

STATE OF NORTH CAROLINA

DEPARTMENT OF PUBLIC SAFETY

North Carolina Emergency Management – Hazard Mitigation

Request for Qualifications #: 19-RFQ-1397725485-PTW

REQUEST TO QUALIFY ENGINEERING, SURVEYING, AND DESIGN CONTRACTORS FOR HAZARD MITIGATION ASSISTANCE (HMA) PROJECTS INVOLVING STRUCTURAL ELEVATION, MITIGATION RECONSTRUCTION, OR ACQUISITION IN NORTH CAROLINA

Date of Issue: December 18, 2024

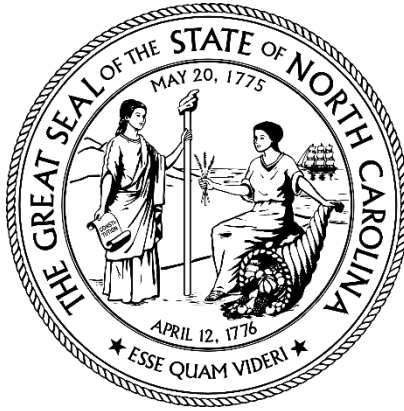
Proposal Opening Date: January 24, 2025

At 2:00 PM ET

Direct all inquiries concerning this RFQ to:

Tim Pendergrass

Procurement Specialist III



STATE OF NORTH CAROLINA

Request for Proposal

19-RFQ-1397725485-PTW

For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

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

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>

STATE OF NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

Refer <u>ALL</u> Inquiries regarding this RFQ to the procurement lead through the Message Board in the Sourcing Tool. See section 2.6 for details:	Request for Qualification #: 19-RFQ-1397725485-PTW
	Proposals will be publicly opened: January 24, 2025, at 2:00pm, ET Meeting ID: 287 008 987 375 Passcode: 5co938SF
Using Agency: NCDPS: NC Emergency Management	Commodity No. and Description: 811034 Engineering Procurement and Project Management Services
Requisition No.: RQ159979	

EXECUTION

In compliance with this Request for Qualifications (RFQ), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFQ, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFQ, the undersigned certifies, for Vendor's entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this bid, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the Ariba Sourcing Tool.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:

Proposal Number: 19-RFQ-1397725485-PTW

Vendor: _____

PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:
VENDOR'S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

VALIDITY PERIOD

Offer shall be valid for at least ninety (90) days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFQ.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFQ, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on

The attached certification, by _____.

(Authorized Representative of NC Department of Public Safety)

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1.0 PURPOSE AND BACKGROUND

The North Carolina Department of Public Safety (DPS), Division of Emergency Management (NCEM), Hazard Mitigation section (HM) is seeking qualified private sector engineering, surveying, and design firms in support of the ongoing Hazard Mitigation programs that aim to reduce the impacts of numerous disaster types within the State of North Carolina. Through one of FEMA's Hazard Mitigation Assistance (HMA) grant opportunities, the primary focus for contract(s) resulting from this RFQ is assisting with the development and implementation of elevation, mitigation reconstruction, and demolition projects including engineering, surveying, and other types of design that are necessary for mitigation grant applications. This includes the creation of engineered designs, architectural plans, surveys, engineering reports, feasibility reports, environmental assessments (EA), construction cost estimates, quality assurance/quality control (QA/QC) visits, and many other types of design and assessments that are essential to support hazard mitigation grant applications and the implementation of awarded grants.

The State of North Carolina can often be faced with numerous hazards such as torrential rain, flooding, landslides, mudslides, rockfalls, and high winds resulting from severe storms and hurricanes, as well as the threat of wildfires, earthquakes, tornadoes, drought, and other disasters. Using the funding made available by FEMA's HMA grants, NCEM-HM works to mitigate structures and properties to reduce damages and casualties resulting from disasters across the state. This often can include mitigation of structures located in the floodplain by elevating the structure's First Floor Elevation (FFE) to or above the Regulatory Flood Protection Elevation (RFQE) or the Design Flood Elevation (DFE), whichever is higher. Another alternative is mitigation reconstruction in which an existing structure is demolished, and a new, more resilient structure is built in its place. A third alternative is acquisition in which an existing structure is demolished, and the land is acquired to be returned to green space indefinitely. NCEM-HM plans to award up to five (5) Indefinite Delivery, Indefinite Quantity (IDIQ) contracts to qualified firms to complete engineering, surveying, and design to support applications for elevation, mitigation reconstruction, and acquisition projects as well as to complete QA/QC visits during the construction phase of awarded projects.

Joint Ventures will not be permitted under this contract. Sub-contracting any work within the scope of this RFQ and subsequent delivery orders will be allowed. Each RFQ submitted must designate a firm that will be solely under contract with, and report directly to, NCEM-HM. This Vendor will be considered the prime firm and, as such, will be responsible for subcontracting with and managing its project team member firms. The project team member firms will be subject to NCEM-HM approval. Vendor proposals may be withdrawn at the discretion of the State at any time prior to contract signing.

1.1 PROGRAM STATUS

NCEM-HM has made many steps towards better administering FEMA's HMA grants. Since the incorporation of the State Centric Model developed by NCEM-HM in 2022, the ability to successfully utilize the State's widespread contracting capabilities and support mitigation projects, with FEMA's HMA grant funding, has drastically increased. NCEM-HM has transitioned from being primarily the manager of grant funds and developer of applications to having a more active role in not only the development of applications, but on implementing awarded projects through contracting the work on behalf of the counties, tribes, and jurisdictions within the State.

NCEM-HM now also has the option of becoming a part of the review process for select HMA grant applications, such as applications for the Hazard Mitigation Grant Program (HMGP). The authority to review these applications is determined by FEMA on a per project basis. When NCEM-HM has been granted this

ability on a project, i.e., Program Administration by States (PAS), NCEM-HM becomes the primary reviewer of technical and/or Environmental and Historic Preservation (EHP) documentation. FEMA will then audit a portion of the documents to ensure the program is meeting the appropriate standards as described in the Hazard Mitigation Assistance Program and Policy Guide. The documentation and requirements for grant applications remain the same for each project regardless of the reviewer, unless specified otherwise.

There are several different types of HMA grants and processes for grant funding and award. The Hazard Mitigation Grant Program (HMGP) is a disaster-based grant that opens for application after federal disaster declarations have been issued. Flood Mitigation Assistance (FMA) and Building Resilient Infrastructure and Communities (BRIC) are both yearly competitive grants that are applied for by counties, tribes, and jurisdictions through NCEM-HM and then reviewed/selected by FEMA. For the purposes of contract(s) resulting from this RFQ, NCEM-HM will predominantly be focused on HMGP grants, however, this does not exclude the possibility of Delivery Orders resulting from FMA or BRIC grants developed or managed by NCEM-HM. As HMGP funding is only available post-disaster, NCEM-HM makes no guarantee of volume or usage under any contract resulting from this RFQ.

1.2 CONTRACT TERM

The Contract shall have a term of three (3) years, beginning on the date of final Contract execution (the "Effective Date"). The Vendor shall begin work under the Contract within forty-eight (48) hours of notification.

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

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

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

2.2 E-PROCUREMENT FEE

ATTENTION: This is an NC eProcurement solicitation facilitated by the Ariba Network. The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

What is the Ariba Network?

The Ariba Network is a web-based platform that serves as a connection point for buyers and vendors. Vendors can log in to the Ariba Network to view purchase orders, respond to electronic requests for quotes, participate in Sourcing Events, and collaborate with buyers on contract documents.

For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents, and submit offers to the State, Vendors should go to the following site:

<http://eprocurement.nc.gov/training/vendor-training>.

2.3 NOTICE TO VENDORS REGARDING RFQ TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFQ and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.

If Vendors have questions, issues, regarding any component of this RFQ, those must be submitted as questions in accordance with the instructions in the RFQ QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFQ addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer that shall be held open for the period required herein ("Validity Period" above).

The State may exercise in its discretion to consider Vendor proposed modifications. By execution and delivery of this RFQ Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.

2.4 RFQ SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFQ	State	December 18, 2024
Submit Written Questions	Vendor	January 13, 2025, by 2:00pm, ET
Provide Response to Questions	State	January 15, 2025
Submit Proposals	Vendor	January 24, 2025, by 2:00pm, ET Microsoft Teams Need help? Join the meeting now Meeting ID: 287 008 987 375 Passcode: 5co938SF Dial in by phone

		+1 984-204-1487 , 212017505# United States, Raleigh Find a local number Phone conference ID: 212 017 505# Join on a video conferencing device Tenant key: ncgov@m.webex.com Video ID: 115 345 551 8
Contract Award	State	To be determined

2.5 RFQ QUESTIONS

Upon review of the RFQ documents, Vendors may have questions to clarify or interpret the RFQ in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the “Submit Written Questions” date and time provided in the RFQ SCHEDULE Section above, unless modified by Addendum.

Questions related to the content of the solicitation, or the procurement process should be directed to the person on the title page of this document via the Sourcing Tool's message board by the date and time specified in the RFQ SCHEDULE Section of this RFQ. Vendors will enter “**RFQ #: 19-RFQ-1397725485-PTW – Questions**” as the subject of the message. Question submittals should include a reference to the applicable RFQ section. This is the only manner in which questions will be received.

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM ET to 5:00 PM ET.

Questions received prior to the submission deadline date, the State’s response, and any additional terms deemed necessary by the State will be posted in the Sourcing Tool in the form of an addendum and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFQ and an addendum to this RFQ.

2.6 LETTER OF QUALIFICATIONS SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late Letters of Qualifications, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its Letter of Qualifications has been received as described in this RFQ by the specified time and date of opening. Failure to submit a proposal in strict accordance with instructions provided shall constitute sufficient cause to reject a Vendor’s proposal(s). Solicitation responses are subject to Sealed Bidding requirements.

Vendor’s LOQs for this procurement vehicle must be submitted through the Sourcing Tool. For training on how to use the Sourcing Tool to view solicitations, submit questions, develop responses, upload documents,

and submit offers to the State, Vendors should go to the following site:
<https://eprocurement.nc.gov/training/vendor-training>

Questions or issues related to using the Sourcing Tool itself can be directed to the North Carolina eProcurement Help Desk at 888-211-7440, Option 2. Help Desk representatives are available Monday through Friday from 7:30 AM EST to 5:00 PM EST.

