



IN ASSOCIATION WITH

Bid 274-2025-CM-04

MEMORANDUM

TO:

FROM: Miranda Hudson, Brasfield & Gorrie, L.L.C.

DATE: 9/27/2024

RE: City of Raleigh – Civic Campus Phase I - East Civic Tower - ADDENDUM #1

All,

Enclosed in this distribution, please find contents distributed under Addendum #1. Please reference the listing below and all enclosures/attachments.

- Bid bond noted to needing to be in an envelope separate from bid form in document 01b
–Instructions to Bidders
- Pre-bid meeting powerpoint links are provided for information and reference.
- Link: MWBE Presentation
- End of Addendum #1

MWBE Pre-Bid Presentation





Minority & Women-Owned Business Enterprise (MWB E)

In accordance with North Carolina law, the City of Raleigh encourages and provides an equal opportunity for Certified Minority and Women-Owned Business Enterprises (MWB E) to participate in all aspects of the City's contracting and procurement programs.

Minority & Women-Owned Business Enterprise (MWB E)

The prime contractor or a first-tier subcontractor on a construction manager at risk (CMAR) project (collectively, “Bidder”) shall be required to identify participation of MWBE businesses in its proposal, and document how that participation will be achieved. Bidders are subject to the City’s MWBE subcontracting requirements (including good faith efforts applicable), regardless if a Bidder is itself a Certified MWBE.

Minority & Women-Owned Business Enterprise (MWB E)

The City has an aspirational goal of 15% of the total contract amount to be performed by MWBE businesses in contracts awarded by the City for (i) construction and building projects of \$300,000 or more; and (ii) construction and building projects of \$100,000 or more that have any state funding.

Requirements for Bidding



MWBE

Bid Requirements

- Reference “Contractor Bid and Reporting Instructions (Projects \$300,000 and Above)”
- Offers step-by-step instructions on what’s needed to be included in the sealed bid.
- Pages 1 – 4 provide an excellent summary of what is required of bidders.



MWBE

Acknowledgement of MWBE Policy

Bidder is required to read
and sign the following:
Acknowledgement of
MWBE Policy.

ACKNOWLEDGMENT OF MWBE POLICY

The City's policy is to encourage bidders in the participation of MWBE businesses. A presentation of that policy has been made at the pre-bid or pre-proposal conference. By submission of a bid or proposal in response to this solicitation, the Bidder acknowledges consent to all the terms and conditions of the City of Raleigh Minority and Women-Owned Business Enterprise (MWBE) Policy. A copy of the policy may be provided upon request by the MWBE Program Office or online at www.raleighnc.gov.

Bidder recognizes that the City of Raleigh encourages and provides equal opportunity for MWBE businesses to participate in all aspects of the City's contracting and procurement. The City's MWBE participation aspirational goal is at least fifteen percent (15%) of the total contract amount to MWBEs on construction projects of \$300,000 or more and building related contracts of \$100,000 or more that include any State funding. The Bidder on the subject Contract/Proposal must document good faith efforts to provide meaningful participation by MWBEs in the performance of the Contract. Bidder agrees that the City may reject a bid for MWBE Policy violations, including but not limited to, providing inaccurate information or for failure to provide required MWBE documentation.

The Prime Contractor will be required to identify participation of MWBE businesses and how that participation will be achieved. Bidder must identify anticipated subcontractors, including any Minority & Women-Owned Businesses, intended to be used. Bidder further agrees, if awarded a Contract, it will, upon request, submit to the City, the proper affidavit identifying the workforce actually utilized on the Contract. All MWBE related bid documents have been provided to the Bidder. MWBE information provided by the Bidder is subject to the NC Public Records Act. Bidder acknowledges that the City must be notified of any change of subcontractors, suppliers, or subconsultants.

To the extent permitted by North Carolina law, the Bidder, their agents, officials, contractors, employees and servants agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation with reference to the subject matter of this Contract/Proposal. The Bidder further agrees, to the extent permitted by law, to conform with the provisions and intent of City of Raleigh Ordinance 1969-889, as amended. This provision is hereby incorporated herein for the benefit of the City of Raleigh and its residents, and may be enforced by action for specific performance, injunctive relief, or other remedy as provided by law. This provision shall be binding on the successors and assigns of the parties with reference to the subject matter of the Contract/Proposal.

