



Request for Statement of Qualifications

On-Call Professional Services-Architectural

Issue Date: June 10, 2026

Submission Deadline: July 23, 2026

1. SUMMARY

- 1.1. Request for Statement of Qualifications (SOQ): The City of Greensboro Engineering & Inspections Department, is hereby inviting SOQs from qualified Consultants, with proven experience and expertise, to provide professional Architectural and supporting services through an “on-call” contractual relationship.
- 1.2. Internet Web Site for More Information: This document may be viewed and downloaded in PDF format from the City of Greensboro Website under ***Bidding Opportunities*** at: <https://www.greensboro-nc.gov/departments/engineering-inspections/developers-contractors/available-contracts>.
- 1.3. Period and Terms of Contractual Agreement: Master contractual agreements are anticipated to begin in November 2026 and expire in 3 years/36 months. Specific projects will be authorized under a supplemental agreement with a properly negotiated fee. Selection of a consultant by the City in response to this Request does not guarantee that professional services will be required. The City will strive to select consultants on a rotating basis, but maintains sole discretion in assigning projects, if any, to selected consultant(s) throughout the 36-month period. Additionally, the City reserves the right to issue future Requests for Proposals or Qualifications (RFP or RFQ) and solicit responses from firms not selected as part of this process.
- 1.4. Supplemental Agreements: Under the On-Call Agreement, specific Supplemental Agreements will be issued for specific tasks and deliverables. Each Supplemental Agreement will include a description of deliverables, deliverable unit pricing or other pricing as appropriate, schedule for completing task, and a “not-to-exceed” amount. Generally, it is expected that the Consultant will be able to reply to a request for a Scope of Work for a Supplemental Agreement within 2 weeks.
- 1.5. Qualifications-Based Consultant Selection Process: The Engineering & Inspections Department Professional Service Consultant Selection Process is Qualifications-Based.
- 1.6. Due Date: SOQs in response to this request are due to the City **no later than 5pm, Tuesday, July 23, 2026**.

2. ENVISIONED SCOPE OF CONSULTANT SERVICES

- 2.1. General Overview: The City of Greensboro is soliciting proposals from qualified architectural and structural engineering firms to provide on-call services and technical expertise for its capital improvements including design, bidding, construction to support operations over the 36-month timeline. The city will award Supplemental Agreements based on the experience and availability of the most qualified Consultant for each task. If multiple Consultants are assessed to be relatively equally qualified and available, it is the goal of the City to rotate selection among Consultants.
- 2.2. Consultants may respond to this RFQ with their interest in and qualifications for any or all of the following categories, but must clearly identify which services are being offered. Consultants must select which categories they wish to be considered for on the form contained in Appendix B, and highlight expertise and experience for each as indicated in section 3.2. A failure to properly execute and submit Appendix B may result in a disqualification of the RFQ.
- 2.3. All services proposed shall be performed under the responsible charge and direct supervision of a duly licensed or certified professional, as required by the laws and regulations of the State of North Carolina. The designated professional(s) shall hold current and valid licensure or certification appropriate to the scope of services provided, including but not limited to landscape architecture, surveying, or other regulated disciplines. Verification of licensure status will be

made available upon request. The consultant's services may include the following in support of the categories listed below:

- Provide project management and coordination with City staff.
- Prepare and provide project status updates including scope status, schedule and cost.
- Perform Quality Assurance/Quality Control (QA/QC).
- Prepare and perform presentations to City staff, the public, and other stakeholders.
- Lead project coordination meetings with City staff and other permitting agencies.
- Prepare cost estimates and project schedules.
- Prepare meeting agenda and minutes.

2.4. Categories of Work

- A. Planning and Programming
- B. Interior Design
- C. Renovation and Adaptive Reuse
- D. Building System Coordination
- E. Structural Review and Assessment
- F. Construction Document Development

3. SUBMITTAL REQUIREMENTS

3.1. Insurance Requirements: Any contract entered into as a result of this Request will require the Consultant(s) to obtain and maintain the following minimum insurance coverage:

- 3.1.1. General Liability Insurance, including but not limited to coverage for all premises and non-premises operations, independent contractors, broad form property damage coverage, including explosion, collapse and underground property damage hazards, personal injury liability protection including coverage relating to employment of persons, contractual liability protection, and products and completed operations coverage. This insurance shall provide bodily injury limits of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate, and with property damage limits of not less than \$500,000 for each occurrence and not less than \$500,000 in the aggregate. The General Liability Insurance shall name the City of Greensboro as an additional insured, and the insurance shall be primary and non-contributory to any other insurance that may be available to the City.
- 3.1.2. Professional Liability Insurance with limits of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate. This Professional Liability Insurance shall provide coverage for the claims concerning the Contractor's errors and omissions for the scope of services provided to the City under this Agreement, including but not limited to, claims concerning the preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications, and claims relating to supervisory, inspection, architectural or engineering activities.
- 3.1.3. Automobile Liability Insurance, covering owned, non-owned, hired vehicles and trailers using in connection with this project. This insurance shall provide bodily injury and property damages limits of not less than \$1,000,000 combined single limit/aggregate.