Tips for Using the Sourcing Tool

1. Vendors should review available training and confirm that they are able to access the Sourcing Event, enter responses, and upload files well in advance of the date and time response are due to allow sufficient time to seek assistance from the North Carolina eProcurement Help Desk.
2. Vendors may submit their responses early to make sure there are no issues, and then submit a revised response any time prior to the response due date and time. The State will only review the most recent response.
3. Vendors should respond to all relevant sections of the Sourcing Event. Certain questions or items are required in order to submit a response and are denoted with an asterisk. The Sourcing Tool will not allow a response to be submitted unless all required items are completed. The Sourcing Tool will provide error messages to help identify any required information that is missing when response is submitted.
4. Simply saving your response in the Sourcing Tool is not the same as submitting your response to the State. Vendors should make sure they complete the submission process and receive a message that their response was successfully submitted.
5. **Only Letters of Qualifications submitted through the Content Section of the Ariba Sourcing Event will be considered. Proposals submitted through the Message Board will not be accepted or considered for award.**

If confidential and proprietary information is included in the LOQ, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the proposal with its proposal submission, the Department may release an unredacted version if a record request is received.

2.7 PROPOSAL CONTENTS

Vendors shall provide responses to all questions and complete all attachments for this RFQ that require the Vendor to provide information and upload them to the Sourcing Event in the Sourcing Tool. Vendor may not be able to submit its response in the Sourcing Tool unless all required items are addressed. Vendors shall

provide authorized signatures where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's proposal, in the State's sole discretion.

Vendor shall include the following items and attachments in the Sourcing Tool:

- a) Cover Letter, the letter is limited to two pages and must contain the following:
 - i. a statement that confirms that the proposer has read the RFQ in its entirety, including all links, and all Addenda released in conjunction with the RFQ;
 - ii. a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein;
 - iii. Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
 - iv. Expression of vendor's interest in the project.
 - v. Statement that the prime firm: (1) has an office within 225 miles of the Program's office at 200 Park Offices Dr, Suite 100, Durham, NC 27713, and (2) the prime firm's office will be the primary project office or indicating the firm's willingness to establish such an office within 3 months of contract signing.
 - vi. Overview of project team members (subcontractors) and the members' proposed roles on the project.
 - vii. Statement regarding the firm's and team members' potential conflicts of interest for this project. This includes but is not limited to financial, social, schedule, or other professional obligations.
 - viii. Summation of information contained in the Letter of Qualification.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFQ.
- d) Signed receipt pages of any addenda released in conjunction with this RFQ, if required to be returned.
- e) Vendor's Proposal addressing all Specifications of this RFQ:
 - i. Understanding of project approach. Provide a statement describing Vendor's understanding of the nature of the scope of work, and the general manner in which the Vendor intends to perform its contract responsibilities.
 - ii. Provide a bullet point narrative on how the candidate firm meets the requirements as described in Sections 3.0 and 5.0 below.
 - iii. Overview of any innovative approaches to be used. Include use of technology (e.g. robotics / drones), scheduling, any other unusual and potentially effective ways to accomplish the scope of work.
 - iv. List of equipment (field and office) and software that is available for use on this project.
 - v. Present and projected workload and manpower availability, including that of teaming subcontractors.
- f) Supporting Documentation

This section shall contain the following information:

- i. Copies of North Carolina firm licenses (prime and subcontractors)
 - ii. Organizational chart of the proposed team for the project, defining prime firm and subcontractors.
 - iii. One-page resumes of key personnel to be used on the project and their anticipated role (include professional registration information, such as license numbers). The Vendor/Contractor agrees that it shall not substitute key personnel assigned to the performance of the Contract without prior notification and subsequent approval of the Contract Lead. The individuals designated as key personnel for purposes of the Contract are those specified in the Vendor proposal.
 - iv. Overall summary of personnel to be assigned by discipline and professional licensing.
 - v. Documentation that the Professional Engineer or Surveyor in responsible charge of the work is a licensed Professional Engineer or Surveyor in the State of North Carolina in good standing with the North Carolina Board of Examiners for Engineers and Surveyors.
 - vi. Documentation that prime and subcontractors that are proposed to be performing engineering and/or land surveying are licensed in the State of North Carolina in good standing with the North Carolina Board of Examiners for Engineers and Surveyors in accordance with Chapter 89C of the North Carolina General Statutes.
 - vii. Documentation that the prime firm and any of its corporate subsidiaries to be used on the program, as well as all team members, are properly registered to do business in North Carolina with the Office of the Secretary of State.
 - viii. Letters of commitment for the program from the proposed subcontractors.
- g) Completed version of ATTACHMENT A: PRICING FORM
 - h) Completed and signed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
 - i) Completed and signed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
 - j) Completed and signed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
 - k) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
 - l) Completed and signed version of ATTACHMENT H: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS and OMB STANDARD FORM LLL

2.8 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFQ are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found in the Sourcing Tool, which are incorporated herein by this reference.

The following definitions, acronyms, and abbreviations are also relevant to this RFQ:

1. **AGENCY SPECIFIC TERM CONTRACT:** A contract generally intended to cover all normal requirements for a commodity for a specified period of time based on estimated quantities for a single entity.
2. **ACQUISITION:** Property acquisition is the purchase of an existing at-risk structure and, typically, the underlying land from a voluntary owner, as well as the conversion of the land to open space. The existing structure is either demolished or physically relocated to an area outside of a hazard-prone area (e.g., outside of the Special Flood Hazard Area [SFHA], high fire zone area or a regulatory erosion zone). In some cases, undeveloped, at-risk land adjacent to an eligible property with existing structures may be eligible.

The property must be deed restricted in perpetuity to open space uses to restore and/or conserve the natural floodplain functions.

3. ADDENDUM / ADDENDA: When the terms, conditions, specifications, responses to inquiries from Vendors and/or scope(s) of work are changed, removed, and/or added prior to the public opening of the proposals, an addendum addressing the nature of such change(s) will be issued in writing by DPS Purchasing & Logistics. When required, Vendors must sign and include an addendum and include it in the proposal. Failure to sign and return this type of addendum will, in most cases, result in the rejection of the proposal.
4. AMENDMENT: a document issued to supplement the original solicitation document.
5. AUDIT: The contract(s) awarded pursuant to this RFQ are subject to audits by state and federal agencies and/or their authorized independent auditors. The auditors may conduct reviews and audits of contract performance, financial and/or forensic/fraud audits.
6. BASE FLOOD ELEVATION (BFE): The elevation shown on the Flood Insurance Rate Map (FIRM) that indicates the water surface elevation resulting from a flood that has a 1% chance of equaling or exceeding that level in any given year.
7. BOUNDARY SURVEY: Determines a property's boundaries and acreage and identifies issues like encroachments. Also known as a mortgage or title survey, it's a standard plot outline that ensures the property matches its legal description.
8. BRIC: Building Resilient Infrastructure and Communities
9. CONTRACT ADMINISTRATOR: Representative of the Department of Public Safety responsible for providing daily technical oversight of the contract and making sure the Vendor performs according to the technical requirements of the contract.
10. CONTRACT OFFICER: Representative of the Department of Public Safety who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the State and who will administer the contract for the State.
11. CONTRACTOR or CONTRACTORS: The Contractors, firms, or vendors that submit proposals in response to this Request for Qualification.
12. DEBRIS REMOVAL: The process of clearing, removing, transporting, storing, and disposing of debris from a site and/or disaster. Debris can include construction materials, household contents, and other items.
13. DELIVERY ORDERS: Specific, written authorization to perform the task(s) listed therein after the Contractor has been deemed "Qualified" under a Request for Qualifications and when directed by NCEM-HM to do so.
14. DESIGN FLOOD ELEVATION (DFE): The regulatory flood protection elevation adopted by the local community equal to the base flood elevation plus freeboard and wave action, if applicable.
13. DPS: Department of Public Safety
14. EHP: Environmental and Historic Preservation.
15. ELEVATION: The process of elevating a structure's FFE to or above the RFQE or DFE, whichever is higher, to reduce the risk of flood damage. The structure is lifted off its existing foundation, a new and/or retrofitted foundation is constructed beneath, then the structure is lowered back onto the new foundation.

16. ENGINEER OF RECORD (EOR): The Professional Engineer (PE) responsible for certifying feasibility reports, final construction designs, and plans as well as providing engineering oversight during the design and/or construction phases of the project. The EOR is responsible for reviewing any necessary modifications before and during construction.
17. FEMA: Federal Emergency Management Agency.
18. FFE: First floor elevation of a structure. Depending on the flood zone, the FFE may be taken as the top of the first-floor system or the bottom of the lowest structural member within the first-floor system.
19. FMA: Flood Mitigation Assistance
20. FREEBOARD: Freeboard is a factor of safety, usually expressed in feet above a flood level, for purposes of floodplain management. Freeboard tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed. The amount of freeboard required for each project shall be verified with the local jurisdiction.
21. FRIS: North Carolina's Flood Risk Information System: (fris.nc.gov)
22. HM: Hazard Mitigation
23. HMA: Hazard Mitigation Assistance
24. HMGP: Hazard Mitigation Grant Program
25. IDIQ: Indefinite Delivery, Indefinite Quantity
26. LETTER OF QUALIFICATIONS: The vendor response/ submittal to the Request for Qualifications.
27. MAY: Denotes that which is permissible, not mandatory.
28. MEP: Mechanical, Electrical, and Plumbing
29. METES AND BOUNDS SURVEY: a method for describing the boundaries of a piece of land by using natural and artificial markers to identify precise locations. "Metes" refers to a mathematical description of the property lines constituting the perimeter of a property, and the term "bounds" states what each line is bounded (or bordered) by.
30. MITIGATION RECONSTRUCTION: Mitigation reconstruction is the construction of an improved, elevated structure that conforms to the latest building codes on the same site where an existing structure and/or foundation has been partially or completely demolished or destroyed.
31. NCEM: North Carolina Emergency Management
32. OPENING DATE: Responses will only be accepted up until the specified time and date listed in the bid and then publicly opened. NO responses will be opened after that time and date.
33. PAS: Program Administration by States
34. PE: Professional Engineer, registered in the State of North Carolina.
35. PLS: Professional Land Surveyor, registered in the State of North Carolina.
36. PRINCIPAL PLACE OF BUSINESS: The principal place from which the overall trade or business of the Vendor is directed or managed.
37. PROJECT MANAGER: The Vendor shall designate and make available to the State a project manager. The project manager shall be the Vendor point of contact to the State for contract related issues and issues concerning performance, progress review, scheduling, and service.

