

REQUEST FOR QUALIFICATIONS (RFQ)
(Advertisement)

The City of Greenville, North Carolina is seeking **Request for Qualifications (RFQ)** from qualified engineering firms interested in providing stormwater master planning services that address both water quality and quantity matters in multiple watersheds. Services will include updating the inventory of the existing system, updating geographic information system (GIS) database, hydrology/hydraulic modeling, criticality assessment of concerns, public outreach, and capital project needs/priorities. Standard Operating Procedures (SOPs) were developed as part of the previous Watershed Master Plans. It will be critical for the selected consultant(s) to provide consistency between watershed plans.

The intent of this RFQ is to short-list multiple consultants capable of completing watershed master plan updates. These watershed plans may be grouped together and contracted under one or more separate contracts.

The complete RFQ can be obtained from the City's website at www.greenvillenc.gov, or by contacting Daryl Norris at dnorris@greenvillenc.gov.

Interested firms are invited to submit proposals (in the required quantity and format) by 4:00 p.m., Thursday, October 9, 2025, to the following address:

Daryl Norris, P.E.
Civil Engineer III
City of Greenville
Engineering Department
201 W 5th St
Greenville, NC 27858

September 9, 2025

To Whom It May Concern:

Request for Qualifications from Firms for Stormwater Master Planning Consulting Services to the City of Greenville

The City of Greenville, NC, is seeking proposals from qualified engineering firms interested in providing stormwater master planning services that evaluate both water quality and quantity matters in multiple watersheds. Services will include updating the inventory of the existing system, updating geographic information system (GIS) database, hydrology/hydraulic modeling, criticality assessment of concerns, public outreach, and capital project needs/priorities. The plans will assist the Engineering Department in identifying localized flooding problems, prioritizing existing maintenance needs, identifying water quality structural improvements to address Neuse River Basin and Tar-Pam River Basin nutrient management needs, and engaging and educating residents on City stormwater needs, priorities and improvement opportunities.

The intent of this RFQ is to short-list multiple consultants capable of completing watershed master plan updates. These watershed plans may be grouped together and contracted under one or more separate contracts.

Interested firms are invited to submit proposals as outlined in the enclosed “**Request for Qualifications.**” Questions regarding the **Request for Qualifications** should be directed to Daryl Norris, P.E., Civil Engineer III, at (252) 329-4350 or dnorris@greenvillenc.gov.

Sincerely,



Daryl Norris, P.E., Civil Engineer III

Enclosure

cc: Lisa Kirby, P.E., Director of Engineering

REQUEST FOR QUALIFICATIONS (RFQ) FOR STORMWATER MANAGEMENT CONSULTING SERVICES

**Engineering Department
City of Greenville, North Carolina
September 2025**

I. Overview and Purpose

The City of Greenville is in the process of updating its city-wide Watershed Master Plans. At this time, the City is looking for firm(s) with specific and proven expertise and experience in the following areas of municipal stormwater management:

- stormwater infrastructure and open channel inventory projects;
- updating geographic information systems (GIS) database
- hydrology/hydraulic modeling;
- public engagement;
- criticality assessment of identified concerns
- prioritizing capital and programmatic needs.

The general timeline for this project is as follows:

Submit Proposals	October 9,	2025
Consultant(s) Selection	October 31,	2025
Contract Awards	December 11,	2025
Updated Inventory/Database Integration Completed	February	2026
Modeling Completed	July	2026
Watershed Master Plans Complete	November	2026

II. Background Information

The City of Greenville is currently implementing a comprehensive stormwater management program to meet the requirements of its National Pollutant Discharge Elimination System (NPDES) Phase II MS4 Permit for stormwater discharges and the Tar-Pamlico River Basin and Neuse River Basin Nutrient Strategies – Stormwater Rule. The objectives of the program are to improve the overall stormwater conveyance system including open stream channels and other hydraulic features, to minimize or eliminate flooding and identify water quality/pollution problems. In addition, the program educates and informs the citizens and businesses about stormwater-related issues, thereby improving the general quality of life and the environment for citizens in the city and adjacent areas.