I have read and understand the City of Raleigh's MWBE policy.

Signature

Printed Name and Title

Company

Date



Identification of MWBE Participation

Only list those MWBE Subcontractors that are CERTIFIED.

IDENTIFICATION OF MWBE PARTICIPATION

Formal Contracts & Construction Contracts Equal or Exceeding \$300,000

This Identification of MWBE Participation Form is for the purpose of capturing information regarding the utilization of MWBEs and other subcontractors and suppliers on Formally Bid City Contracts and Construction Contracts equal or exceeding \$300,000. MWBE participation is encouraged for all City of Raleigh contracting opportunities. Please refer to the City's MWBE Policy for any contract specific requirements. Copy this form as needed.

BIDDER NAME	
PROJECT NAME	
PROJECT NUMBER	CITY DEPARTMENT
CONTRACT TYPE	
☐ PRIME IS MWBE	☐ Construction ☐ Services ☐ Other
	☐ Classified with NCHUB ☐ Certified with NCOT-DBE
	BID SUBMITTAL DATE

MWBE Classifications: American Indian (AI), Asian American (AA), Black/African-American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economically Disadvantaged (S)
For Professional Services Contracts, please use the Classification of MWBE Participation for Professional Services Form

☐ WORK TO BE SELF-PERFORMED
Check this box only if you intend to perform 100% of the work on this Project/Contract with your own current work forces, and you normally perform and have the capability to perform all elements of this work on this Project/Contract with your own current work forces.

MWBE SUBCONTRACTORS

Complete the chart below for all MWBE subcontractors that you intend to use on this Project/Contract regardless of dollar amount.

Company Name	MWBE Classification	Description of Services	Percentage of Total Contract*	Total Projected Utilization (\$)*

MWBE Classifications: American Indian (AI), Asian American (AA), Black/African-American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economically Disadvantaged (S)
*If the proposal is subject to an RFQ process, you may enter "N/A".

Total Estimated MWBE Utilization*	\$
Total Proposal Amount*	\$
Percent Estimated MWBE Utilization* (Total Estimated MWBE Utilization divided by Total Bid Amount)	%

*If the proposal is subject to an RFQ process, you may enter "N/A".

MWBE

- Affidavit A Form, Listing of Good Faith Efforts
- Bidder is required to indicate action taken to recruit or solicit certified MWBE subcontractors. A minimum of 50 points is required to demonstrate good faith.



Raleigh

Affidavit A: Listing of Good Faith Efforts

Explanation of Affidavit A is on pages 8 and 9.

AFFIDAVIT A Listing of Good Faith Efforts (GFE)

Affidavit of _____

(Name of Bidder)

Project Name		
Project Number		
Total Project Bid		Bid Submittal Date

Total Available GFE Points: 155		GOOD FAITH EFFORT (GFE)	Minimum Number GFE Points Required: 50
POINTS			
☐ 10	Contacted MWBE businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on state or local government-maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.		
☐ 10	Made construction plans, specifications and requirements available for review by prospective MWBE businesses or provided these documents at least 10 days before bids are due.		
☐ 15	Broken down or combined elements of work into economically feasible units to facilitate MWBE business participation.		
☐ 10	Worked with MWBE businesses, trade, community, or contractor organizations identified by the MWBE Office and included in the bid documents that provide assistance in recruitment of MWBE businesses.		
☐ 10	Attended pre-bid meetings schedule by the public owner.		
☐ 20	Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.		
☐ 15	Negotiated in good faith with interested MWBE businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a MWBE business based on lack of qualification should have the reasons documented in writing.		
☐ 25	Provided assistance to MWBE businesses in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted MWBE businesses in obtaining the same unit pricing with the bidder's suppliers in order to help MWBE businesses in establishing credit.		
☐ 20	Negotiated joint venture and partnership arrangements with MWBE businesses in order to increase opportunities for MWBE businesses participation on a public construction or repair project when possible.		
☐ 20	Provided quick pay agreements and policies to enable MWBE business contractors and suppliers to meet cash flow demands.		
Total GFE Points			

The undersigned certifies the preceding representation is a true and accurate statement of Good Faith Efforts made toward the participation of MWBE businesses in the performance of this Project/Contract. Failure to provide accurate and truthful information is a violation of the City of Raleigh MWBE Policy and may result in the sanctions prescribed therein.