38. **PROPERTY DEMOLITION:** The demolition of properties that have been damaged by a disaster.
39. **QA/QC:** Quality Assurance and Quality Control. Corrective or preventative measures taken to identify and prevent issues, non-compliant work, and/or construction.
40. **QUALIFIED PROPOSAL:** The proposal's compliance with mandatory submission requirements such as the correct number of copies, authorized signatures, and proof of insurability, as required in response to this RFQ.
41. **RA:** Registered architect, licensed in the State of North Carolina.
42. **REDACTED:** Edited copy of the Vendor proposal response with Proprietary and/or Confidential information excluded/removed.
43. **REGULATORY FLOOD PROTECTION ELEVATION (RFQE):** The minimum elevation to which a structure's FFE must be designed and constructed within Special Flood Hazard Areas (SFHA) or other locations as determined by the local authority having jurisdiction. See Design Flood Elevation (DFE).
44. **RETROFIT:** Retrofits are modifications to existing structures to reduce or eliminate the risk of future damage and to protect inhabitants. Retrofits can be structural or non-structural and can be done for a range of hazards.
45. **RIGHT-OF-WAY CLEARANCE:** The process of clearing rights-of-way to allow for rebuilding and reconstruction.
46. **SCOPE OF WORK:** The agreed upon duties and responsibilities of the contracted engineering firms resulting from this RFQ.
47. **SERVICES OR SERVICE DELIVERABLES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.
48. **SHALL or MUST:** Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of the proposal.
49. **SHOULD:** Denotes that which is recommended, not mandatory.
50. **SPECIAL FLOOD HAZARD AREA (SFHA):** The land in the floodplain within a community subject to a 1% or greater chance of flooding in any given year. Also, an area having special flood, mudflow, or flood-related erosion hazards and appearing on a Flood Hazard Boundary Map or a FIRM as Zone A, AO, A1-A30, AE, A99, AH, AR, AR/A, AR/AE, AR/AH, AR/AO, AR/A1-A30, V1-V30, VE or V.
51. **STATE:** The State of North Carolina, including any of its sub-units and political subdivisions recognized under North Carolina law.
52. **TOPOGRAPHIC SURVEY:** Maps the terrain of a property, including its elevation and the location of natural and man-made features. These surveys are used to create detailed maps of terrain and are important for government agencies and construction projects.
53. **UNREDACTED:** copy of the Vendors proposal response unedited including all confidential and/or proprietary information

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

The selection of Vendor(s) will be based on demonstrated competence and qualification for the professional services required without regard to cost in accordance with N.C. General Statute § 143-64.31. Thereafter, the State will negotiate a contract for the engineering and related services described herein with the best qualified firm(s). All award decisions shall be in the State's best interest. All responsive Letters of Qualifications will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFQ Specifications and achieving the required point total, based on the criteria described below.

While the intent of this RFQ is to qualify multiple Vendors, the State reserves the right to qualify only one or to cancel this RFQ in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

Through the IDIQ contract, NCEM-HM and the selected Vendor(s) will negotiate an overall, general scope of engineering services to be provided in support of the State's program. Then, NCEM-HM may order services through issuing Delivery Orders under the contract as needed to successfully complete the program.

No Guarantee of Work: The State does not guarantee a volume of work to any vendors under this document. The level of work awarded to the vendor will depend substantially upon (among other matters) its evaluation rating and its demonstrated expertise in the specific scope of work being assigned through a Delivery Order.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFQ is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a proposal to this RFQ, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor's office); or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the content of another Vendor's proposal, another Vendor's qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor's proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFQ or inquiries directed to the purchaser named in this RFQ regarding requirements of the RFQ (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFQ SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the RFQ SCHEDULE Section above, unless modified by Addendum, the LOQ from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be evaluated.

3.4 EVALUATION CRITERIA

The evaluation of firms submitting for this work will be based on the following evaluation criteria. Whether the evaluation will consider the prime firm's qualifications only or also consider the proposed subcontractors is indicated in the description of each criterion. Additionally, the respective weight for each criterion is indicated in parentheses: (TOTAL 200 Points)

1. EXPERIENCE / EXPERTISE: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) including key personnel in the following areas (30 Points):
 - a. Knowledge of the current version of Hazard Mitigation Assistance (HMA) Program and Policy Guide
 - b. Registered Professional Engineer (PE) and Registered Professional Land Surveyor (PLS) licensed in the State of North Carolina in good standing with the North Carolina Board of Examiners for Engineers and Surveyors
 - c. Registered Architect (RA) licensed in the State of North Carolina in good standing with the North Carolina Board of Architecture and Registered Interior Designers
 - d. 5 years minimum experience of structural design and inspections in North Carolina including:
 - i. Structural design of residential and non-residential structures
 - ii. Structural elevations for flood mitigation in flood-prone areas

- iii. Structural and foundation design components and details
 - iv. Structural retrofits, additions, and/or renovations including foundation repair
- e. 5 years minimum experience of surveying in North Carolina including:
 - i. Boundary surveys
 - ii. Elevation certificates
 - iii. Topographic surveys
- f. 5 years minimum experience of architectural design in North Carolina including:
 - i. Design of residential and non-residential buildings and structures
 - ii. Remodel and/or renovation of historic buildings and structures
- g. Knowledge of the current versions of the North Carolina State Building Codes and any other applicable code requirements
- h. Knowledge of design using the current versions of ASCE 7 and ASCE 24
- i. Knowledge of foundation design located in floodplains, e.g., continuous concrete masonry unit (CMU) wall foundations, post/pier foundations, pile foundations, slab on grade, etc.
- j. Knowledge of flood mitigation including elevating structures using new and/or retrofitted foundations with necessary flood measures and designs, e.g., lifting and lowering structures onto new or retrofitted foundations such as continuous CMU walls, piers, piles, etc.
- k. Knowledge of connections and anchorage of existing structures to a new and/or retrofitted foundation in flood-prone areas
- l. Knowledge of mitigation reconstruction including demolition of existing structures and design of new structures following HMA guidelines and standards
- m. Knowledge and experience designing access/egress structures, e.g., porches, decks, stairs, and ramps (all including ADA requirements as necessary)
- n. Knowledge of demolition plans as it relates to acquisition of properties and returning of land to green space following HMA guidelines and standards
- o. Knowledge of geotechnical inspections, reports, and/or design considerations including the ability to recognize situations where additional geotechnical review is required due to existing soil conditions encountered within a site
- p. Knowledge of land grading, erosion control, and site design for the mitigation and/or restoration of project sites back to natural conditions

- q. Knowledge of residential and non-residential mechanical, electrical, and plumbing design for mitigation projects. Includes design considerations for modifications to mechanical, electrical, and plumbing systems and for new construction.
- r. Knowledge of and ability to provide various innovative mitigation strategies and projects related to the numerous disaster types eligible for mitigation under HMA guidelines
- s. Knowledge of the appropriate OSHA and other safety protocols for site visits (construction environment, confined spaces, safe conduct within private home ownership setting, etc.)
- t. Knowledge of FEMA's flood damage prevention publications and requirements
- u. Knowledge and/or experience using North Carolina's Flood Risk Information System (FRIS)
- v. Knowledge of Environmental Impact Statements (EIS) and Environmental Assessments (EA)
- w. Knowledge of environmental and historic preservations laws and executive orders (including but not limited to the Archeological and Historic Preservation Act, Coastal Zone Management Act, North Carolina's Coastal Area Management Act, National Historic Preservation Act, Executive Order 11988-Floodplain Management, Executive Order 11990-Protection of Wetlands, etc.)

2. ARCHITECTURAL AND ENGINEERING DESIGNS: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) in designing and preparing preliminary and final construction documents including (20 Points):

- a. Ability to prepare preliminary design sets (60% completion) for use in application development and/or cost estimating
- b. Ability to prepare final design construction sets (signed and sealed) for use in application development, cost estimating, and/or construction
- c. Ability to produce design documents that include, but are not limited to, foundation design, framing plans/layouts, structural enhancements, retrofits, site-specific land stabilization, standard and high-wind considerations, seismic considerations, geotechnical considerations, MEP designs, hydrodynamic and hydrostatic load considerations, environmental considerations, and/or any additional details required to obtain permitted plan sets
- d. Ability to design any special modifications or enhancements deemed necessary for the site, structure, and/or foundations required to support all load paths and imposed multi-hazard loads (e.g., wind, snow, ice, flood, seismic, etc.)
- e. Ability to design the necessary access and egress structures including any ADA requirements
- f. Ability to provide erosion control and grading plans as required

- g. Ability to design lifting plans, should a lifting Vendor require additional engineering input during elevation projects
 - h. Ability to provide alternative designs should the mitigation activity be found to be not feasible:
 - i. PE/RA to provide pre-developed design concepts, as necessary
 - ii. All necessary documentation required for permitting must be included
 - iii. All relevant local, State, and federal codes and requirements must be met for new designs
 - iv. Construction documents for proposed structures must meet or exceed all flood related design requirements
3. INITIAL ASSESSMENT / FEASIBILITY REPORTS: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) in determining and providing Initial Assessment and/or Feasibility Reports for existing property and/or structures to be mitigated for natural disasters including the following areas (15 points):
- a. Ability to initiate and participate in on-site inspections to review existing site and structural conditions:
 - i. If PE is not on-site, an authorized representative shall be qualified to complete inspections on the engineer's behalf
 - ii. PE must maintain responsible charge of any work that is submitted
 - b. Ability to complete and certify Initial Assessments and/or Feasibility Reports determining feasibility of projects within HMA guidelines.
 - i. May include structural stability, soundness, project site details, etc. for mitigation activities
 - ii. Any additional or required information necessary for application development will be described within a Delivery Order
 - iii. Project scope may be further defined within subsequent Deliver Orders
 - c. Ability to recommend alternative mitigation methods for structures that have been deemed not feasible for elevation (e.g., mitigation reconstruction, acquisition, floodproofing, etc.)
 - d. Ability to complete and certify Initial Assessments and/or Feasibility Reports for any damage occurring due to a natural disaster.
4. SURVEYING: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) to complete various types of land surveys and elevation certificates to be used in HMA grant applications, including the following areas (15 Points):

- a. Ability to initiate and perform on-site surveys (e.g., boundary, topographic, metes and bounds, etc.) certified by a professional land surveyor registered in the State of North Carolina
 - i. Surveys shall include property lines, existing setbacks, measurements, and the footprints of existing structures
 - ii. Boundary surveys are often requested as additional ADA requirements are determined during the application or design process
 - b. Ability to complete elevation certificates signed and sealed by a professional land surveyor registered in the State of North Carolina
5. COST ESTIMATES: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) in determining cost estimates for construction and/or demolition involved with mitigation projects (5 Points):
- a. Ability to produce cost estimates and quantity takeoffs for mitigation projects:
 - i. Cost estimates shall utilize a current and reputable estimating software to be approved by NCEM upon request (e.g., RS Means)
 - ii. Additional cost estimate line items may be provided, as determined by NCEM
 - b. Ability to provide NCEM-HM with any additional technical and/or cost related information necessary for Benefit Cost Analyses (BCA) to be used in the FEMA BCA Toolkit
6. QA/QC: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) in performing Quality Assurance and Quality Control (QA/QC) visits for technical and regulatory adequacy and compliance with FEMA and State guidelines and specifications (15 Points):
- a. Ability to initiate and participate in on-site inspections to review construction related to structural elevation for flood mitigation:
 - i. If PE is not on-site, an authorized representative shall be qualified to complete inspections on the engineer's behalf
 - ii. PE must maintain responsible charge of any work that is submitted
 - b. Ability to create QA/QC reports that outline any plan redlines noted on site, denoting any variances in proposed versus installed construction
 - i. Must provide a summary of any findings and/or concerns
 - ii. Must provide photos of issues and any other necessary information as designated by NCEM