The goals of the City's stormwater master plans shall include: (1) evaluating the watershed for existing flooding, water quality, and erosion problems, (2) recommending and prioritizing capital improvements to control existing flooding by reducing the frequency and severity of flooding for property owners, and (3) identifying stream stabilization projects to reduce the risk of property loss along streams and to reduce sediment loads as a result of erosion.

The previous Watershed Master Plans were completed in 2016 for Parkers Creek/Johnson Mill Run, Harris Mill Run/Schoolhouse Branch, Greens Mill Run, Hardee Creek, Fork Swamp, and Swift Creek Watershed with Meetinghouse Branch Watershed completed in 2013. This included Standard Operating Procedures (SOP) for the collecting the stormwater inventory. The final master plans are available on the City's website at <https://greenvillenc.gov/government/public-works/watershed-master-plans>. Each watershed master plan should have a consistent format to facilitate comparison of projects city-wide.

III. Scope of Work (Consultant Responsibilities)

It is envisioned that the Master Plan update will consist of several major work components:

- SW Inventory of additional watershed areas not originally surveyed (Attachment A)
 - Cannon Swamp/Baldwin Swamp/Moyes Run (Indigreen Corporate Park to the River)
 - Barber Creek (Old Pactolus Rd to River)
 - Mill Branch (LT Hardee to 33 to River)
 - Juniper Branch (Ivy Rd to Blackjack Simpson Rd)
 - Cow Swamp (Mills Rd and Ivy Rd to Blackjack Simpson Rd)
 - Indian Well Swamp/Clayroot swamp (Worthington to NC 43)
 - Expansion of existing watersheds to account for annexation expansion
- SW Inventory survey of new subdivisions accepted since last inventory
- SW Inventory survey of errors and/or omissions from previous master plan efforts
- SW Inventory survey of capital improvements and maintenance activities completed since last inventory
- Updated hydraulic modeling where significant changes in land use or improvements.
- New hydraulic modeling of new watershed areas listed above not previously modeled.
- Additional analysis of secondary systems of concern
- Additional streambank erosion analysis of streams of concern
- Updated Capital projects list
- Updated project cost estimates
- Updated project criticality analysis and prioritization
- Capital Project Booklets or Fact Sheets
- Grant and Funding Identification
- Public Outreach

IV. Deliverables

The selected consultant(s) shall provide the City with a final report (paper and digital copy) highlighting the following:

- project methodology;
- design standards/criteria;
- quality assurance measures and results;
- updated model results with narrative;

- an updated prioritized CIP list with updated project cost estimates;
- project fact sheet packages; and
- funding opportunities.

In addition the final database and GIS coverage and integrated tools and/or programs to assist in data maintenance will be provided. The consultant's staff will work with the City's GIS staff to make sure that the software and data install properly and integrate correctly with our current system. The data and software provided shall be formatted such that maps may be reproduced as changes to the data are entered.

Specific requirements for the deliverables will be discussed during the development of the detailed scope of work.

V. Schedule for Consultant/s Selection

The tentative schedule for selecting a consultant or consultants is outlined below. The actual schedules may vary.

Submit Qualifications	October 9, 2025
Consultant(s) Selection	October 31, 2025
Contract Negotiations	October 31-November 21, 2025
Contract Awarded	December 11, 2025

VI. RFQ Requirements

Proposals shall include the following information and be presented in the format outlined below to be considered responsive.

- Corporate Profile
- Highlight Project Team, include:
 - organizational chart,
 - availability,
 - expertise of key team members; and
 - previous experience on similar projects (provide client name and contact information, estimated and realized design/construction cost and schedule)
- Approach or methodology to accomplish objectives specific to this project
- Hourly rate structure of positions proposed to perform the work
- Statement regarding firm's(') possible conflict of interest for the work
- Form 1 or 2 from Attachment B: MWBE Requirements
- Attachment C: Supplemental Vendor Information

Detailed approaches, scopes, and fees will be developed during contract negotiations with the selected firm prior to initiation of each task order. Fees are not required for submission on this RFQ.