This the ____ of _____, 20____ Signature _____ Printed Name/Title _____



Solicitation Form

*Useful tool to document
contacts made with
MWBE firms. Submit
with Affidavit A.*

SOLICITATION FORM

Copy this form as needed to document MWBE contacts.

The Bidder must make the required contacts no less than ten (10) Days before Bid Opening to receive credit for this Good Faith Effort. All contacts must be verifiable with supporting documentation reflecting the methods and content of the solicitation. All documentation must be submitted with this form.

A Bidder must submit this Solicitation Form within the time specified in the City Solicitation Documents. If no time period is specified in the City Solicitation Documents, the Bidder must submit this form within three (3) Business Days after the City requests it.

SECTION 1. PROJECT INFORMATION

Project Name	
Project Number	City Department
Bidder	Number MWBEs Contacted

SECTION 2. SOLICITATION INFORMATION

If "No" is checked for "Selected" below, the Bidder must document the reasons for rejecting each bid submitted by a MWBE on the Good Faith Negotiation form.

MWBE FIRM		CONTACT PERSON
SCOPE OF WORK		
INITIAL CONTACT	DATE: <u> </u> / <u> </u> / <u>20</u>	METHOD (select all used): ☐ Email ☐ Telephone ☐ Fax ☐ In-Person ☐ Mail
FOLLOW-UP	DATE: <u> </u> / <u> </u> / <u>20</u>	METHOD (select all used): ☐ Email ☐ Telephone ☐ Fax ☐ In-Person ☐ Mail
RESPONSE	☐ No Response ☐ Yes	☐ Not Bidding ☐ Bidding (S <u> </u>) ☐ Other (Explain)
SELECTED	☐ Yes ☐ No (Explain)	

MWBE FIRM		CONTACT PERSON
SCOPE OF WORK		
INITIAL CONTACT	DATE: <u> </u> / <u> </u> / <u>20</u>	METHOD (select all used): ☐ Email ☐ Telephone ☐ Fax ☐ In-Person ☐ Mail
FOLLOW-UP	DATE: <u> </u> / <u> </u> / <u>20</u>	METHOD (select all used): ☐ Email ☐ Telephone ☐ Fax ☐ In-Person ☐ Mail
RESPONSE	☐ No Response ☐ Yes	☐ Not Bidding ☐ Bidding (S <u> </u>) ☐ Other (Explain)
SELECTED	☐ Yes ☐ No (Explain)	

MWBE FIRM		CONTACT PERSON
SCOPE OF WORK		
INITIAL CONTACT	DATE: <u> </u> / <u> </u> / <u>20</u>	METHOD (select all used): ☐ Email ☐ Telephone ☐ Fax ☐ In-Person ☐ Mail
FOLLOW-UP	DATE: <u> </u> / <u> </u> / <u>20</u>	METHOD (select all used): ☐ Email ☐ Telephone ☐ Fax ☐ In-Person ☐ Mail
RESPONSE	☐ No Response ☐ Yes	☐ Not Bidding ☐ Bidding (S <u> </u>) ☐ Other (Explain)
SELECTED	☐ Yes ☐ No (Explain)	

MWBE

Affidavit A or Affidavit B?

Self-performing 100% of the work?

You must complete Affidavit B in lieu of Affidavit A.

Self-performing less than 100% of the work?

You must complete Affidavit A and you do not need to complete Affidavit B.

MWBE

What's in your sealed bid?

- ✓ Acknowledgement of MWBE Policy
- ✓ Identification of Certified MWBE Participation Form
- ✓ Affidavit A Form, Listing of Good Faith Efforts OR Affidavit B Form, Intent to Perform Contract with Own Workforce.