7. NO RISE CERTIFICATIONS: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) for project designs requiring No-Rise Certification in base flood elevations, floodways, and floodway data widths per FEMA NFIP 60.3 (d)(3) (5 Points).
8. GEOTECHNICAL: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) to provide geotechnical investigations and reports (10 Points):
 - a. Ability to initiate investigations of onsite soil conditions, following up with recommendations for soil treatment and mitigation including local soil stabilization as necessary.
 - b. Ability to perform QA / QC site visits to review construction activities for soil modifications.
9. MECHANICAL, ELECTRICAL, AND PLUMBING (MEP): Demonstrated experience and expertise of the project team members (prime firm and subcontractors) for design of MEP systems within project sites and structures undergoing mitigation activities (10 Points)
10. ENVIRONMENTAL ASSESSMENT (EA): Demonstrated experience and expertise of the project team members (prime firm and subcontractors) for studies pertaining to Environmental Assessment reports as determined necessary (10 Points):
11. STRUCTURAL ELEVATION: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) in residential and non-residential structural elevations (10 Points).
12. MITIGATION RECONSTRUCTION: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) in residential and non-residential mitigation reconstruction (10 Points).
13. DEMOLITION: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) in developing plans for disaster related activities involving demolition including, but not limited to the following areas (5 Points):
 - a. Structures that have been damaged by a disaster
 - b. Properties requiring debris removal by clearing, removing, transporting, storing, and disposing of debris from a disaster. Debris can include construction materials, household contents, and other items located within the site.
 - c. Considerations for hazardous materials encountered during demolition or debris removal operations (e.g. asbestos, fuel / oils, lead-based paint, landscape chemicals, etc.) and removing to a permitted disposal facility
 - d. Clearing rights-of-way to allow for rebuilding and reconstruction
14. ENVIRONMENTAL RESTORATION: Demonstrated experience and expertise of the project team members (prime firm and subcontractors) to provide any necessary designs for the restoration of the project site back to green space (i.e., natural conditions such as park grass, natural native foliage, etc.) after structure, related appurtenances, utilities, etc. are removed per an acquisition project (5 Points).

15. **PROJECT MANAGEMENT:** Demonstrated experience and expertise of the prime firm to manage projects of similar size, scope, and complexity in terms of (5 points):

- a. Program development and management
- b. Cost control
- c. Compliance with performance schedules
- d. Overseeing and coordinating the efforts of subcontractors as well as multiple scopes of work listed herein.

16. **CAPACITY:** Demonstrated capacity (e.g., a work plan or assignment matrix) of the project team to accomplish the required work within the timeframes discussed under Section 3 – “Program Description” of this announcement. (5 Points).

17. **PAST PERFORMANCE:** Past performance by project team members (prime firm and subcontractors) on contracts of comparable scope and size with government agencies and/or private industry. Particular note should be made of past projects involving some or all project team members working together on similar projects. Submittals must include at least three references, including names, affiliations, and phone numbers (5 Points).

18. **TECHNICAL ACCURACY:** Experience of the project team members (prime firm and subcontractors) demonstrating the capability to maintain adequate technical accuracy and product quality control of contracts of comparable size and scope (5 Points).

19. **LICENSURE:** As necessary, project team (prime firm and subcontractors) must possess, or have the ability to obtain, firm license registered as with the North Carolina Board of Examiners for Engineers and Surveyors to operate within the State of North Carolina (5 Points).

20. **STAFFING:** Provide organizational charts for firm principals, project participants, and subcontractors upon request (5 Points).

21. **TECHNOLOGIES:** Describe newly emerging technologies or techniques be used for the purpose of accomplishing tasks associated with completing the tasks described in this RFQ (robotic cameras, GPS / Satellite, video technologies, various imaging methods, etc.) (5 Points)

3.5 EVALUATION METHOD

The State reserves the right to waive any minor informality or technicality in LOQs received.

The State shall evaluate the Letters of Qualifications submitted in response to this RFQ to confirm that they meet the specifications and requirements. It is the intent of NCEM-HM to evaluate the proposals based on the criteria defined herein. Upon evaluation, a short-list will be developed from firms scoring 160 or more of the available points.

The State may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the Vendor's proposal. Vendors are cautioned, however, that the State is not required to request clarification, and often does not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

At their option, the evaluators may request oral presentations with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor. The details of the presentations will be coordinated through the DPS Contract Officer. Short-listed firms requiring presentations will be notified in writing regarding the time, location, and format for approximately one week prior to the presentation.

The selection of Vendor(s) will be based on demonstrated competence and qualification for the professional services required without regard to cost in accordance with N.C. General Statute § 143-64.31. Thereafter, the State will negotiate a contract for the engineering and related services described herein with the best qualified firm(s).

Through the IDIQ contract, NCEM-HM and the selected Vendor(s) will negotiate an overall, general scope of engineering services to be provided in support of the State's program. Then, NCEM-HM may order services through issuing Delivery Orders under the contract as needed to successfully complete the program.

PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFQ, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State's information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State's business requirements and internal operational culture
- g) Particular risk factors such as the security of the State's information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

This RFQ serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected,

the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State's needs as described in the RFQ. Except as specifically stated in the RFQ, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFQ. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFQ. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question-and-answer period in accordance with the Proposal Questions Section above.

4.1 INVOICES

The Vendor shall submit invoices for prescribed milestones associated with specific Delivery Orders to NCEM-HM itemizing the services actually performed in accordance with the agreed upon Delivery Order pricing. NCEM-HM shall pay the appropriate invoice amount within sixty (60) days of receipt, subject to NCEM-HM review and approval of the Delivery Order work satisfactorily performed. In accordance with 1 NCAC 5B.1521, NCEM-HM shall withhold five (5) percent (5%) from the amounts to be paid to the Vendor on each respective Delivery Order. The amount withheld shall be paid to the Vendor upon the Vendor's satisfactory completion of the entire Delivery Order work. Delivery Orders agreed upon by the Parties shall be made a part of this Contract by written amendment.

4.2 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor's financial stability.

4.3 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women Vendors in purchasing Goods and Services. As such, this RFQ will serve to identify those Vendors that are minority owned or have a strategic plan to support the State's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.4 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

4.5 REFERENCES

Vendor shall upload to the Sourcing Tool at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. The State may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the Proposal.

4.6 BACKGROUND CHECKS

Vendor and its personnel may be required to provide or undergo background checks at Vendor's expense prior to beginning work with the State. The State of North Carolina, as described in Governor Cooper's Executive Order 158, Furthering Fair Chance Policies in State Government Employment (August 18, 2020) is committed to eliminating discrimination against persons who have criminal records. The State will not disqualify a Vendor from participating in a contract merely based on the criminal history of the Vendor, including its officers or directors, or any of its employees or other personnel providing Services on a project, unless that criminal history impedes the Vendor's ability to perform the contract, or if State or federal law prohibits contracting with Vendors with certain criminal convictions. The Vendor is encouraged to extend these considerations to employees, subcontractors, and suppliers.

NCEM-HM may require the Contractor, its executive officers, its senior management personnel, and/or subcontractors to provide or undergo background checks at Contractor's expense prior to beginning work or at any time during the period of performance. When requested, as part of a requested background check, the Contractor must provide NCEM-HM with information for:

- a) Any criminal felony conviction, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, of Contractor, its officers or directors, or any of its employees or other personnel to provide services on this project, of which Contractor has knowledge or a statement that it is aware of none;
- b) Any criminal investigation for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Contractor of which it has knowledge or a statement it is aware of none;
- c) Any regulatory sanctions levied against Contractor or any of its officers, directors or its professional employees expected to provide services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or

certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;

d) Any regulatory investigations pending against Contractor or any of its officers, directors or its professional employees expected to provide services on this project by any state or federal regulatory agencies of which Contractor has knowledge or a statement that there are none.

e) Any civil litigation, arbitration, proceeding, or judgments pending against Contractor during the three (3) years preceding submission of its proposal herein or a statement that there are none.

Contractor's responses to these requests shall be considered to be continuing representations, and Contractor's failure to notify NCEM-HM within thirty (30) days of any criminal litigation, investigation or proceeding involving Contractor or its then current officers, directors or persons providing services under this contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Contractor to perform services under this contract.

4.7 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor's proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.8 VENDOR'S REPRESENTATIONS

If Vendor's Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor's proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATIONS

The Purchasing Agency has conducted a risk assessment and determined that certain default coverage provisions in the North Carolina General Terms and Conditions, paragraph entitled Insurance, should be increased from the minimums stated.

Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- ☐ Small Purchases
- ☐ Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- ☒ Contract value in excess of \$1,000,000.00

Additional insurance coverage amounts for this Solicitation are as follows:

Aviation – The Vendor/Contractor and any subcontractor(s) actually performing aviation services pursuant to this solicitation document or Contract shall maintain adequate aviation liability insurance, to include liability coverage, covering all owned, hired and non-owned unmanned, fixed wing and rotary aircraft, used in connection with this solicitation document or Contract.

Coverages not changed here remain as stated in the General Terms and Conditions.

5.0 SCOPE OF QUALIFICATIONS

5.1 SCOPE OF SERVICES

North Carolina Emergency Management's Hazard Mitigation section is seeking to qualify private sector engineering, surveying, and design firm(s) to assist with the development of applications and the implementation of awarded projects funded through the Federal Emergency Management Agency's (FEMA's) Hazard Mitigation Assistance (HMA) grants. More specifically, NCEM-HM is seeking the assistance of interested firm(s) for the development of necessary supporting documentation (e.g., designs, reports, assessments, etc.) to be used during the grant application process as well as engineering oversight during the implementation of awarded projects through evaluations of projects with active construction in progress.

The primary goal of the contracted firm(s) will include the preparation of engineering assessment reports, feasibility reports, preliminary or final construction drawings, cost estimates, surveys, etc. during the development stage (application submittal phase) of the project. This includes gathering any technical information required by NCEM-HM and/or FEMA to support the project application. The secondary goal of the contracted firm(s) includes completing QA/QC project site visits during the implementation stage (active construction phase) of awarded Elevation, Mitigation Reconstruction, and/or Acquisition projects. The gathering of this information and documentation is vital to both the application process and the construction phase to meet programmatic requirements, guidelines, and standards.

During the process of developing an application, NCEM-HM gathers all the necessary information and documentation required for application. This can range from including initial assessments with preliminary designs all the way to full feasibility reports, engineered designs, accompanying / supporting documentation (e.g., reports, investigations, and studies), etc. Each project site must be visited by a Professional Engineer, Surveyor, Architect, or any other design professionals necessary to achieve the scope of delivery orders. Authorized representatives under the responsible charge of the licensed professional may be utilized to complete site visits as deemed reasonable by the professional and/or NCEM-HM. NCEM-HM may request site visits by the licensed professional within a reasonable and agreed upon timeline. A general report

template or a checklist of the required information may be provided for various project types, as determined by NCEM-HM.