3.1.4. Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than \$100,000 for each occurrence. In case any work is sublet under this Agreement, the Consultant shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all of the subcontractor's employees to be engaged in such work. This Agreement shall be void and of no effect unless the Consultant shall secure and keep in effect during the term of this Agreement the Consultant's compliance with the provisions of the Worker's Compensation laws of the State of North Carolina.

The successful proposer(s), if any, must provide a Certificate of Insurance and Additional Insured Endorsement verifying coverage for the City of Greensboro within fifteen (15) calendar days after notification of award. Certification must include: name and address of insurance company (must be authorized to conduct business in North Carolina or be named on the List of Authorized Insurance maintained by the NC Department of Insurance), policy number, and liability coverage and amounts. Timely annual renewals will also be required.

3.2. Non-discrimination: It is the policy of the City not to enter into a contract or to be engaged in a business relationship with any business entity that has discriminated in the solicitation, selection, hiring or commercial treatment of vendors, suppliers, subcontractors or commercial customers on the basis of age, color, sex, disability, national origin, race, religion, or any otherwise unlawful use of characteristics regarding the vendor's, supplier's or commercial customer's employees or owners; provided that nothing in this Request shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that have occurred or are occurring.

The Respondent must certify and agree that the following information is correct: As a condition of entering into this agreement, the company represents and warrants that it will comply with the City's Commercial Nondiscrimination Policy, as described under Section V. A. 1. of the M/WBE Program Plan. As part of such compliance, the company shall not discriminate on the basis of race, color, religion, national origin, sex, age, or disability nor shall the company retaliate against any person for reporting instances of such discrimination. The company shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. The company understands and agrees that a material violation of this clause shall be considered a material breach of agreement and may result in termination of agreement, disqualification of the company from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

3.3. Conflict of Interest: The Contractor certifies that it does not and will not employ in any capacity, any employee, officer or elected or appointed official of the City of Greensboro, or their respective spouse, who will obtain or direct financial benefit from this Contract and:

- I. Has any oversight or responsibility in administering this Contract on behalf of the City ; or
- II. Participates in the negotiating, making or otherwise influences the execution of this Contract.

Unless otherwise directed by law, a violation of this provision provides only the City the option to void this Contract or take other appropriate measure that may be available regarding the employee, officer or elected, or appointed official.

The Respondent must certify and agree that there are no conflicts of interest as defined above.

3.4. Indemnification: In supplemental agreements resulting from selection under this Request, the Consultant must agree to indemnify and save harmless the City of Greensboro, its officers, agents and employees, against all claims, actions, lawsuits and demands, including reasonable attorney fees, made by anyone for any damages, losses or injuries of any kind, including environmental, which may arise from the sole negligence of Consultant, its agents or employees, or as a result of work performed pursuant to this Contract.

3.5. E-Verify: The Respondent must certify that it currently complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and that at all times during the term of this Contract, it will continue to comply with these requirements. Consultant must also certify that it will require that all of its subcontractors to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes for work performed for the City.

3.6. Iran Divestment Certification and Divestment from Companies Boycotting Israel: The Respondent must certify that it is not listed on the Final Divestment List or Do-Not-Contract List created by the State Treasurer pursuant to N.C.G.S. 147-86.58 (Iran) and 147-86.81 (Israel) and that the firm will not utilize any subcontractor found on the State Treasurer's Final Divestment List for either or the Do-Not-Contract-List.

3.7. Questions: This Request is issued by the City of Greensboro Engineering & Inspections Department. Any questions concerning this Request shall be submitted in writing and addressed to Shawna Tillery by email at shawna.tillery@greensboro-nc.gov. The deadline for questions is Wednesday, July 1, 2026. All questions will be answered by Addenda on the Department's website as referenced in Section 1.2 of this Request no later than Wednesday, July 10, 2026.

3.8. Submittal Date and Time: SOQs must be received by the City **no later than 5:00pm, Thursday, July 23, 2026. SOQs received after the scheduled receipt time stated above will not be accepted.** SOQs received become the property of the City and will not be returned. Faxed or e-mailed documents will not be accepted. Early submission of SOQs is welcome and appreciated.