Requirements for Post-Bid



MWBE

Post-Bid Requirements

If determined to be the apparent low bidder, within three (3) business days of being notified as such, submit:

- Affidavit C Form OR
- Affidavit D Form AND
- Letters of Intent



Raleigh

Affidavit C Form MWBE Subcontractor Utilization Commitment

If the Bidder is determined to be the apparent low bidder and meets the 15% goal as submitted in Affidavit A, this form is to be submitted to the City withing three (3) business days of notification.

AFFIDAVIT C MWBE SUBCONTRACTOR UTILIZATION COMMITMENT

This affidavit is to be provided by the Prime Contractor within three (3) business days after notification by the City of being the apparent lowest, responsible, responsive bidder (ARRB) if the portion of the work to be performed by MWBE Businesses equals or exceeds fifteen percent (15%) of the total contract price. *Copy this form as needed.*

SECTION 1. PROJECT INFORMATION

Project Name	City Department
Project Number	
Project Manager	
Phone Number	Email Address
Bidder	Contact Name
Phone Number	Email Address
☐ Prime is MWBE	Bid Submittal Date
☐ Certified in NCUB	
☐ Certified with NCOT-CBE	
Prime to Perform \$	Prime to Perform %

Total Base Bid Amount \$

Total Contract Amount (including Contingency) \$

Total MWBE Subcontract / Supply Utilization \$

Percent MWBE Subcontract Utilization (Type word if column by line base bid) %

SECTION 2. MWBE SUBCONTRACTORS

Complete the chart below for all MWBE subcontractors to be used on this Project/Contract regardless of dollar amount.

Company Name	Contact Information (Name, Email, Phone)	MWBE Classification	Description of services	Percentage of total contract utilization (\$)

MWBE Classification: American Indian (AI), Asian American (AA), Black/African American (BB), Hispanic/Latino (HH), Native Hawaiian/Other Pacific Islander (NI), Non-Mexican/Puerto Rican (NM), South American (South American) (S)

LETTERS OF INTENT SUBMITTED UPON NOTICE FROM THE CITY

Within three (3) business days after receiving a request from the City (or within such longer time as may be communicated by the City) the Bidder shall submit a Letter of Intent to the City. The Letter of Intent shall be submitted to the City and the Letter of Intent must be executed by both the MWBE and the Bidder. The City shall not count proposed MWBE utilization for which it has not received a Letter of Intent by the deadline.

ADDITIONAL SUBCONTRACTORS OF SUPPLIERS AFTER SUBMITTING THIS FORM

Involving in this Affidavit shall be deemed to preclude you from entering into subcontracting arrangements after submission of this form. However, per the City of Raleigh MWBE Policy, you must comply with the following:

- You must maintain the level of MWBE participation proposed on this Affidavit throughout the duration of the project.
- If you are unable to maintain the level of MWBE participation, you must submit a request to the City to amend the Affidavit.
- If you need to terminate or replace a MWBE, you must complete a Request to Change a MWBE Subcontractor Form.
- If the scope of work on the contract increases, or if you elect to subcontract any portion of work not identified on the original contract, you must submit a Request to Amend the Affidavit to the City.
- A Letter of Intent must also be submitted for each MWBE you add subsequent to contract award.

Signature

Your signature below indicates that the undersigned firm certifies and agrees that:

- You have complied with all provisions of the City of Raleigh MWBE Policy.
- You have provided the City of Raleigh with all information requested in the Affidavit, including but not limited to subcontractors, subcontractors, or suppliers in the performance of this Project/Contract, and you have provided the City of Raleigh with all information requested in the Affidavit, including but not limited to subcontractors, subcontractors, or suppliers in the performance of this Project/Contract, and you have provided the City of Raleigh with all information requested in the Affidavit, including but not limited to subcontractors, subcontractors, or suppliers in the performance of this Project/Contract.
- Failure to provide accurate and truthful information or to properly document such compliance in the manner and to the extent required by the City of Raleigh MWBE Policy may result in the sanctions prescribed therein, including rejection of your bid.