Completed design drawings, reports, assessments, inspections, investigations, and studies are often required as supporting documentation for most applications, depending on the mitigation type. Construction drawings may only be required to be preliminary, or “not for construction,” sets (e.g. 60% completion level) for the purposes of providing the existing structure/site layouts, anticipated designs, engineered details for the design, and any additional notes or requirements specified by the engineer. Some situations may require additional support, drawings, details, design, investigations, or studies that are unknown at the start of the project. This may include additional safety or hazard considerations, changes in ADA requirements, additional Requests for Information (RFI) involved with the application review process, changes in mitigation type or scope, inclusions or exclusions of multi-hazard mitigation efforts, etc. The determination of preliminary or final design needs will be addressed in Delivery Orders resulting from this RFQ. The contracted firm must be able to provide the necessary documentation and designs that are most suitable to achieve the ultimate goal of mitigation while maintaining a cost-effective design. The appropriate codes and standards must be utilized for all designs. All designs shall use the current versions of the North Carolina State Building Codes and the North Carolina State Existing Building Code, as enforced by local authority. Additionally, all design work shall be compliant with the current version of ASCE 7 and ASCE 24, as referenced in the State building codes, as well as all any other applicable codes for the project scope. The design and construction services shall follow all relevant FEMA standards and publications. The HMA program must comply with 44 C.F.R. for the duration of the project.

Construction cost estimates for elevation, mitigation reconstruction, demolition, and/or environmental restoration are also generally required during the development and/or implementation phases of mitigation projects. This may include the cost of pre-construction work (e.g., surveys, elevation certificates, title research, permitting, design, inspections, mobilization, etc.), cost of post-construction work (e.g., final surveys, elevation certificates, final sitework, deeds, demobilization, etc.), cost to lift and lower structures onto the proposed foundation, cost of construction of new structures and modifications, cost of site-specific demolition, cost to construct proposed structures in place of demolished structures, cost of environmental restoration, and the cost of project management (e.g., management costs, overhead, profit, and estimating contingencies). Source documentation and a thorough methodology for the cost estimation must be provided. These cost estimates, along with any other requested information, will be used by NCEM-HM staff and/or Benefit-Cost Analysis (BCA) contract support to determine cost effectiveness for the overall project using FEMA’s Benefit-Cost Analysis Toolkit.

After a project has been approved and awarded by FEMA, NCEM-HM bids out the construction of mitigation projects to pre-qualified prime (construction) Vendor(s), determined by a separate contract. The engineering firm(s) contracted through Delivery Orders resulting from this RFQ may be expected to complete Quality Assurance/Quality Control (QA/QC) visits at marked stages during construction. These QA/QC visits are critical to the execution of construction contracts as it allows NCEM-HM to evaluate the performance of the Vendors, pursuant to North Carolina procurement laws, as well as ensuring that quality and workmanship is not lacking, and construction schedules and timelines are being met. These QA/QC visits do not constitute the engineering firm as the Engineer of Record (EOR) for the project, nor do they act or replace the jurisdictional authority for inspections (local authority having jurisdiction building inspections are still required by the jurisdiction). The purpose of the visit is strictly for observation purposes, not to direct the work being carried out. Any concerns that pose risk to life or property should be reported directly to NCEM-HM staff immediately.

Subject to the availability of funds, Delivery Orders will be negotiated with the best qualified firms and issued for specific work elements. Delivery Orders will typically be for one or more of the following types of work. Vendor(s) must demonstrate in its response how it shall meet the following requirements:

Mitigation Projects by Type:

- 1) Structural Elevations: Providing technical expertise and the associated designs, plans, and documentation for mitigation projects involving the elevation of residential and non-residential structures to reduce the impacts of flooding. Dependent upon the project requirements including local, state, and/or federal requirements, this may include, but is not limited to:
 - a) Initial Assessment and/or Feasibility Reports, including mitigation alternatives
 - b) Preliminary (60% completion, not signed and sealed) and/or final (for construction, signed and sealed) structural design sets
 - c) Site surveys (e.g., boundary, topographic, metes and bounds, etc.)
 - d) Completed elevation certificates, signed and sealed by a Professional Land Surveyor
 - e) Geotechnical investigations, reports, and recommendations for the mitigation project
 - f) Mechanical, electrical, and plumbing plans
 - g) Environmental assessments
 - h) Grading and/or erosion control plans
 - i) Cost estimate for the mitigation project
 - j) Quality Assurance and Quality Control (QA/QC) visits at active construction sites for technical compliance
 - k) No Rise Certifications, as deemed necessary
- 2) Mitigation Reconstruction: Providing technical expertise and the associated designs, plans, and documentation for mitigation reconstruction projects involving the demolition of residential and non-residential structures, subsequently followed by the reconstruction of more resilient, code-compliant structures to reduce the impacts of flooding. Dependent upon the project requirements including local, state, and/or federal requirements, this may include, but is not limited to:
 - a) Initial Assessment and/or Feasibility Reports, including mitigation alternatives
 - b) Demolition plans for the existing structure(s)
 - c) Preliminary (60% completion, not signed and sealed) and/or final (for construction, signed and sealed) structural design sets for the proposed structure(s)
 - d) Site surveys (e.g., boundary, topographic, metes and bounds, etc.)
 - e) Completed elevation certificates, signed and sealed by a Professional Land Surveyor

- f) Geotechnical investigations, reports, and recommendations for the mitigation project
 - g) Mechanical, electrical, and plumbing plans
 - h) Environmental assessments
 - i) Grading and/or erosion control plans
 - j) Cost estimate for the mitigation project
 - k) Quality Assurance and Quality Control (QA/QC) visits at active construction sites for technical compliance
 - l) No Rise Certifications, as deemed necessary
- 3) Acquisition: Providing technical expertise and the associated designs, plans, and documentation for acquisition projects involving the demolition of residential and non-residential structures, subsequently followed by the returning of the site to green space or an approved alternative use, as described in 44 CFR Chapter I Subchapter B Part 80. Dependent upon the project requirements including local, state, and/or federal requirements, this may include, but is not limited to:
- a) Initial Assessment and/or Feasibility Reports
 - b) Site surveys (e.g., boundary, topographic, metes and bounds, etc.)
 - c) Demolition plans necessary to bring the site into compliance with HMA grant requirements and standards
 - d) Grading and/or erosion control plans
 - e) Environmental restoration plans
 - f) Cost estimate for the mitigation project
 - g) Quality Assurance and Quality Control (QA/QC) visits at active construction sites for technical compliance
 - h) No Rise Certifications, as deemed necessary

5.2 TASKS/DELIVERABLES

- 1) Architectural and Engineering Designs: Providing construction drawings and designs for mitigation projects involving structural elevation, mitigation reconstruction, demolition, and/or environmental restoration including, but not limited to:
- a) Preliminary design sets (60% completion) for use in application development and/or cost estimating
 - b) Final design construction sets (signed and sealed) for use in application development, cost estimating, and/or construction

- c) Design documents including general notes or requirements specified by the architect and/or engineer, architectural designs, existing/proposed site layout, existing foundation layout, proposed foundation design, existing/proposed framing plans and layouts, structural details and section cuts (including existing FFE and proposed DFE shown and/or clearly noted), hydrodynamic and hydrostatic load considerations, standard and high-wind considerations, seismic considerations, geotechnical considerations, structural enhancements, retrofits, site-specific land stabilization, MEP designs, environmental considerations, and/or any additional details required for application submittal or to obtain permitted plan sets. Jurisdictional requirements must be considered.
 - d) Designs and/or supplemental engineering reports for any special modifications or enhancements for the site, structure, and/or foundations required to support all load paths and imposed multi-hazard loads (e.g., wind, snow, ice, flood, seismic, etc.)
 - e) Designs for necessary access and egress structures, porches, decks, stairs, platforms, ramps, and/or lifts. Include any ADA requirements.
 - f) Plans providing site-specific erosion control and/or grading as determined necessary
 - g) Plans associated to the lifting of structures undergoing mitigation by elevation, as determined necessary by NCEM-HM
 - h) Site-specific plans for the demolition of structures to be included in Mitigation Reconstruction or Acquisition projects. Demolition plans may include:
 - i) Structures that have been damaged by a disaster
 - ii) Properties requiring debris removal by clearing, removing, transporting, storing, and disposing of debris from a disaster. Debris can include construction materials, household contents, and other items located within the site.
 - iii) Considerations for hazardous materials encountered during demolition or debris removal operations (e.g. asbestos, fuel / oils, lead-based paint, landscape chemicals, etc.) and removing to a permitted disposal facility
 - iv) Clearing rights-of-way to allow for rebuilding and reconstruction
 - v) Demolition plans as deemed necessary by jurisdictional requirements, NCEM-HM, FEMA, or site-specific needs
 - vi) Site-specific plans for the restoration of the project site back to green space or an approved alternative use, as described in 44 CFR Chapter I Subchapter B Part 80. Depending on conditions plans may include, but are not limited to, grading of the site, materials to be used on ground surfaces, areas designed due to environmental significance or concern, etc.
- 2) Initial Assessment and/or Feasibility Reports: Providing a general assessment and/or feasibility report for the project site and/or structure(s) to be mitigated. Projects may include structural elevation, mitigation reconstruction, and/or acquisition. Report templates may be provided by NCEM-HM as deemed necessary. Vendor will perform an initial assessment or feasibility report for mitigation projects including, but not limited to, the following information:
- a) Cover letter
 - b) Introduction

- c) General Project Information
- d) Scope of Work
- e) Environmental and Historic Preservation (EHP) considerations
- f) Data collection including maps, tax card, existing elevation certificate, title research, EHP information, etc.
- g) Structure/property location (address, latitude/longitude - accurate to 6 decimal places)
- h) General structure/property information: building class, use, type, year built, dwelling units, stories, square footage (heated, unheated, and footprint), finishes, and any additional features
- i) Existing and/or historical flood risk information: flood zone, BFE, FFE, freeboard, DFE, RFPE, FIRM and/or FRIS panel/map/date, and any additional flood information
- j) Existing property and structure layout including footprint, measurements, porches, stairs, decks, ramps, chimneys, MEP utilities, fuel tanks, and any other site-specific information
- k) Identified hazards: overall site conditions, structural, non-structural, geotechnical, environmental, lead/asbestos, termite damage, wood rot, and any other miscellaneous or additional hazards
- l) Site details: any expected issues with site access, drainage features, water/sewer/septic features, etc.
- m) Foundation properties: foundation type, material, veneer, access, insulation, attendant utilities, noted deficiencies, etc.
- n) Structure properties: Attached features, utilities/mechanical, noted deficiencies, etc.
- o) Preliminary review of site geotechnical conditions, as required
- p) Site photos:
 - i) General site conditions including site access and grounds
 - ii) Structure (all sides plus corners, access points, special features, roof (for chimney layout))
 - iii) Foundation(s), including access, existing foundation layout (wall, piers/piles, etc.), special features (fireplace foundation, pumps, MEP, HVAC, etc.), damage, deterioration, water/muck, etc.)
 - iv) Other features which may affect quality and execution of the elevation process
 - (1) Note: If crawl space is inaccessible at time of site visit (e.g. unworkable or no access point) – reviewer is to make special note that they are unable to access the crawl space. Follow up with a reasonable attempt to determine foundation configuration from record drawings, estimates/assumptions, or jurisdictional documents may be allowed, as approved by NCEM. This must be designated within the report.
 - (2) Vendor will evaluate at this point whether structure is suitable to continue report assembly. If there are concerns regarding viability, Vendor will review with NCEM-HM for a final determination to continue.
- q) Overall determination: Vendor will evaluate at this point whether the project is suitable for mitigation to continue. If there are concerns regarding viability, Vendor will review with

NCEM-HM prior to proceeding with either Elevation, Mitigation Reconstruction, or Acquisition (consisting of demolition and environmental restoration).