3.9. Submittal Address: Please submit:

- One (1) electronic copy in PDF format delivered via email to

Shawna Tillery, shawna.tillery@greensboro-nc.gov

3.10. SOQ Organization: To facilitate the City's objective review of SOQs, Consultants are requested to organize the main document using a standardized format. Each SOQ should contain the following:

- A cover letter on company letterhead signed by a Principal or other member of the firm authorized to commit the firm to contract for professional services and certifies or acknowledges the acceptance of items 3.1 through 3.6.
- Table of Contents, with page numbers
- Sections including the following information:
 - I. Executive Summary: (No more than 5 pages) This section should (1) indicate team members relevant experience with Local Government work, (2) address the highlights of the SOQ, (3) describe strengths and special expertise of the firm to successfully accomplish the objectives of the City, and (4) state if firm has a local presence.
 - i. Local Presence: Applicants that have Significant Business Presence for at least one year within the corporate limits (i.e., legal geographic boundaries) of the municipalities which comprise the Guilford County Economic Development Alliance (Greensboro, NC; High Point, NC; and Guilford County, NC) ("Local Area"). A proposer has a Significant Business Presence in the Local Area, if it is headquartered in the Local Area for at least one year or it has at least 25% of its total full-time, part-time and contract employees regularly based in the Local Area for at least one year or generates at least \$500,000 in gross sales in the Local Area within the twelve months preceding the City's Request for Qualifications for that specific contract. Notwithstanding any of the above, a location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a Significant Business Presence.

II. Statement of Qualifications for the Firm: (No more than 5 pages) Identify and

describe the qualifications of the firm and professional services that may be provided by the consultant in response to this Request. Include metrics that demonstrate the strength and stability of the firm. Provide any information on recent or pending mergers, acquisitions, or buy-outs associated with the firm.

- III. Similar Experience: Indicate each team members experience with similar types of Projects
- i. Project Team Qualifications & Project Management: Please identify the proposed project team and key personnel for the successful completion of projects.
 - Include an organizational chart, including the following for each team member:
 - Name
 - Role
 - Office location (City, State)
 - Years of relevant experience for this category of work
 - Capacity (% of time available to dedicate to Greensboro projects)
 - Identify the project manager or primary contact and any other team leaders proposed, and state years of relevant experience for each. Briefly describe how projects will be successfully managed. *It is expected that the team members proposed in the SOQ will be the ones that will actually work on projects for the City.*
 - Describe the planned and envisioned workload of the proposed team members for the timeframe of this contract, and verify that proposed staff will be prepared for timely completion of projects under a potential contractual agreement. (Refer to Capacity and Responsiveness in Evaluation Criteria)
 - Describe quality assurance/quality control methods for services proposed to be provided.
 - Similar project team experience within the last 5 years. For any projects highlighted as relevant experience for team members (whether the work was completed for this firm for a previous firm), please include a brief project statement, primary utility contact, and whether the project was completed within scope, budget and schedule.
 - ii. Minority/Woman Business Enterprise (M/WBE) Commitment: The City of Greensboro is committed to provide minorities and women equal opportunity to participate in all aspects of City contracting and purchasing programs through the City's current M/WBE program adopted by City Council. It is the intent of the City's program and the Department's outreach efforts to widen opportunities for historically underutilized businesses. The Department encourages the consultant to submit information that documents past strategic partnering arrangements that support the utilization of M/WBE firms at a local or at a regional level as well as the consultant's commitment and willingness to provide opportunities for M/WBE firms in future contracts. For each category of work, it should be clear what types of opportunities may be offered to M/WBE firms to help achieve the City's aspirational goals for professional services.
 - The Relevant Market was determined by the City of Greensboro's 2018 Disparity Study and encompass the geographical area where the city awards at least 75 percent of its contracts dollars. The study determined eligibility for participation for the Greensboro Program Plan to include the following counties: Alamance, Caswell, Chatham, Davie, Davidson, Durham, Forsyth, Franklin, Granville, Guilford, Hoke, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Rockingham, Rowan, Scotland, Stokes, Surry, Vance, Wake, Warren, Yadkin.