This is _____ of _____ Signature _____ Printed Name/Title _____

Please note that there are two (2) sheets for Affidavit C. The second page must be signed and dated, and both must be submitted at the same time.

Affidavit D

Good Faith Efforts (GFE) & Statement of GFE Compliance

- This form is to be provided by the Bidder if the 15% goal as submitted in Affidavit A is not met.
- Three (3) part form:
 - Section 1: Project Information
 - Section 2: MWBE Subcontractors
 - Section 3: Good Faith Efforts
- Must be signed and dated with your name printed legibly.



GFE & Statement of GFE Compliance

GOOD FAITH EFFORTS (GFE) AND STATEMENT OF GFE COMPLIANCE

SECTION I: PROJECT INFORMATION

Total Base Bid Amount	\$
Total Contract Amount (including Contingency)	\$
Total MWBE Subcontractor / Supplier Utilization	\$
Percent MWBE Subcontractor Utilization (Total MWBE \$ divided by Total Base Bid)	%

SECTION 2. MWBE SUBCONTRACTORS

SECTION 3. GOOD FAITH REPORTS.

NOTE: All actions necessary to earn GSE Points must be undertaken prior to Bid Opening.

Item	Quantity	Unit Price	Total
Subtotal			
Total GFE Points (Claimed by Bidder) _____			
Total GFE Points (Assessed by City) _____			

[Letters of Intent Submitted Upon Notice from the City](#)

Adding Subcontractors or Consultants After Submitting This Form

Significance



Letter of Intent

Within three (3) business days after receiving a request from the City, Bidders must submit a separate Letter of Intent for each MWBE listed on Affidavit C. Each Letter of Intent must be executed by both the MWBE subcontractor and the Bidder. The City shall not count proposed MWBE utilization for which it has not received a Letter of Intent by this deadline.

In accordance with City of Raleigh MWBE Policy, within three (3) Business Days after receiving a request from the City (or within such longer time as may be communicated by the City in writing), a bidder must submit a separate Letter of Intent for each MWBE subcontractor listed on Affidavit C or Affidavit D, as may be applicable.

Project Name	
Project Number	
Section 1. TO BE COMPLETED BY THE BIDDER	
Name of Bidder	
Address	
Contact Person	
Telephone	
Email	
Fax	

If the Bidder has entered into a Quick Pay Agreement, in association with this Letter of Intent and as defined in the City's MWBE Policy, please attach a copy of the executed Agreement with the undersigned MWBE.

Identify in complete detail the scope of work to be performed or item(s) to be supplied by the MWBE.

Cost of Work to be Performed by MWBE	\$
100,000	100,000
200,000	200,000
300,000	300,000
400,000	400,000
500,000	500,000
600,000	600,000
700,000	700,000
800,000	800,000
900,000	900,000
1,000,000	1,000,000
1,100,000	1,100,000
1,200,000	1,200,000
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9,200,000	9,200,000
9,300,000	9,300,000
9,400,000	9,400,000
9,500,000	9,500,000
9,600,000	9,600,000
9,700,000	9,700,000
9,800,000	9,800,000
9,900,000	9,900,000
10,000,000	10,000,000

Section 2. TO BE COMPLETED BY MWBE SUBCONTRACTOR			
Name of MWBE			
Address			
Contact Person			
Telephone		E-mail	Fax

Upon execution of a Prime Contract with the City for the above referenced project, the Bidder certifies that it intends to utilize the MWBE listed above, and that the description, cost and percentage of work to be performed by the MWBE as described above is accurate. The MWBE firm certifies that it has agreed to provide such work/supplies for the amount stated above.

BIDDER	Signature _____	Date _____
	Print Name and Title _____	
MWBE	Signature _____	Date _____
	Print Name and Title _____	

MWBE

Questions or Clarifications

Have any questions about anything you have heard today?

- Pam Adderly, pam.adderly@raleighnc.gov
- Maria Torres, maria.a.torres@raleighnc.gov
- Alisha Puckett, alisha.puckett@raleighnc.gov
- Lekesha Shaw, lekesha.shaw@raleighnc.gov