- r) If structure is found to be unsuitable for the mitigation type due to structural concerns, concerns arising from various inspections, flood management, terrain, or other issues particular to the site, then, at the request of NCEM-HM, Vendor shall propose approved alternatives within the scope of this RFQ
- 3) Surveys: Providing surveys for the project site and/or structure(s) to be mitigated. Surveys may be required for mitigation projects involving structural elevation, mitigation reconstruction, and/or acquisition. Vendor will perform surveys for subject properties including, but not limited to:
 - a) Elevation certificate(s)
 - b) Boundary survey to include property lines, setbacks, measurements, and footprints of existing structures.
 - c) Metes and Bounds
 - d) Topographic
- 4) Cost Estimates: Providing cost estimates for construction of the mitigation project. Cost estimates may be required for mitigation projects involving structural elevation, mitigation reconstruction, and/or acquisition. Cost estimates should be completed using a current and reputable cost estimating software, such as RS Means or an approved alternative, with the ability to show predictive cost projections to the time of probable construction. Source documentation and a thorough methodology for the cost estimation must be provided. Cost estimates should include, at a minimum, the following construction phases and line items:
 - a) Pre-construction work (e.g., surveys, elevation certificates, title research, permitting, design, inspections, mobilization, etc.)
 - b) Construction costs including all materials and labor (cost to lift and lower structures, cost of construction, cost of site-specific demolition, cost of environmental restoration, etc.)
 - c) Post-construction work (e.g., final surveys, elevation certificates, final sitework, deeds, demobilization, etc.)
 - d) Project management costs, overhead and profit, and estimating contingencies
- 5) QA/QC Reports: Evaluating Vendor construction quality, workmanship, and adherence to permitted plan sets, construction schedules, and overall project timelines. A list of required information and documentation or pre-determined inspection forms may be provided by NCEM-HM as deemed necessary. The minimum required information includes, but is not limited to:
 - a) General site conditions and adherence to contract requirements
 - b) Existing and/or newly constructed structural conditions
 - c) Mitigation measures (e.g., elevation of structure(s), flood vents in enclosed spaces, environmental restoration, mitigation retrofits, etc.)
 - d) Construction quality, workmanship, and adherence to permitted plan sets
 - e) Manufactured/mobile home requirements
 - f) New and/or existing floor system construction and conditions
 - g) New and/or existing porches, decks, stairs, ramps, and/or utility platforms per plan
 - h) Mechanical, electrical, and plumbing (MEP) construction and conditions
 - i) Other/miscellaneous details

- j) Safety or construction hazards
- k) Concerns that warrant the stopping of construction until further inspection or oversight by the Vendor, EOR, or local inspectors can take place
- 6) No Rise Certifications: Providing no rise certifications, as determined necessary, for projects within floodways per FEMA NFIP 60.3 (d)(3).
- 7) Geotechnical Reports: Providing geotechnical investigations, reports, and recommendations for the mitigation project. This may include onsite investigations, recommendations for soil treatment, local soil stabilization, etc.
- 8) Mechanical, Electrical, and Plumbing (MEP): Providing mechanical, electrical, and plumbing (MEP) designs and drawings for the mitigation project.
- 9) Environmental Assessments (EA): Providing environmental assessments as determined necessary for the mitigation project site.

5.3 DELIVERY ORDERS AND REPORTING

The individual Delivery Orders will identify the specific scope of work, products to be delivered, standards to be met, and schedule for completion. Delivery Orders may require interaction and outreach to local communities and the public by the Vendor. The prime firm will also be required to assist NCEM-HM in providing project updates and presentations to the North Carolina General Assembly and other interested parties.

The Vendor Project Manager shall immediately notify the Contract Administrator/Technical Administrator if a change in scope, schedule or budget is necessary. A Special Problem Report (SPR) may be required for a Delivery Order modification. Special Problem Reports (SPRs) that do not result in a change in costs (No Cost SPRs) will be assigned and designated a number beginning with 9XX (i.e., 901, 902, etc.) that will appear on the SPR form. Contractual changes that include cost changes and period of performance changes will be assigned and designated a number beginning with 001, 002, etc. that will appear on the SPR form. It is Vendor/Contactor's responsibility to track the Period of Performance for invoicing purposes. The SPR form is Attachment L.

5.4 DIGITAL DATA

In general, all digital data shall be compliant with current DPS- NCEM-HM standards. All analyses shall be conducted in accordance with the HM's guidelines and specifications as well as FEMA specifications and regulations at the time the Delivery Order is initiated.

Vendor or subcontractors using third-party proprietary software to produce deliverables under any Delivery Order shall determine whether such software may be necessary for the State to use the deliverables, and if so, the Vendor shall determine the costs therefor and specifically identify the software and costs in their proposal. Vendor and subcontractors shall also identify any third-party software that may be sublicensed by Vendor to the State together with any costs necessary to provide NCEM-HM and the United States Government with a royalty-free, paid-up, perpetual, non-exclusive, non-transferable license necessary to access and manipulate deliverables including, but not limited to, data collected, manuals, documentation, Digital Elevation Models, Digital Flood Insurance Rate Maps, information technology, and software.

5.5 VENDOR LOCATION

Frequent coordination with the NCEM-HM, as well as on-site monitoring by the State of the Vendor is essential to this project. The Vendor must also be able to respond on short notice to State requests to attend meetings, provide data and other technical materials, and answer questions regarding project status. Therefore, the selected Vendor must have its primary project office located within 225 miles of 200 Park Offices Dr, Suite 100, Durham, NC 27713, within 3 months of contract signing. Subcontractor and branch offices may be located throughout the United States.

5.6 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFQ and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.7 LICENSING REQUIREMENTS

The Professional Engineer, Architect or Surveyor in responsible charge of the work must be a licensed Professional Engineer or Surveyor in the State of North Carolina and must have good professional standing with the North Carolina Board of Examiners for Engineers and Surveyors. Also, the Contractor, any of its corporate subsidiaries proposed to be used on the project, and all proposed subcontractors on its team wishing to perform the engineering and/or land surveying work must be properly licensed to practice in the State of North Carolina as required by Chapter 89C of the North Carolina General Statutes. Additionally, the Contractor, any corporate subsidiaries to be used on the project, and subcontractors must be properly registered with the Office of the Secretary of State. All work product deliverables of Engineers and Surveyors must bear an appropriate seal consistent with N.C.G.S §89C-16.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor's planning purposes.

6.1 CONTRACT MANAGER

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State's point of contact for customer service-related issues (define roles and responsibilities).

Contract Manager Point of Contact	
Name:	
Office Phone #:	

Mobile Phone #:	
Email:	

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet periodically with the State for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.3 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.4 PERIODIC STATUS REPORTS

The Vendor shall be required to provide Management Reports to the designated Contract Administrator weekly or on an as needed basis during employment operations. This report shall include but not limited to, information concerning occupancy, work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real or anticipated, and notification of any significant deviation from previously agreed upon work plans and schedules. These reports shall be well organized and easy to read. The Vendor shall submit these reports electronically using Microsoft Excel and, as needed, either Microsoft PowerPoint or Microsoft Word. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

6.5 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Administrator.

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.6 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the State, at the option of the State, for up to two (2) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. If the State exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.7 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.8 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be through the contract administrator.

6.9 ATTACHMENTS

All attachments to this RFQ are incorporated herein and shall be submitted by responding in the Sourcing Tool. These attachments can be found at the following Vendor Forms link for reference purposes only:
<https://ncadmin.nc.gov/documents/vendor-forms>

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ATTACHMENT A: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:

<https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT B: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:

<https://www.doa.nc.gov/form-north-carolina-general-terms-and-conditions-11-2023/open>

ATTACHMENT C: FEMA RULES AND REGULATIONS (2 CFR Part 200, Appendix II)

To the extent applicable, the following are the requirements that Vendor must agree to in order to be awarded any contract under this solicitation. If Vendor is unwilling to meet any of these requirements, Vendor's submittal shall not

be considered.

1. **No Governmental Non-Competes.** Vendor shall not impose or enforce any non-competition agreement upon the employees included in Vendor's bid that would prevent those employees from accepting any offer of employment from the State of North Carolina outside the first Term of the Contract. By executing this RFP, the Vendor affirms this condition, as directed in the Vendor Experience Section 4.4 of this RFP. This affirmation is a material condition for the State's award of any work under this RFP.
2. **Program Monitoring.** Vendor agrees to assist and cooperate with the Federal grantor agency and NCEM or their duly designated representatives in the monitoring of the projects to which this contract relates, and to provide in form and manner approved by NCEM such monitoring reports, progress reports, and the like as may be required and to provide such reports at the times specified.
3. **Remedies.** Remedies for performance and default are governed under Sections 1 and 2 and related sections of the N.C. General Terms & Conditions included in this solicitation and Section 4 of the FEMA Rules and Regulations below.
4. **Termination for Cause.** In addition to Section 2 of the N.C. General Terms & Conditions included in this solicitation, if through any cause, Vendor shall fail to fulfill in a timely or proper manner any obligation under this Contract, or if Vendor shall violate any of the covenants, agreements, or stipulations of The Contract, NCEM shall thereupon have the right to terminate this Contract by giving written notice to Vendor of such termination and specifying the effective date of such termination. Unless a shorter time is determined by NCEM to be necessary, NCEM shall affect termination according to the following procedure:
 - a) Notice to Cure. NCEM shall give written notice of the conditions of default, setting forth the ground or grounds upon which such default is declared ("Notice to Cure"). The Vendor shall have ten (10) days from receipt of the Notice to Cure or any longer period that is set forth in the Notice to Cure to cure the default.
 - b) Notice of Termination. If the conditions set forth in the Notice to Cure are not cured within the period set forth in the Notice to Cure, NCEM may terminate the Contract, in whole or in part. NCEM shall give the Vendor written notice of such termination ("Notice of Termination"), specifying the applicable provision(s) under which the Contract is terminated and the effective date of the termination.
 - c) In such event, all finished or unfinished documents, data, studies, and reports prepared by Vendor entitle Vendor's receipt of just and equitable compensation for any satisfactory work completed on such documents. Notwithstanding the above, Vendor shall not be relieved of liability to NCEM for damage sustained to NCEM by virtue of any breach of this Contract by Vendor. NCEM may withhold any payments to Vendor for the purpose of set off until such time as the exact amount of damages due NCEM from Vendor is determined.
5. **Termination for Convenience.** Termination of the Contract for convenience shall be governed by Section 2 of the N.C. General Terms & Conditions included in this solicitation.
6. **Equal Employment Opportunity.** During the performance of this Contract, the contractor agrees as follows:
 - a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender

identity, or national origin. Such action shall include, but are not limited to, the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- c) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or change, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- d) The contractor will send each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e) The contractor will comply with all provision of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and shall permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- g) In the event of the contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of the said rules, regulations, or orders, this Contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 25, 1965, or by rule, regulations, or orders of the Secretary of Labor, or as otherwise provided by law.
- h) The contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each

subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Vendor may request the United States to enter into such litigation to protect the interests of the United States.