- Significant Business Presence: to qualify for this program, an MWBE firm must be headquartered or have a significant business presence for at least one year within the Relevant Marketplace, defined as: an established place of business from which at least 25% of its total full-time, part-time and contract employees are regularly based and provide a commercially useful function. A location utilized solely as a post office box, mail drop, or telephone message center or any combination thereof, with no other substantial work function, shall not constitute a significant business presence.
- The Aspirational Goal for M/WBE: Based on the latest Disparity Study, the aspirational goals for professional services in the Relevant Marketplace adopted by City Council on February 19, 2019 is MBE 24% and WBE 22%.
- Encouraged to review the M/WBE Program Plan at www.greensboro-nc.gov/business/minority-and-women-s-business-enterprise

IV. References: Please provide the name, organization, email and phone, of at least three references within and outside North Carolina, for whom your firm has provided professional services including a current contact person and a brief description and dates of services for projects completed, or completed reference forms (Appendix E).

V. Résumés: (No overall page limit) Résumés for all project team members mentioned throughout the SOQ should be included in this section in alphabetical order by last name. Please limit the resume length no more than 2 pages per team member.

VI. Conclusion: (No more than 1 page) Use this section to provide closing remarks, including additional information in support of or to strengthen the SOQ.

4. SELECTION OF CONSULTANTS

4.1. General:

- 4.1.1. This Request does not commit the City to enter into agreement, to pay any costs incurred in the preparation and submittal of a proposal in response to this request or in subsequent interviews and negotiations, or to procure a contract for the project.
- 4.1.2. The City will require the selected Consultant to participate in negotiations of the fees for the project and to submit resulting proposals.
- 4.1.3. The City reserves the right to perform all or some of the services described in this document with its own work force.
- 4.1.4. The City also reserves the right to issue future Request for Proposals or Qualifications (RFP/RFQ) and solicit responses from firms not selected as part of this process.

4.2. Qualifications-Based Selection Criteria: SOQs are traditionally evaluated and ranked based upon objective Qualifications-Based criteria. The City reserves the right to request an interview with any Consultant during the selection process. Should the City see the need to interview Consultants, the Consultant will be notified as early as possible in the proposal review process. The selection criteria are as follows:

4.3.1 Qualifications of the Firm (25 points)

- Experience and expertise with similar work and services that demonstrate the Consultant ability
- Strength and stability of the firm

4.3.2 Qualifications of Team for Each Proposed Category of Work (20 points)

- Organizational chart of the project team
- ~~Similar work completed by members of the proposed project team within the last five~~

years. Higher value will be placed upon NC experience due to familiarity with NC building codes and permitting processes.

4.3.3 Capacity of the Team Members (10 pts)

- Ability to adequately staff projects to meet varying time schedules and demands
- List % of time available to dedicate to Greensboro projects for each proposed team member.

4.3.4 Responsiveness of the Team Members (10pts)

- Distance from Greensboro may be considered to award points to this criteria due to response times needed.
- Please include the City and State of the office for each member of the team proposed for each category of work and strategies of the firm to be responsive to Greensboro's project needs.

4.3.5 Past Performance/References (20 pts)

- Consultant's performance on similar projects either for the City or based on information gathered by the City and/or through the references provided by the Consultant (20 pts)

4.3.6 M/WBE Commitment (10 pts)

- Past experience and/or proposed utilization of M/WBE and/or Historically Underutilized Business firms
- Explanation of M/WBE firm's past or proposed involvement in the category of work
- Documentation of past achievements should include: name of project, description of the project, location of the project, percentage of MWBE utilization, and dollar value of the project.
- Note: All consultants responding to the Request must address this criteria even if the consultant qualifies as M/WBE prime.

4.3.7 Local Presence (5 pts)

- Firm is located within the Local Area defined in 3.10 and will receive 5 points.

4.3. Rating and Selection Team: The following individuals are anticipated to comprise the team responsible for reviewing and rating the SOQ's submitted. Team members may vary based on category of expertise and not all listed reviewers will review every category:

Engineering & Inspections:

- Shawna Tillery, Engineering & Inspections
- Rep-Public Safety
- Rep-Water Resources
- Rep-Engineering & Inspections
- Rep-Greensboro Parks and Recreation
- Office of Business Opportunity Office Representative

4.4. Schedule for the Selection Process: The following is the anticipated schedule for the Consultant(s) selection process:

<u>Item</u>	<u>Date</u>
City of Greensboro issues Request for SOQ	Wednesday, June 10, 2026
RFQ Workshop & MWBE Meet & Greet (primes and subs) Teams Online Workshop- RSVP for meeting by 5 pm on June 15th using this link: Registration Link	Thursday, June 17, 2026 12:00p
Written Questions from Consultants Due	Wednesday , July 1, 2026
Responses from City Due	Friday, July 10, 2026
Completed SOQs due to City of Greensboro	Must be received by City no later than 5pm, Thursday July 23, 2026
City review of SOQs and Selection of Short List of Qualified Consultants, if applicable	August 3, 2026 –August 28, 2026
Interviews with potential Qualified Consultants, If needed	September 3 – September 11, 2026
City selects Most Qualified Consultant(s)	On or before September 30, 2026
Master Contract documents finalized	Before October 30, 2026

APPENDIX A – EXAMPLE TASKS FOR EACH CATEGORY OF WORK

- A. **Planning and Programming** – Evaluation of project goals, operational needs, space requirements, site considerations, and long-term functionality to establish a comprehensive framework for design and project implementation. Request may be at schematic and design development levels.
- B. **Interior Design** – Development of interior environments that integrate aesthetics, functionality, accessibility, furnishings, finishes, lighting, and user experience to support the intended use and character of the facility and project needs.
- C. **Renovation and Adaptive Reuse** – Assessment, redesign, and repurposing of existing facilities to extend building life, improve functionality, preserve key elements where appropriate, and accommodate new uses in compliance with current codes and standards. Includes facility audits and building system coordination. The design plan should then be prepared to include cost ranges.
- D. **Building Systems Coordination** – Integration and coordination of architectural, structural, mechanical, electrical, plumbing, fire protection, and technology systems to ensure compatibility, efficiency, constructability, and overall project performance.
- E. **Structural Engineering** – Provision of structural analysis, evaluation, design, and documentation services for new construction, renovations, and adaptive reuse projects. Services include coordination of structural systems with architectural and building systems components to ensure safety, code compliance, constructability, long-term performance, and alignment with project objectives.
- F. **Construction Document Development** – Preparation of detailed drawings, specifications, and supporting technical documentation necessary for permitting, bidding, procurement, and construction of the project in accordance with applicable codes, regulations, and project requirements. Deliverable can include but not limited to Building Code Summary; Life Safety Plan; UL Rated Wall Assembly; Demolition Plan; RCP Demolition Plan; New Floor Plan; HVAC Symbols, Details and Notes; HVAC Plans; Electrical Symbols, Schedule, Details and Notes; Lighting Plan; Power Plan; Security Plan and AV Plan. Draft Plan Review is expected at 30%, 60% and 95%. The consultant shall present the final version of the plan to the City prior to submitting for permitting

Other related services may be identified by the participating Department as projects require planning consultants' services arise.

APPENDIX B – PROPOSED CATEGORIES OF WORK

Company Name: _____

Name of Authorized Representative: _____

Telephone Number: _____

Select the Categories of Work in which the Firm wishes to be considered in its SOQ:

- A. _____ **Planning and Programming**
- B. _____ **Interior Design**
- C. _____ **Renovation and Adaptive Reuse**
- D. _____ **Building Systems Coordination**
- E. _____ **Structural Engineering**
- F. _____ **Construction Document Development**

APPENDIX C-MWBE

M/WBE Policy Statement

It is the policy of the City of Greensboro to ensure that all businesses, including M/WBEs, are afforded the maximum practical opportunity to participate in the City's purchasing and contracting processes. Therefore, the City will not enter into a contract or be engaged in a business relationship with any business entity that has discriminated in the solicitation, selection, hiring or commercial treatment of vendors, suppliers, Subcontractors or commercial customers on the basis of race, color, religion, national origin, sex, age or on the basis of handicap or any otherwise unlawful use of characteristics regarding the vendor's, supplier's or commercial customer's employees or owners; provided that nothing in this policy shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that have occurred or are occurring in the Relevant Marketplace, which includes the counties of Alamance, Caswell, Chatham, Davie, Davidson, Durham, Forsyth, Franklin, Granville, Guilford, Hoke, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Rockingham, Rowan, Scotland, Stokes, Surry, Vance, Wake, Warren, Yadkin.

M/WBE Commercial Nondiscrimination Policy

"The undersigned Respondent hereby certifies and agrees that the following information is correct:

In preparing its response, the Respondent has considered all proposals submitted from qualified, potential Subcontractors and suppliers, and has not engaged in "discrimination" as defined in the City's M/WBE Program Plan, Section V. A. 1.; to wit: discrimination in the solicitation, selection or commercial treatment of any Subcontractor, vendor, supplier or commercial customer on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or on the basis of disability or other unlawful forms of discrimination. Without limiting the foregoing, "discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation for responses on this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the response submitted by the Respondent on this project, and terminate any contract awarded based on the response. As part of its response, the Respondent shall provide to the City a list of all instances within the immediate past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of North Carolina that the Respondent discriminated against its Subcontractors, vendors, suppliers or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken. As a condition of submitting a response to the City, the Respondent agrees to comply with the City's Commercial Nondiscrimination Policy as described under its M/WBE Program Plan, Section V. A.1."

