each qualification submittal and rank the submittal based on the criteria requirements specified within this RFQu.

The evaluation and scoring criteria will be as follows:

General Information about the Team/Firm	5%
Relevance of experience of the Team/Firm with design build with weighted consideration for public safety and maximum consideration for fire stations	25%
Project Approach, Understanding and Management	20%
Team Experience and Qualifications	15%
Other Factors	15%
References from similar previous projects	20%

Legal and Financial	Pass/Fail
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The city will invite three teams/firms for interviews. Companies are hereby notified that the interview process will quickly follow the submittal deadline and firms should prepare their submittal and proposed team accordingly. Elaborate presentations and submittals during the interview process are not expected or requested. Each interview will last no more than 1 hour with 30 minutes allowed for a presentation and a 30-minute question and answer session. At the conclusion of the interviews the selection committee will rank the firms based on the selection criteria and the interviews. The city will provide written notification to all firms regarding final selection by September 23, 2021.

Upon completion of the selection process, the highest ranked firm will be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price. By submitting its Statement of Qualifications in response to this RFQu, respondent accepts the evaluation process as outlined in the following section, acknowledges, and accepts that determination of the “most qualified” firm may require subjective judgments by the City. The city will then present the findings of the committee and propose the selection to City Council at the regularly scheduled meeting on October 11, 2021. The selected Team/Firm should be prepared to have representatives present for this meeting.

Timely completion is a priority on this project. Preferred consideration will be given to teams that are able to deliver the project within the expected timeline. Success record on this aspect must be clearly reflected on the submittal.

STATEMENT OF QUALIFICATIONS SUBMITTAL

As noted above, the deadline for firms submitting qualifications is 2:00 PM on September 16, 2021. No submissions or supporting documents will be accepted after this deadline.

Physical Acceptance/Mailing Location:

Physical Deliveries:
City of Rocky Mount
Attn: RFQu 320-270721CK
331 S. Franklin Street
Rocky Mount NC 27804

Submittal packages should be enclosed in a sealed envelope marked REQUEST FOR QUALIFICATIONS – ROCKY MOUNT FIRE STATION #2 to the attention of Purchasing Manager, in the Finance Department.

All proposal packages and materials submitted hereunder become the exclusive property of the City and shall be subject to the provisions of the North Carolina public records laws. The City of Rocky Mount reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.

Appendix A: Site Location



Appendix A – General Contract Conditions

The selected firm will report directly to the city. The selected firm is to administer the contract and to ensure that all work is performed in accordance with the contract requirements. The selected firm will be responsible for providing engineers, technicians, and sub-consultants with the appropriate skills and qualifications to ensure contract compliance. The firm will be directly responsible for oversight of the project for the city.

The selected firm will be notified by the City and will enter into contract negotiations for receiving this work. A contract will be negotiated with the selected contractor based on the proposed scope of work outlined in their proposal. The City's standard professional services agreement will serve as a basis for any contract with the selected firm/contractor. A copy of this agreement is available upon request.

To the maximum extent allowed by law, the firm/team shall defend, indemnify, and hold harmless the City, its agents, officers, and employees, from and against all charges that arise in any manner from, in connection with, or out of the acts or omissions of the firm/team or subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable except for damage or injury caused solely by the negligence of the City, its agents, officers, or employees. In performing its duties under this section, the firm/team shall at its sole expense defend the City, its agents, officers, and employees with legal counsel reasonably acceptable to the City. As used in this subsection – "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, expenses, interest, reasonable attorney's fees, and amounts for alleged violations of North Carolina law or federal law, including but not limited to, sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders. Nothing in this section shall affect any warranties in favor of the City that are otherwise provided in or arise out of this contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract. This section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Contract under this contract. To the extent this Contract includes the furnishing of "design professional services" as defined in N.C.G.S. § 22B-1(f)(6), nothing in this section shall require a "design professional" as defined in N.C.G.S. § 22B-1(f)(4) to defend the City against liability or claims for damages or expenses, including attorney's fees, proximately caused or allegedly caused by the professional negligence of such design professional.

Insurance and Bonding

The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to provide a Performance and Payment Bond in the full amount of the contract. The selected firm will be required to furnish proof of insurance coverage and shall maintain at the times the limits as follows:

Coverage	Minimum Limits
General Liability	\$5,000,000 per occurrence (\$10,000,000 aggregate)
Umbrella Liability	\$5,000,000 per occurrence
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$2,000,000 per occurrence
Workers' Compensation	\$1,000,000 Each Accident, \$1,000,000 Disease (Each Employee, \$1M Disease-Policy Limit)
Employers' Liability	\$ 500,000

The selected firm shall provide the City with a Certificate of Insurance for review prior to the issuance of any contract or Purchase Order. All Certificates of Insurance will require thirty (30) days written notice by the insurer or firm's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice

requirement above, the firm shall provide the City with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the firm to provide such notice, the firm assumes sole responsibility for all losses incurred by the City for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the contractor for each subsequent renewal period of the contract.