The Applicant further agrees that it shall be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work. *Provided*, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The Applicant agrees that it shall assist the cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of Vendors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it shall furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it shall otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The Applicant further agrees that it shall refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon Vendors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the cause to the Department of Justice for appropriate legal proceedings.

7. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).

Compliance with the Contract Work Hours and Safety Standards Act.

- a) *Overtime requirements.* No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- b) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in 29 C.F.R. § 5.5(b)(1) the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the

clause set forth in 29 C.F.R. § 5.5(b)(1), in the sum of \$32 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in 29 C.F.R. § 5.5(b)(1).

c) *Withholding for unpaid wages and liquidated damages.*

- a. *Withholding Process.* NCEM may, upon its own action, or must, upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the Vendor so much of the accrued payments or advances as may be considered necessary to satisfy the liabilities of the prime contractor or any subcontractor for any unpaid wages; monetary relief, including interest; and liquidated damages required by the clauses set forth in this paragraph (b) on this contract, any other federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act that is held by the same prime contractor (as defined in § 5.2). The necessary funds may be withheld from the Vendor under this contract, any other federal contract with the same prime contractor, or any other federally assisted contract that is subject to the Contract Work Hours and Safety Standards Act and is held by the same prime contractor, regardless of whether the other contract was awarded or assisted by the same agency, and such funds may be used to satisfy the contractor liability for which the funds were withheld.
- b. *Priority to withheld funds.* The Department has priority to funds withheld or to be withheld in accordance with paragraph (a)(2)(i) or (b)(3)(i) of this section, or both, over claims to those funds by:

- i. A contractor's surety(ies), including without limitation performance bond sureties and payment bond sureties;
- ii. A contracting agency for its procurement costs;
- iii. A trustee(s) (either a court-appointed trustee or a U.S. trustee, or both) in bankruptcy of a contractor, or a contractor's bankruptcy estate;
- iv. A contractor's assignee(s);
- v. A contractor's successor(s); or
- vi. A claim asserted under the Prompt Payment Act, 31 U.S.C. 3901-3907.

- d) *Subcontracts.* The contractor or subcontractor must insert in any subcontracts the clauses set forth in paragraphs (b)(1) through (5) of this section and a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor is responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (5). In the event of any violations of these clauses, the prime contractor, and any subcontractor(s) responsible will be liable for any unpaid wages and monetary relief, including interest from the date of the underpayment or loss, due to any workers of lower-tier subcontractors, and associated liquidated damages and may be subject to debarment, as appropriate
- e) *Anti-retaliation.* It is unlawful for any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, or to cause any person to discharge, demote, intimidate, threaten, restrain, coerce, blacklist, harass, or in any other manner discriminate against, any worker or job applicant for:

- a. Notifying any contractor of any conduct which the worker reasonably believes constitutes a violation of the Contract Work Hours and Safety Standards Act (CWHSSA) or its implementing regulations in this part;
- b. Filing any complaint, initiating, or causing to be initiated any proceeding, or otherwise asserting or seeking to assert on behalf of themselves or others any right or protection under CWHSSA or this part;
- c. Cooperating in any investigation or other compliance action, or testifying in any proceeding under CWHSSA or this part; or
- d. Informing any other person about their rights under CWHSSA or this part.”

Further Compliance with the Contract Work Hours and Safety Standards Act.

(1) The contractor or subcontractor must maintain regular payrolls and other basic records during the course of the work and must preserve them for a period of three years after all the work on the prime contract is completed for all laborers and mechanics, including guards and watchpersons, working on the contract. Such records must contain the name; last known address, telephone number, and email address; and social security number of each such worker; each worker’s correct classification(s) of work performed; hourly rates of wages paid; daily and weekly number of hours actually worked; deductions made; and actual wages paid.

(2) Records to be maintained under this provision must be made available by the contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the Department of Homeland Security, the Federal Emergency Management Agency, and the Department of Labor, and the contractor or subcontractor will permit such representatives to interview workers during working hours on the job.

8. Clean Air Act and The Federal Water Pollution Control Act.

Clean Air Act

- a) The Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- b) The Vendor agrees to report each violation to NCEM and understands and agrees that NCEM will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c) The Vendor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

- a) The Vendor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq.
- b) The Vendor agrees to report each violation to NCEM and understands and agrees that NCEM will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c) The Vendor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

9. Debarment and Suspension.

- a) This contract is a covered transaction for purposes of 2 C.F.R. part 180 and 2 C.F.R. part 3000. As such, the Vendor is required to verify that none of the Vendor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b) The Vendor must comply with 2 C.F.R. part 180, subpart C and 2 C.F.R. part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c) The certification is a material representation of the fact relied upon by NCEM. If it is later determined that the Vendor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to NCEM, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d) The Vendor agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

10. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352) (as amended).

Vendors that apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency. If applicable, Vendors must sign and submit to NCEM the certification regarding lobbying.

11. Procurement of Recovered Materials.

- a) In the performance of this contract, the Vendor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired: competitively within a timeframe providing for compliance with the contract performance schedule, meeting contract performance requirements, or at a reasonable price
- b) Information about this requirement, along with the list of EPA designated items, is available at EPA's Comprehensive Procurement Guidelines website <http://www.epa.gov/smm/comprehensive-procurement-guideline-cpq-program>.
- c) The Vendor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

12. Prohibition on Contracting for Covered Telecommunications Equipment or Services.

- a) *Definitions.* As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined

in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause—

b) Prohibitions.

- 1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug. 13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
- 2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:
 - i. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - ii. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
 - iii. Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
 - iv. Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

c) Exceptions.

- 1) This clause does not prohibit contractors from providing—
 - i. A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
 - ii. Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
- 2) By necessary implication and regulation, the prohibitions also do not apply to;
 - i. Covered telecommunications equipment or services that:
 - a. Are not used as a substantial or essential component of any system; and
 - b. Are not used as critical technology of any system
 - ii. Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

d) Reporting Requirement.

- 1) In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.
- 2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:
 - i. Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
 - ii. Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services
- e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

13. **Domestic Preference for Procurements.** As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products. For purposes of this clause: Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.
14. **Build American, Buy American Act (BABAA).** Contractors and their subcontractors who apply or bid for an award for an infrastructure project subject to the domestic preference requirement in the Build America, Buy America Act shall file the required certification to (insert name of recipient/subrecipient) with each bid or offer for an infrastructure project, unless a domestic preference requirement is waived by FEMA. Contractors and subcontractors certify that no federal financial assistance funding for infrastructure projects will be provided unless all the iron, steel, manufactured projects, and construction materials used in the project are produced in the United States. BABAA, Pub. L. No. 117-58, §§ 70901-52. Contractors and subcontractors shall also disclose any use of federal financial assistance for infrastructure projects that does not ensure compliance with BABAA domestic preference requirements. Such disclosures shall be forwarded to the recipient who, in turn, will forward the disclosures to FEMA, the federal agency; subrecipients will forward disclosures to the passthrough entity, who will, in turn, forward the disclosures to FEMA. Note that even if the project does not involve construction and only requires project scoping, this requirement must be kept in mind for those programs that are required to be compliant with BABAA including but not limited to BRIC and FMA projects.

15. **Access to Records.** In addition to Section 13 of the N.C. General Terms & Conditions included in this solicitation, the following access to records requirements apply to this contract:
- a) The Vendor agrees to provide NCEM, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Vendor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
 - b) The Vendor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
 - c) The Vendor agrees to provide FEMA Administrator or his authorized representative access to construction or other work sites pertaining to the work being completed under the contract.
 - d) In compliance with the Disaster Recovery Act of 2018, NCEM and the Vendor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator of the Comptroller General of the United States.
16. **Modifications to Contract.** Modifications to the Contract are governed by Section 24 of the N.C. General Terms & Conditions included in this solicitation.
17. **DHS, Seal, Logo, and Flags.** In addition to the prohibitions in Section 28 of the N.C. General Terms & Conditions included in this solicitation, the Vendor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.
18. **Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The Vendor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.
19. **No Obligation by Federal Government.** The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, Vendor, or any other party pertaining to any matter resulting from the contract.
20. **Program Fraud and False or Fraudulent Statements or Related Acts.** Vendor acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the Contract.
21. **Socioeconomic Contracting.** The Vendor is encouraged to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)- (5) to ensure small businesses, minority businesses, women's business enterprises, veteranowned businesses, and labor surplus area firms are considered when possible."
22. **Build America, Buy America Act (BABAA) for Architectural and/or Engineering Contracts.** Contractors and subcontractors agree to incorporate the Buy America Preference into planning and design when providing architectural and/or engineering professional services for infrastructure projects. Consistent with the Build America, Buy America Act (BABAA) Pub. L. 117- 58 §§ 70901-52, no federal financial assistance funding for infrastructure projects will be used unless all the iron, steel, manufactured projects, and construction materials used in the project are produced in the United States.
23. **Providing Good, Safe Jobs to Workers.** Pursuant to FEMA Information Bulletin No. 520, the contractor will comply with all applicable federal labor and employment laws. To maximize cost efficiency and quality of work, the contractor commits to strong labor standards and protections for the project workforce by creating an effective plan for ensuring high-quality jobs and complying with federal labor and employment laws. The contractor acknowledges applicable minimum wage, overtime, prevailing wage, and health and safety

requirements, and will incorporate Good Jobs Principles wherever appropriate and to the greatest extent practicable