All proposals are limited to 15 pages inclusive of the cover letter and exclusive of resumes and attachments B & C, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided with a minimum font size of 11. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. Proposals containing more than 15 pages will not be considered.

Detailed approaches, scopes, and fees will be developed during contract negotiations with the selected firm prior to initiation of each task order. Fees are not required for submission on this RFQ.

VII. Consultant Selection Criteria

Criteria for the selection of the Consultant(s) will include, but not necessarily be limited to, the following:

- Quality and completeness of response to the RFQ (20%);
- Applicable experience of team proposed by the Consultant. Highlight projects this team has worked together on in the past. Provide information on why the experience is relevant and what roles the proposed team members played. This experience should demonstrate your ability to develop effective, real-life solutions for challenging and sometimes highly publicized problems (30%);
- Qualifications of individual(s) proposed for the duties (20%);
- Approach and methodology of how the Consultant will meet City's objectives for this project within schedule and on budget (30%).

The selection team will evaluate the RFQ's based on the aforementioned items and corresponding percentages. If several firms appear to have similar qualifications the City may request those firms attend an interview and provide a brief presentation. The City intends to then select one or more firms for multiple contracts.

Fee negotiations will be initiated with the firm(s) found to be most qualified for this work by the selection committee. As part of negotiations, the selected firm(s) will be expected to develop a detailed Scope of Work for the project.

The City reserves the right to accept the firm(s) with the qualifications that best fit the Scope of Services as defined by the City of Greenville and is deemed to be in the best interest of the City; or the City can reject all submittals.

All new vendors, including subcontractors/consultants, must register with the City of Greenville's online portal prior to the rendering goods and services. Registration as a vendor with the City of Greenville is the responsibility of prime or subcontractor/consultant, and requires the prospective new vendor to submit a W-9, and complete the registration through the City's vendor portal at the following web address: <https://cityofgreenvillenc.munisselfservice.com/vss>. If the prospective new vendor is only providing service(s) as a subcontractor/consultant, submission of payment information is not necessary at the time of registration.

V. Minority Business Enterprises and Women's Business Enterprises

The City of Greenville is committed to an annual goal of 4% for Minority Business Enterprises (MBE) and 4% for Women's Business Enterprises (WBE) participation for all professional services contracts. Firms demonstrating a commitment to assist the City in attaining these goals by designating a percentage of the contract to be assigned to qualified MBE/WBE firms will be given priority consideration. See Attachment B for applicable forms.

VI. Requirements of Selected Team

The selected team must be able to begin work immediately upon award of contract and be able to maintain the required level of effort to meet the project schedule.

Insurance

The City of Greenville requires the selected to maintain at its own expense (a) Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, North Carolina, 200 W. Fifth St. Greenville, NC 27834 shall be named as additional insured. (b) Professional Liability insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services; (c) Workers Compensation Insurance as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease, and \$1,000,000 policy limit; (d) Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services. Depending on the type of services to be provided, cyber liability insurance or increased limits may be necessary.

Acceptance of Terms

Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth in the RFQ unless otherwise expressly stated in the proposal.

Right of Rejection by the City

The City reserves the right to accept the proposal that best fits the Scope of Services as defined by the City of Greenville and is deemed to be in the best interest of the City; or the City can reject all proposals.

Financial Responsibility

The firm making the proposal understands and agrees that the City shall have no financial responsibility for any costs incurred by the firm in responding to this RFQ prior to the issuing of an agreement. This includes but is not limited to costs related to site visit(s) and estimate preparation(s) for contract negotiations.

Conditions and Reservations

A response to this RFQ should not be construed as a contract, nor indicate a commitment of any kind. This RFQ does not commit the City to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract. No recommendations or conclusions from this RFQ process concerning your firm shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law or statutory law of North Carolina. Neither binding contract, obligation to negotiate, nor any other obligation shall be created on the part of the City unless the City and your firm execute a contract.

Title VI Nondiscrimination

The City of Greenville, North Carolina in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Title VI of the Civil Rights Act of 1964

Nondiscrimination Provisions, Appendices A & E.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1) Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

(2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, creed (religion), low-income, limited English proficiency, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(4) Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the USDOT to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the USDOT, as appropriate, and will set forth what efforts it has made to obtain the information.