Respondents that are certified M/WBE Prime Bidders will be awarded 10 (ten) evaluation points or Respondents that use a certified M/WBE firm(s) on their project or team will be awarded 5 (five) evaluation points. A maximum of ten Points may be received for this criteria. The following certified Minority Group Members and/or women: African-American, Hispanic American, Native American, Asian American and non-Minority females are eligible to be counted for M/WBE participation in the contract.

For purposes of certification, the City accepts minority and women owned firms that are certified by the State of North Carolina Department of Administration Historically Underutilized Business Office (HUB) <https://ncadmin.nc.gov/businesses/hub/hub-certification> or NC DOT North Carolina Department of Transportation <https://connect.ncdot.gov/business/SmallBusiness/Pages/Become%20a%20Certified%20DBE%20Business.aspx> **and** satisfies the City's eligibility requirements.

If a Respondent subcontracts any portion of the contract or has an M/WBE firm on their team, the information must submit Affidavit C1 - [Subcontractor Utilization Commitment](#).

Or

If a Respondent plans to self- perform 100% of the work under a contract with its own workforce, the information must submit Affidavit E1 - [Statement of Intent to Perform Work Without Subcontracting](#).

For questions about the City's eligibility requirements or the M/WBE Program, contact the M/WBE Office at (336) 373-2674 or via email at mwbegso@greensboro-nc.gov.



Affidavit C – **Subcontractor Utilization Commitment** Contract Number: _____ Page _____ of _____

Name of Prime Contractor: _____ Project Name: _____

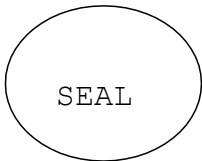
****Are you a certified M/WBE? _____ Yes _____ No**

**The Bidder/Respondent must indicate all subcontracts (M/WBE & NON-M/WBE) it intends to utilize as follows:
(Please note: Percentages should be provided to the 1/100th demical format)**

MBE	WBE	NON-M/WBE	Subcontractor Name & County**	Nature of Work to be Performed	%Utilization
**Only M/WBE firms that are certified by the North Carolina Department of Administration or the North Carolina Department of Transportation and have a significant business presence within the Greensboro Relevant Marketplace will be counted towards the M/WBE goal(s).				Total NON-M/WBE Utilization Commitment	
				Total MBE Utilization Commitment	
				Total WBE Utilization Commitment	

(Submit Additional pages, if necessary)

The undersigned will enter into a formal agreement with the M/WBE firm(s) for work listed on this affidavit conditional upon execution of a contract with the City of Greensboro. Breach of this commitment constitutes breach of bidder’s contract if awarded. The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Bidder in accordance herewith. Signature and title of authorized official of the company and the date must be properly executed or this document will be deemed nonresponsive.



Date: _____ Name of Authorized Officer: _____
 Signature: _____ Title: _____
 State of _____ County of _____
 Notary Public _____ My commission expires: _____



Affidavit E1 Statement of Intent to Perform work without Subcontracting

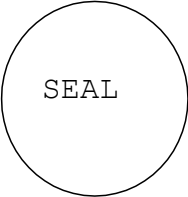
We, _____, hereby certify that it is our intent to perform 100% of the work required for the _____ Contract.
(Project Name &/or Contract Number)

In making this certification, the Bidder states the following:

1. It is considered normal business practice that we perform all elements of this contract type with our own workforce and without the use of subcontractors.
2. If subcontracting does become necessary, we will promptly notify the City of Greensboro Office of Business Opportunity and conduct Good Faith Efforts to comply with all requirements of the City’s M/WBE Program in providing equal opportunities to M/WBE firms to subcontract the work.

Accompanying this certification the undersigned shall provide conclusive documentation which serves to verify it is now and has previously been a normal business practice for the indicated firm to perform all elements of this contract type with its own workforce and without the use of subcontractors. The documentation must demonstrate that the firm has sufficient employees, equipment, and bonding (if applicable) to perform the entire contract without the use of subcontractors and that it has previously performed contracts of a similar scope and comparable cost without the use of subcontractors.

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Respondent to the commitment herein set forth. Signature and title of authorized official of the company and the date must be properly executed, or this document will be deemed nonresponsive.