24. **Buy Clean.** NCEM encourages the use of environmentally friendly construction practices in the performance of this Agreement. In particular, NCEM encourages that the performance of this agreement include considering the use of low-carbon materials which have substantially lower levels of embodied greenhouse-gas emissions associated with all relevant stages of production, use, and disposal, as compared to estimated industry averages of similar materials or products as demonstrated by their environmental product declaration.
25. **Records Retention.** All records required to be kept on the project shall be maintained for at least five (5) years after final payments and until all other pending matters under the grant for this project have been closed. However, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the five (5) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the five (5) year period, whichever is later.
26. **Energy Efficiency.** All participants in the projects funded hereby shall recognize mandatory standards and policies relating to energy efficiency, which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163).
27. **DHS Standard Terms and Conditions.** In addition to the FEMA Rules and Regulations above, DHS Standard Terms and Conditions apply to the agreement as pertinent to the program as FEMA is a subdivision of DHS. The applicable DHS Standard Terms and Conditions for grants, cooperative agreements, fixed amount awards, and other types of federal financial assistance are based on the fiscal year in which the financial assistance award was funded. For access to the conditions, please see <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.
28. **Debarment, Suspension and Ineligibility (2 C.F.R. 200, Appendix II(I)).** Contractor represents and warrants that it and its Subcontractors are not debarred, suspended, or placed in ineligibility status under the provisions of 2 C.F.R. 180 and 24 C.F.R. 24.1 (government debarment and suspension regulations).
29. **Subcontracts.** Contractor shall not enter into any subcontract with any Subcontractor who has been debarred, suspended, declared ineligible, or voluntarily excluded from participating in contracting programs by any agency of the United States Government or the State of North Carolina.
Contractor shall be as fully responsible to NCEM for the acts and omissions of Contractor's Subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by Contractor.
Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind Subcontractor to Contractor by the terms of the Contract Documents insofar as applicable to the work of Subcontractors and to give Contractor the same power in regard to terminating any subcontract that NCEM may exercise over Contractor under any provision of the Contract Documents.
Nothing contained in this contract shall create any contractual relationship between any Subcontractor and NCEM.
30. **Assignability.** Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of NCEM, provided that claims for money due or to become due Contractor from NCEM under this Contract may be assigned to a bank, trust company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to NCEM.

31. **Termination for Unavailable Funding.** The continuation of this Contract is contingent upon the appropriation and release of sufficient funds to NCEM to fulfill the requirements of this Contract. Failure of the appropriate authorities to approve and provide an adequate budget to NCEM for fulfillment of the Contract terms shall constitute reason for termination of the Contract by either Party. Contractor shall be paid for all authorized services properly performed prior to termination.
32. **Iran Divestment Act Certification.** Contractor certifies that, as of the date listed above, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 143-6A-4. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 143C-6A-5(b), Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
33. **Federal Funding Accountability and Transparency Act (FFATA).** The Contractor shall comply with the requirements of 2 C.F.R. part 25 Universal Identifier and System for Award Management (SAM). The grantee must have an active registration in SAM in accordance with 2 CFR part 25, appendix A, and must have a Data Universal Numbering System (DUNS) number. The grantee must also comply with provisions of the Federal Funding Accountability and Transparency Act, which includes requirements on executive compensation, and 2 CFR part 170 Reporting Subaward and Executive Compensation Information.
34. **Client Data and Other Sensitive Information.** The Contractor must comply with 2 C.F.R. §200.303 and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 C.F.R. 200.82, and other information NCEM designates as sensitive or consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
35. **Davis-Bacon Act.** If applicable, Compliance with the Davis-Bacon Act.
- a. All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The Vendor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- b. Vendor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- c. Additionally, Vendor is required to pay wages not less than once a week.
36. **Funding Contingency.** The awarded Contract may be suspended and/or terminated without liability to the State if any grant is suspended or terminated, and unless and until the State receives funds in an amount that is deemed sufficient to enable it to fund the Contract awarded, the State is under no obligation to make any payments to the Vendor.
37. **Personnel.** Vendor represents that it has, or will secure at its own expense, all personnel required in performing the work under this Contract. Such personnel shall not be employees of or have any contractual relationship with State. All of the work required hereunder will be performed by Vendor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and State law to perform such work. No person who is serving a sentence in penal or correctional institution shall be employed to work under this Contract.

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ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Solicitation #: _____

Vendor Name: _____

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

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, the disable, disabled business enterprises, and non-profit work centers for the blind and severely disabled. This includes utilizing individual(s) from these categories as subcontractors to perform the functions required in this Solicitation.

The Vendor shall respond to questions below, as applicable.

PART I: HUB CERTIFICATIONIs Vendor a NC-certified HUB entity? ☐ **Yes** ☐ **No**If **yes**, provide Vendor #: _____If **no**, does Vendor qualify for certification as HUB? ☐ **Yes** ☐ **No***Vendors that check "yes" will be referred to the HUB Office for assistance in acquiring certification.***PART II: PROCUREMENT OF GOODS - SUPPLIERS**For *Goods* procurements, are you using Tier 2 suppliers? ☐ **Yes** ☐ **No**If **yes**, then provide the following information:

Company Name	Company Address	Website Address	Contact Name	Contact Email	Contact Phone	NC HUB certified?	Percent of total bid price

PART III: PROCUREMENT OF SERVICES - SUBCONTRACTORSFor *Services* procurements, are you using Subcontractors to perform any of the services being procured under this solicitation? ☐ **Yes** ☐ **No**If **yes**, then provide the following information:

Company Name	Company Address	Website Address	Contact Name	Contact Email	Contact Phone	NC HUB certified?	Percent of total bid price

Need more information?

Questions concerning the completion of this form should be presented during the Q&A period through the process defined in the Solicitation document.

Questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at 984-236-0130 or huboffice.doa@doa.nc.gov

ATTACHMENT E: CUSTOMER REFERENCE FORM

Solicitation #: _____

Vendor Name: _____

Instructions: Vendor shall use this template to submit three (3) customer references with its offer.

Name of Customer Organization:	
Customer Reference Name:	
Customer Reference Address:	
Customer Reference Email:	
Start Date:	
End Date:	
Explanation of contract, service agreement, or type of products and quantity provided to the organization:	

Name of Customer Organization:	
Customer Reference Name:	
Customer Reference Address:	
Customer Reference Email:	
Start Date:	
End Date:	
Explanation of contract, service agreement, or type of products and quantity provided to the organization:	

Name of Customer Organization:	
Customer Reference Name:	
Customer Reference Address:	
Customer Reference Email:	
Start Date:	
End Date:	
Explanation of contract, service agreement, or type of products and quantity provided to the organization:	

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Solicitation #: _____

Vendor Name: _____

In accordance with NC General Statute G.S. 143-59.4, Vendor shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of The Contract.

Vendor shall complete items 1 and 2 below.

1. Will any work under this Contract be performed outside of the United States? YES ☐ NO ☐

If "YES":

- a) List the location(s) outside of the United States where work under the Contract will be performed by the Vendor, any subcontractors, employees, or any other persons performing work under the Contract.
- b) Specify the manner in which the resources or workers will be utilized:

2. Where within the United States will work be performed?

NOTES:

1. The State will evaluate the additional risks, costs, and other factors associated with the utilization of workers outside of the United States prior to making an award.
2. Vendor shall provide notice in writing to the State of the relocation of the Vendor, employees of the Vendor, subcontractors of the Vendor, or other persons performing services under the Contract to a location outside of the United States.
3. All Vendor or subcontractor personnel providing call or contact center services to the State of North Carolina under the Contract **shall disclose** to inbound callers the location from which the call or contact center services are being provided.

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Solicitation #: _____

Name of Vendor: _____

The undersigned hereby certifies that: [check all applicable boxes]

- ☐ The Vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____ (If no audit within past 18 months, explain reason below)

- ☐ The Vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.
- ☐ The Vendor is current on all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.
- ☐ The Vendor is not the subject of any current litigation or findings of noncompliance under federal or state law.
- ☐ The Vendor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of The Contract.
- ☐ He or she is authorized to make the foregoing statements on behalf of the Vendor.

Note: This shall constitute a continuing certification and Vendor shall notify the Contract Lead within 30 days of any material change to any of the representations made herein.

— If any one or more of the foregoing boxes is NOT checked, Vendor shall explain the reason(s) in the space below. Failure to include an explanation may result in Vendor being deemed non-responsive and its submission rejected in its entirety.

Signature_____
Date_____
Printed Name_____
Title

[This Certification must be signed by an individual authorized to speak for the Vendor]

ATTACHMENT H: CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, & COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LL L, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subContracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Vendor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Vendor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Vendor's Authorized Official

Name and Title of Vendor's Authorized Official

Date

ATTACHMENT I: SF254 ARCHITECT-ENGINEER AND RELATED SERVICES QUESTIONNAIRE

Complete and attach to Vendor's proposal Standard Form (SF) 254 ARCHITECT-ENGINEER AND RELATED SERVICES QUESTIONNAIRE. Form SF 254 is located on the North Carolina State Construction Office website under FORMS and DOCUMENTS, <https://ncadmin.nc.gov/businesses/construction/forms-documents#administration-and-design-contract>.

ATTACHMENT J: SPECIAL PROBLEM REPORT FORM TEMPLATE

Special Problem Report #XX [Project Name]			
Description of affected area: (i.e. location, address), case #,etc.)		Approval Date:	/ /
Contract #		Submission Date:	/ /
Project Name		Amendment #	
Contractor:		<input type="checkbox"/> Preliminary	
Affected Area:		<input type="checkbox"/> Actual	
Cause of Problem:			
PROBLEM AREAS	SOLUTION AREAS	CONTRACT ACTION REQUIRED	
<input type="checkbox"/> Technical Coordination <input type="checkbox"/> Discrepancies <input type="checkbox"/> Unresolved <input type="checkbox"/> Unrealistic Schedule <input type="checkbox"/> Funding <input type="checkbox"/> Subcontracting	<input type="checkbox"/> Revise Schedule <input type="checkbox"/> Increase Funding <input type="checkbox"/> Realign Funding <input type="checkbox"/> Change Scope <input type="checkbox"/> State Special Support	<input type="checkbox"/> Modification to change: <input type="checkbox"/> Scope <input type="checkbox"/> Schedule <input type="checkbox"/> Level of Effort / Cost <input type="checkbox"/> No Contract Action	
TASK(S) AFFECTED			
<input type="checkbox"/> Task # 1	Description		
<input type="checkbox"/> Task # 2	Description		
<input type="checkbox"/> Task # 3	Description		
DETAILED EXPLANATION:			
PROPOSED SOLUTION:			
APPROVED ACTION:			
SUBMITTED BY: (signature)		DATE:	
(print name):			
APPROVED BY: (signature):			
(print name)		DATE:	