The City shall be named as an additional insured and the statement should read "City of Rocky Mount is to be added as an additional insured as evidenced by an endorsement attached to this certificate." Only "A" rated insurance companies will be acceptable to the City.

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

The proposed method of payment for this contract is lump sum, with progress payments.

The products of this contract shall be the property of the City. Upon completion or other termination of this contract, the Contractor shall deliver to the City reproducible copies of any text, database information, survey information, graphic materials, reports, drawing, plans, files and/or any other documents or materials pertaining to this contract. The Contractor shall also make available any calculations pertaining to this contract and provide copies of specific calculations upon request of the City. No reports, information, or materials prepared by the Contractor under this contract shall be made available to any person or organization without the prior written approval of the City.

In no event shall there be any of the following unless City's express prior written agreement is obtained: (i) any limitation on, or disclaimer of, implied or express warranties or the liability of Contractor; (ii) any limitation on damages, including a limitation on consequential damages; (iii) any requirement for arbitration or for mandatory mediation; (iv) any requirement that City officials or employees keep information confidential or any requirement that records be kept confidential by the City, unless the requirement for confidentiality meets the requirements of the Public Records Law.

Conflict of Interest Statement

It is the policy of the City that the conduct of officers, directors, project managers, and/or all other persons acting as its representatives should be at all times in the best interests of the City, its members and the general public. In performing their duties, City representatives should not be influenced by desire for personal gain. Conflict of interest is defined as a situation in which professional judgment or behavior concerning a primary interest (in this case the integrity of City) has been improperly influenced by a different interest (such as for financial gain). The prompt disclosure of possible conflicts of interest or of those situations where such a perception could reasonably be anticipated to arise helps to avoid injury to an agreed upon primary interest. Firm(s) selected for these advertised services shall become aware of and comply with state laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. 14-234, N.C.G.S 133-1, and N.C.G.S. 133-2. Firm(s) selected for Planning and Design Services by the City will be required to disclose any conflicts of interest for 18 months prior to the submission of the Proposal package to the City.

If a conflict of interest is not disclosed by the contractor and a conflict of interest is determined by the City to exist at a later time, the contractor will not be compensated for their prior work and will be required to reimburse the City for any payments received. The contractor would be immediately dismissed from the contract.

Changes in Personnel

Changes to personnel on project team(s), particularly a project manager, are to be avoided wherever possible. The Contractor must request in writing to the city for all changes to project team members. The city will consider

requests and may accept the new personnel changes, or may deny the request and consequently, the Contractor may no longer be considered for Planning and Design Services with the City.

Public Records Notice

Records received by the city in response to a bid solicitation or a request for proposal/qualifications are public records and subject to public inspection and copying. Some bid records are public as soon as received by the city, others become public at bid opening and others at bid award.

The Public Records law (N.C.G.S. 132-1 et seq.) authorizes the City to withhold from public inspection and copying legitimate and properly marked 'trade secrets'. If a record meets all of the following conditions, then the City may withhold that particular trade secret from a public record inspection request:

- It is a "trade secret" as defined in G.S. 66-152(3); and
- It is the property of a private "person" as defined in G.S. 66-152(2); and
- It is disclosed or furnished to the City in connection with a bid or proposal; and
- It is marked as "confidential" or as a "trade secret" at the time of its initial disclosure to the City.

If as part of your bid or proposal, you submit to the City any record, or portion of a record, that you consider to be a trade secret meeting the definition contained in G.S. 66-152 (2), you may clearly mark the particular record, or portion of the record, that meets the definition of trade secret as TRADE SECRET or CONFIDENTIAL TRADE SECRET, and the City will be authorized to withhold that particular record or portion thereof, from public inspection. In the event the City receives a public records request for records you designate as 'trade secret' the City will notify you and give you the opportunity to, within one week of such notification, confirm in writing that the specific record, or portion of record, that you designated as TRADE SECRET meets the requirements of G.S 132-1.2 and G.S. 66-152, and the reasons therefore. The City will require that you indemnify the City in the event a challenge is brought for the withholding of a record based on your having designated it a trade secret.

Addenda Notice

If you have received this solicitation from a source other than the city, it is the respondent's responsibility to ensure that all addenda have been received. Please visit: <https://rockymountnc.gov/services-finance-bids/> for the most current information.

HUB/MBE Participation

In accordance with G.S. 143-128.2 (effective January 1, 2002) these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, and alternative contracting methods such as Design Build, on City construction projects in the amount of \$300,000 or more. The legislation set by the State, provides that the City shall have a verifiable goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. These requirements are published to accomplish that end. For this project the city is seeking thirty percent (30%) HUB/MWBE participation. Criteria established by State good faith efforts should be followed for the purpose of acquiring HUB/MWBE participation.

Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority- business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

Appendix B – Supplemental Vendor Information

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:

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 to the contact person listed on the coversheet.

rockymountnc.gov/vendor

HOW TO DO BUSINESS WITH THE CITY OF ROCKY MOUNT

Becoming a Vendor <https://youtu.be/MGOjZxl4iQc>

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

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