	Date: _____ Name of Authorized Officer: _____
	Signature: _____ Title: _____
	State of _____ County of _____
	Notary Public _____ My commission expires: _____

APPENDIX E-LOCAL PREFERNECE POLICY

City of Greensboro Local Preference Policy

1. **Background.** According to the Institute for Local Self-Reliance, “a growing body of research shows that locally owned businesses create communities that are more prosperous, entrepreneurial, connected, and generally better off across a wide range of metrics.” In addition, “these studies find that local businesses recirculate a greater share of every dollar in the local economy, as they create locally owned supply chains and invest in their employees.” This recirculation creates a multiplier effect that increases the value of dollars initially spent.
2. **Purpose.** The purpose of the Local Preference Policy is to ensure the best overall value in the procurement of goods and services while providing a preference to local businesses to support the City’s economic development. An additional benefit of a Local Preference Policy is the benefit derived by the City when goods and services are being provided by local businesses which have the opportunity to be more timely and responsive when providing goods and services.
3. **Eligible Bidders.** All bidders that have a *Significant Business Presence* for at least one year within the corporate limits (i.e., legal geographic boundaries) of the municipalities which comprise the Guilford County Economic Development Alliance (Greensboro, NC; High Point, NC; and Guilford County, NC) (“Local Area”) are Eligible Bidders pursuant to this policy. A bidder has a Significant Business Presence in the Local Area, if it is headquartered in the Local Area for at least one year *or* it has at least 25% of its total full-time, part-time and contract employees regularly based in the Local Area for at least one year *or* generates at least \$500,000 in gross sales in the Local Area within the twelve months preceding the City’s advertisement for bids to the general contractors for that specific contract. Notwithstanding any of the above, a location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a Significant Business Presence.
4. **Process When Bid Involves Price.** Bids to be evaluated as normal. If the lowest responsible, responsive bid is submitted by an Eligible bidder, the bid is accepted as usual. If the lowest responsible, responsive bid is submitted by a non-Eligible bidder, and there is one or more Eligible, responsible, and responsive bidders that have submitted a bid within 5% of the lowest bid, the lowest of the Eligible responsible and responsive bidders is given 2 business days to amend their submission to match the lowest bid. If the lowest of the Eligible responsible and responsive bidders declines to accept at the lower price, the contract is awarded to the lowest responsible, responsive Non-Eligible bidder. If the lowest of the Eligible responsible and responsive bidders chooses to match the lowest Non-Eligible bidder, the contract is awarded to the lowest of the Eligible responsible and responsive bidders at the lower bid rate. At any time, all bids may be rejected.

4.1. Eligible Local Preference Contracts:

- a. Price contracts for the purchase of supplies and equipment costing less than \$30,000; and
- b. Price contracts for construction or repair costing less than \$30,000.
- c. Qualitative or Price Competitive Service Contracts

4.2. Excluded Contracts

- a. P Cards
- b. Urgent Contracts
- c. Fuel Contracts
- d. Cooperative Purchase Contracts
- e. Contracts Excluded by Discretion of City Manager’s Office

5. **Process When Considering Qualifications for Service Contracts.** The request shall state that being local is a factor to be considered in determining the qualifications of the bidder. The proposals will be evaluated in accordance with an award criteria developed to determine the best qualified, responsive bidder submitting a proposal. Five percent (5%) of the points awarded to a bidder in an evaluation shall be awarded to each eligible local bidder submitting a proposal.

6. Scope.

6.1. This policy shall not apply to contracts involving projects funded by a federal or state grant unless expressly allowed by the terms of the grant or federal or state law or regulation.

6.2. Nothing in this policy shall be construed to require the City to contract for services or goods by request for proposals or request for qualifications.

6.3. This policy shall apply to procurement processes managed by the City, as well as by third-parties on the City's behalf or for the City's benefit.

6.4 This policy does not conflict, and shall not be construed to conflict, with the City's Minority and Women Business Enterprise ("MWBE") policy. In the event of a conflict between or among the provisions of this policy and the MWBE policy, the conflict shall be resolved by giving precedence to the MWBE policy.

7. Definition: Bidder can be defined as any bidder, service provider, vendor, or consultant, as determined by the RFQ/RFP/RFB that accompanies this policy.

Local Preference Policy – Eligible Bidder Certification

I, _____ (the individual certifying below), being duly authorized by and on behalf of _____, the entity (“Bidder”) submitting a bid or proposal on the solicitation from the City of Greensboro (“City”) certifies as follows:

1. Bidder has read, understands, and agrees to be subject to and bound by the policy, rules, and conditions set forth in the City's Local Preference Policy.
2. Bidder understands “Eligible Bidder” is defined by the City’s policy as follows:
Eligible Bidders. All bidders that have a Significant Business Presence for at least one year within the corporate limits (i.e., legal geographic boundaries) of the municipalities which comprise the Guilford County Economic Development Alliance (Greensboro, NC; High Point, NC; and Guilford County, NC) (“Local Area”) are Eligible Bidders pursuant to this policy. A bidder has a Significant Business Presence in the Local Area, if it is headquartered in the Local Area for at least one year or it has at least 25% of its total full-time, part-time and contract employees regularly based in the Local Area for at least one year or generates at least \$500,000 in gross sales in the Local Area within the twelve months preceding the City’s advertisement for bids to the general contractors for that specific contract. Notwithstanding any of the above, a location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a Significant Business Presence.
3. Bidder is an “Eligible Bidder” as defined by the City’s policy (mark Yes or No):
 - a. YES _____, or
 - b. NO _____

Signature of Authorized Certifying Official

Print or Type Name:

Date

APPENDIX F

**E-VERIFY, IRAN DIVESTMENT, AND DIVESTMENT FROM COMPANIES
BOYCOTTING ISRAEL ADDENDUM**

The City of Greensboro (hereinafter “City”) and _____
(hereinafter “Contractor”) agree to amend the _____
Agreement entered into on or about _____, 202_ by adding the following two
paragraphs as follows:

E-Verify

Contractor certifies that it currently complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and that at all times during the term of this Agreement, it will continue to comply with these requirements. The Contractor also certifies that it will require that all of its subcontractors that perform any work pursuant to this Contract to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Violation of this section shall be deemed a material breach of this Agreement.

Iran Divestment Act Certification

As of the date of this Agreement, the Contractor certifies that it is not listed on the Final Divestment List created by the State Treasurer pursuant to NCGS 147-86.58 et. seq. and that the Contractor will not utilize any subcontractor found on the State Treasurer’s Final Divestment List.

Divestment From Companies Boycotting Israel Act Certification

As of the date of this Agreement, the Contractor certifies that it is not listed on the Final Divestment and Do-Not-Contract List - Restricted Companies Boycotting Israel created by the State Treasurer pursuant to N.C.G.S. 147-86.81 and that Contractor will not utilize any subcontractor found on the State Treasurer's Final Divestment and Do-Not-Contract List.

It is expressly agreed by the parties that this Addendum is supplemental to the _____ Agreement executed on or about _____, 20__ which is incorporated herein by reference, and all terms, conditions, and provisions of the original Agreement apply to this Addendum and are made a part hereof as though expressly rewritten, incorporated, and included herein. In the event of any conflict, inconsistency, or incongruity between the provisions of this Addendum and any of the provisions of the original Agreement or previous addendums, the provisions of this Addendum shall in all respects govern and control.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum on the ____ day of _____, 202__.

Signature

Date

Printed Name and Title

APPENDIX G-OPTIONAL REFERNECE FORM

Request for Statement of Qualifications, On-Call Architectural Services
Engineering & Inspections, Housing & Neighborhood Development, Parks & Recreation

For questions or concerns regarding this form, please contact shawna.tillery@greensboro-nc.gov

Business Name: _____

Company Providing Reference: _____

Contact Name and Title/Position: _____

Contact Telephone Number: _____

Contact Email Address: _____

Questions:

1. In what capacity have you worked with this company in the past? If the company was under a contract, please acknowledge and explain briefly whether or not the contract was successful.

Comments: _____

2. How would you rate this company's knowledge and expertise?

Excellent Satisfactory Unsatisfactory Unacceptable

Comments: _____

3. How would you rate the company's flexibility relative to changes in the scope and timelines?

Excellent Satisfactory Unsatisfactory Unacceptable

Comments: _____

4. What is your level of satisfaction with hard-copy materials, e.g., reports, logs, etc. produced by the company?

Excellent Satisfactory Unsatisfactory Unacceptable

Comments: _____

5. How would you rate the dynamics/interaction between the company and your staff?

Excellent Satisfactory Unsatisfactory Unacceptable

Comments: _____

6. Who were the company's principal representatives involved in providing your service and how would you rate them individually? Would you comment on the skills, knowledge, behaviors, or other factors on which you based the rating? (3= Excellent; 2= Satisfactory; 1= Unsatisfactory; 0= Unacceptable)

Name: _____ Rating: _____
Name: _____ Rating: _____
Name: _____ Rating: _____
Name: _____ Rating: _____

Comments: _____

7. With which aspect(s) of this company's services are you most satisfied?

Comments: _____

8. With which aspect(s) of this company's services are you least satisfied?

Comments: _____

Would you recommend this company's services to your organization again?

Comments: _____