(5) Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to: (a) withholding payments to the contractor under the contract until the contractor complies; and/or (b) cancelling, terminating, or suspending a contract, in whole or in part.

(6) Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the USDOT may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities • Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
 - Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
 - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
 - The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
 - Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
 - The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
 - Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
 - The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
 - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
 - Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq);
 - Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

VIII. Supervision of Consultant

The Consultant will be under the supervision of the Director of Engineering for the City of Greenville or her designee.

IV. Proposal Submission and Deadline

Interested firms are invited to submit one (1) electronic copy, in searchable PDF format, of its response to this RFQ via the following Dropbox link:

<https://www.dropbox.com/request/3ch79AFAQ0Xo27JLewOj>

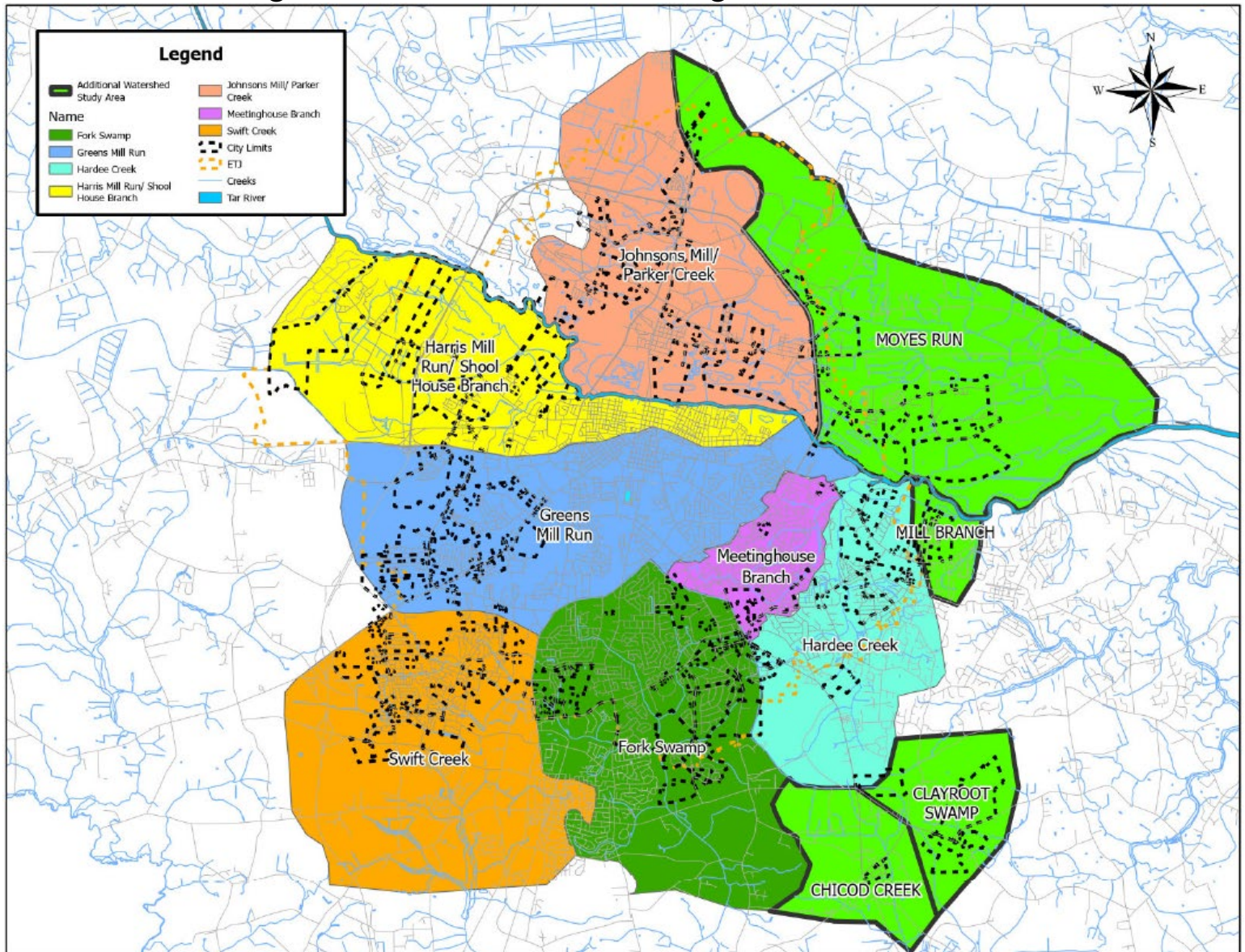
In lieu of submitting electronic copies, interested firms may submit six (4) hard copies of their proposal no later than 4:00 pm, October 9, 2025, to the following address:

Mr. Daryl Norris, P.E.
Civil Engineer III
City of Greenville
Engineering Department
201 W 5th St
Greenville, NC 27858

Each team is solely responsible for the timely delivery of its Proposal. No Proposals or Qualifications Packages will be accepted after the deadline. Teams accept all risks of late delivery of Qualifications regardless of fault.

For questions regarding this Request for Qualifications, contact Daryl Norris at (252) 329-4350 or dnorris@greenvillenc.gov.

Drainage Basin Boundaries for Existing and Future Master Plans



M/WBE Requirements

City of Greenville/Greenville Utilities Commission Minority and/or Women Business Enterprise Program

M/WBE Guidelines for Professional Service Contracts

Policy Statement

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

Goals and Good Faith Efforts

Service providers responding to this solicitation shall comply with the M/WBE program by making Good Faith Efforts to achieve the following aspirational goals for participation.

	CITY	
	MBE	WBE
Professional Services	4%	4%

Submitters shall submit M/WBE information with their submissions on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or M/WBE members of joint ventures intended to satisfy City M/WBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as "WBE" for the City's goals must be designated as a "women-owned business" by the HUB Office. Firms qualifying as "MBE" for the City's goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). According to new Statewide Uniform Certification (SWUC) Guidelines, ethnicity supersedes gender; therefore, firms who are certified as both a "WBE" and "MBE" will satisfy the "MBE" category only.

The City shall accept NCDOT certified firms on federally funded projects only.

Please note: A service provider may utilize any firm desired. However, for participation purposes, all M/WBE firms who wish to do business *as a minority* must be certified by NC HUB. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>

Instructions

The submitter shall provide the following forms:

☐ FORM 1—Sub-Service Provider Utilization Commitment

This form provides the amount of sub-contracted work committed to on the project for M/WBE. Submitter must turn in this form with submission. If the submitter does not customarily subcontract elements of this type of project, do not complete this form. Instead complete FORM 2.

☐ FORM 2--Statement of Intent to Perform work without Sub-Service Providers

This form provides that the submitter does not customarily subcontract work on this type of project. This form does not need to be accompanied by any other form and must be provided with submission.

☐ Proof of Payment Certification

Submitted by the selected service provider with each payment application, listing payments made to subcontractors. This form is not provided with the submission.

In addition to the forms provided above, each service provider must provide a discussion of its diverse business policies and procedures to include the good faith efforts it employs to utilize minority and women-owned firms. If intending to subconsult any portion of the project without the use of M/WBE firms, please discuss your rationale.

Minimum Compliance Requirements:

All written statements, signed forms, or intentions made by the Submitter shall become a part of the agreement between the Submitter and the City for performance of contracts. Failure to comply with any of these statements, signed forms, or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not.

In determining whether a Submitter has made Good Faith Efforts, the City will evaluate all efforts made by the Submitter and will determine compliance in regard to quantity, intensity, and results of these efforts.

Sub-Service Provider Utilization Commitment FORM 1

(Must be included with submission if subcontracting any portion of work)

We _____, do certify that on the
(Company Name)
_____ we will expend a minimum of _____ %
(Project Name)

of the total dollar amount of the contract with certified minority and/or women business enterprises.

Name, Address, & Phone Number of Sub-Service Provider	*M/WBE Category	Work description	% of Work

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned will enter into a formal agreement with M/WBE firms for work listed in this schedule conditional upon execution of a contract. Failure to fulfill this commitment may constitute a breach of contract.

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

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

Statement of Intent to Perform work without Sub-Service Providers FORM 2

(Must be included with submission if not subcontracting any portion of work)

We, _____, hereby certify that it is our

intent to perform **100% of the work required** for the

_____ contract.

(Project Name)

In making this certification, the submitter states that the submitter does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own work forces; and

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

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

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

Sub-Service Provider Utilization Commitment

(Must be submitted after contract negotiation and prior to Award)

We _____, do certify that on the
(Company Name)

_____ we will expend a minimum of _____ %
(Project Name)

of the total dollar amount of the contract with certified **MBE** firms and a minimum of _____ % of the total dollar amount of the work with **WBE**.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned will enter into a formal agreement with MWBE firms for work listed in this schedule. Failure to fulfill this commitment may constitute a breach of contract.

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

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if recipient of intent to award letter, continuing through project completion.)

Project: _____

Bidder or Prime Consultant: _____

Name & Title of Authorized Representative: _____

Address: _____ Phone #: _____

_____ Email Address: _____

Original Total Contract Amount: \$_____

Total Contract Amount (including approved change orders or amendments): \$_____

Will this request change the dollar amount of the contract? ☐ Yes ☐ No

If yes, give the total contract amount including change orders and proposed change: \$_____

The proposed request will do the following to overall MWBE participation (please check one):

☐ Increase ☐ Decrease ☐ No Change

Name of subconsultant: _____

Service provided: _____

Proposed Action:

____ Replace subconsultant

____ Perform work in-house

For the above actions, you must provide one of the following reasons (Please check applicable reason):

____ The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

____ The listed MBE/WBE is bankrupt or insolvent.

____ The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

____ The work performed by the listed subconsultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subconsultant is substantially delaying or disrupting the progress of the work.

If replacing subconsultant:

Name of replacement subconsultant: _____

Is the subconsultant a certified MWBE ? ____Yes ____No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Other Proposed Action:

____Increase total dollar amount of work

____Add as an additional subconsultant*

____Decrease total dollar amount of work

____Other

Please describe reason for requested action: _____

**If adding additional subconsultant:*

Is the subconsultant a certified MWBE? ____Yes ____No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Interoffice Use Only:

Approval _Y _N

Date _____

Signature _____

Pay Application No. _____

Purchase Order No. _____

Proof of Payment Certification
M/WBE Contractors, Suppliers, Service Providers

Project Name: _____

Prime Service Provider: _____

Current Contract Amount (including change orders): \$ _____

Requested Payment Amount for this Period: \$ _____

Is this the final payment? ___ Yes ___ No

Firm Name	M/WBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount	Total Amount Remaining

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**),
Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: _____

Certified By: _____
Name

Title

Signature

SUPPLEMENTAL VENDOR INFORMATION (Submit with Proposal)

MWBE AND ELIGIBLE LOCAL BIDDERS

Minority and Women Business Enterprises (MWBEs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of these categories. Also included are disabled business enterprises and non-profit work centers for the blind and severely disabled. Eligible Local Bidders consist of firms located within the Greenville city limits or ETJ that meet other criteria as outlined in Resolutions 031-15, 020-16.

Pursuant to G.S. 143-128.2, 143-48, 143-128.4, and the City of Greenville MWBE Plan along with Resolutions 031-15 and 020-16, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled business enterprises and non-profit work centers for the blind and severely disabled and local bidders. This includes utilizing subcontractors to perform the required functions in this solicitation.

Any questions concerning MWBE or Local Bidder status, contact the [MWBE Coordinator](#) at 252.329.4862.

The Vendor shall respond to the questions below.

- a. Are you an MWBE firm? **Yes No**
- b. Are you certified with North Carolina as a Historically Underutilized Business (MWBE)?
Yes No
- c. Are you a certified Disadvantaged Business Enterprise (DBE) with the Department of Transportation?

Yes No

- d. Are you a local bidder? **Yes No**

Please provide complete *physical* address of firm:
