



Central Piedmont Community College

Request for Qualifications

**Commissioning Services
(Cx & BECx)**

88-120924-01

December 2024

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Section 1 - ADVERTISEMENT

Central Piedmont Community College (CPCC, Owner) is requesting qualifications (RFQ) from Commissioning Service Providers interested in providing services for CPCC Capital Improvement Program projects.

Responses are due to Kent Reid, AIA, Drumm Facilities Services Building, 1325 East 7th Street,, Charlotte NC 28204 **no later than 3:00 pm on Wednesday, January 08, 2025**. For further information email Kent Reid at Kent.Reid@cpcc.edu.

Section 2 - INTRODUCTION AND OVERVIEW

CPCC is soliciting responses from qualified firms interested in providing Commissioning Services (MEP & Building Envelope) for CPCC Capital Improvement Program projects. **The Building Envelope services shall be provided as a subconsultant to the MEP Commissioning services.**

Section 3 - GENERAL INFORMATION

The selection of the Commissioning Service provider will be based on responder's qualifications and response to the RFQ. The selection committee will review and evaluate the RFQ responses and may select firms with or without interview.

Addenda and Supplements to RFQ

If a responder is in doubt as to the true meaning of any part of this RFQ or other requirements, questions may be submitted to CPCC's representative no later than **Monday, December 16, 2024**.

Kent Reid, AIA

Kent.Reid@cpcc.edu

Executive Director of Planning & Design
Central Piedmont Community College

The responder is required to acknowledge receipt of any/all addendum.

Oral explanations will not be binding.

CPCC has sole discretion and reserves the right to reject any and all RFQ responses received and to cancel the RFQ process at any time prior to entering into a formal agreement. CPCC reserves the right to request additional information or clarification of information provided.

Section 4A – MEP COMMISSIONING SCOPE OF SERVICES (Cx)

The Commissioning scope of services extends from design through warranty phase. The objective is to ensure that the Mechanical, Electrical and Plumbing systems of each facility commissioned have been verified and documented to be complete and to fulfill the functional performance and maintainability requirements of the designer, building owner, occupants and building operators prior to building occupancy. Commissioning Services will include verification that the Owner's requirements are met throughout the design, construction, start-up and initial operation/warranty phases along with appropriate documentation of same.

During the design phase, it will be the Commissioning agent's responsibility review designs to insure the MEP systems meet the Owner's requirements and to develop detailed commissioning specifications for the MEP systems for inclusion in the bid documents.

During the construction phase, the Commissioning agent will develop and coordinate the execution plan for functional testing including observation and documentation of each system's performance to ensure systems are functioning in accordance with the contract documents and Owner's requirements.

In addition, the Commissioning agent will review O & M manuals for completeness as well as coordinating and reviewing training on system operation provided to the building operators to ensure each facility operates as intended. **Commissioning Agency should have at least one team member that is Niagara 4 Certified.**

DETAILED COMMISSIONING SCOPE OF WORK	
Design Phase	
(1)	At 100% DD Cxa will receive a full set of HVAC, electrical and plumbing drawings and associated specifications as well as a copy of CPCC current guidelines. The Cxa will review the drawings and specs for intent and submit a report consisting of design intent related questions and clarifications within two weeks.
(2)	At the 50% CD submittal phase the Cxa will develop and submit commissioning plans/specifications for review and incorporation into bid documents. Cxa will also attend a meeting with the Engineers of Record and Design Manager to review the 50% comments.
(3)	At the 95% CD submittal phase the Cxa will repeat the process noted in Design Phase item 1 above. Cxa will also provide a commissioning plan and schedule to be inserted into the 95% CD documents.
Pre-Bid Phase	
(1)	The Cxa will attend the pre-bid conference; introduce themselves and discuss their role in the construction process.
(2)	Submit a copy of the commissioning plan and explain the contractor's responsibilities in the commissioning process and the systems to be commissioned. Review the Cxa schedule and expected time durations of the HVAC functional performance testing in which the controls vendors will need to be on site as well as TAB and mechanical contractors.
Construction Phase	
(1)	Coordinate any modifications in the development of the construction schedule relating to commissioning with the GC or CMAR.
(2)	Review major equipment submittals and compile all pertinent approved submittals from the A/E.
Field Verification	
(1)	All equipment will be verified in the field to comply with the contract documents and approved submittals. The Cxa shall verify that all approved equipment is in the proper locations.
(2)	All field connections to the equipment will be verified for proper connection.
(3)	Verify all accessories are installed.

Functional Performance Testing	
(1)	The Cxa shall supply to the HVAC, plumbing and electrical contractors the appropriate forms to be used for each piece of equipment. a) Pre-functional Checklists b) Functional Performance Test Forms Upon Owner approval, contractor field verification forms may be accepted assuming the forms provide the information being requested by the Cxa.
(2)	Verify accuracy of the functional performance forms from the MEP contractors within two weeks of receipt.
(3)	Cxa will create a deficiency report.
HVAC	
(1)	The Cxa shall observe functional performance testing with the contractors, verify accuracy of the testing, and note any deficiencies for the contractor to correct.
(2)	The Cxa shall observe and verify 25% of all air and water devices balanced by the TAB contractor.
(3)	The Cxa shall verify point-by-point functional performance of all major HVAC systems (through the BAS/EMS graphics).
(4)	The Cxa shall observe and verify a sequence of operations for all major HVAC systems (through the BAS/EMS graphics).
(5)	The Cxa shall obtain authorization from CPCC to have access to review the BAS/EMS graphics (remotely from their office).
(6)	The Cxa shall review the BAS/EMS systems remotely and determine if any significant changes have been made to the systems.
(7)	Cxa shall be on site as needed after the field verification phase has started and to attend the OAC meetings. The Cxa will be expected to facilitate commissioning efforts during these meetings as well provide an up to date deficiency log listing all issues and their status. Cxa will review the schedule and verify whether Cxa items and appropriate durations are included.
(9)	The Cxa shall verify airflow for 10% of grilles and diffusers are within tolerance of the drawings and compare with the test and balance report. more than 15% of the tested grilles are outside the tolerance the test and balance company shall rebalance and another 10% of grilles and diffusers shall be verified (cost to be charged to contractor).
Plumbing	
(1)	The Cxa will review/verify the domestic hot water system operates properly at all locations.
(2)	The Cxa will review/verify that all water closets and lavatories operate and function properly.
Electrical	
(1)	Sports lighting test reports (if applicable); review/verify complete.
(2)	Review/verify that the cleaning of light fixtures, lenses, lamps, equipment interiors, and electrical rooms has been completed.
(3)	Motor running tests – review/verify completion.
(4)	Transformer tests – review/verify completion.
(5)	N/A
(6)	Ground resistance test – review/verify completion.
(7)	Ground/neutral isolation test – review/verify completion.
(8)	TVSS – verify operational status.
(9)	Review/verify that the posting of the power riser diagram at switchboards has been completed.
(10)	Nameplates – review/verify completion.
(11)	Fire alarm system commissioning – do a complete functional performance test including interfaces with the HVAC system.
(12)	Review/verify posting of fire alarm system record drawings is complete.
(13)	Review/verify Intercom system test completion including interface with phone system.
(14)	Review/verify Security system walk test has been completed by CPCC Safety and Security.
(15)	Review/verify Sound system commissioning/completion.
(16)	Review/verify 600 volt cable test reports are complete.
(17)	Verify light fixtures illuminate as designed and all lighting control systems function as designed.
(18)	Review/verify Feeder continuity and fault tests are complete.
(19)	CCTV personnel instruction – verify acceptance by CPCC Telecommunications.

(20)	Verify circuit breaker interrupt ratings are per design.
(21)	Verify arc flash hazard analysis and labeling is complete.
(22)	Verify compression lugs are properly installed (aluminum feeders).
(23)	Verify exterior lights are functioning per design.
(24)	Verify the generator operates on a power loss including associated equipment.
(25)	Review/verify Lighting controls system including security integration and EMS are functioning per design.
(26)	Review/verify access control systems are functioning per design.
Close-out Review Phase	
(1)	Final Documentation
(2)	The Cxa shall review the GC or CMAR's closeout documents. This includes product data, owner's manual information and warranty documents for compliance with the contract documents.

Section 4B – BUILDING ENVELOPE COMMISSIONING SCOPE OF SERVICES (BECx)

The scope of requested services extends from design through the construction phase with the objective to ensure the roofing, insulation, vapor barrier, air barrier, through wall flashing, waterproofing, damproofing, window flashing, and wall cladding systems of each facility are:

A. Design Document Review

The BECxa will perform two (2) total independent third-party reviews of building enclosure systems and components in project specifications and drawings, one each at approximately the 75% Design Development progress level and at the 80% Construction Document level. Terracon will evaluate compatibility of materials & assemblies, continuity of control layers and appropriateness of building enclosure system designs and verify compliance with the OPR and BOD. The reviews will focus on building enclosure components that resist water intrusion including roofing, waterproofing, sealant and flashings. Review scope does not include a structural evaluation of roofing and cladding systems and is not intended to discover or report all potential water penetration issues. Written comments will be listed in chart, letter form of report or annotations on drawings

B. Submittal and Shop Drawing Review

The BECxa shall review product submittal documents including shop drawings for roofing, curtain wall, wall cladding, waterproofing, fenestration systems and other building enclosure related documents as may be required by the contract documents for compliance with the plan and specifications. Revisions to submittals requiring additional reviews will be charged as additional services. Comments will be provided in a chart *or letter type report for review. Terracon assumes no responsibility for approving or rejecting submittal documents.*

C. On-Site Meetings

The BECxa shall attend on-site meetings with the project team, including building enclosure system pre-installation conferences, mock-up meetings, construction progress meetings, and commissioning team meetings. **meeting**

D. Periodic Inspections

The BECxa shall perform periodic construction observation of building enclosure system installations and review compliance with the contract documents and OPR and BOD. Terracon shall issue reports documenting observations and discussions on-site. Twenty-five (25) site visits are anticipated including one visit at substantial completions and one visit at final completion **visit**

• Performance Verification Water Testing – In-Situ

The BECxa shall provide performance verification testing on building enclosure system installations. Performance verification testing shall include testing installed fenestration systems for air and water leakage. Air and water leakage tests will be conducted on approximate 10' x 10' areas of fenestration in general accordance with ASTM E783 and ASTM E1105 and utilizing calibrated spray rack equipment and interior air pressure chambers. Four (4) pressurized chamber tests are anticipated. Additionally, water leakage tests will be conducted on approximate 10' x 20' areas of fenestration utilizing a monarch nozzle in general accordance with AAMA 501.2. Two (2) nozzle tests are anticipated.

Air and water leakage tests are to be conducted before interior finishes are installed to provide direct examination for detection of leaks during the tests and to enable glazing removal and reinstallation to correction construction

deficiencies (if any) in the event of a failure of the test. Each retest will be billed as an additional test. Terracon shall document, evaluation and report the testing results and provide suggestions for acceptance or rejection of fenestration system and/or components. Arrangement of access to test areas by Terracon personnel may result in additional fees.

- E. Pressurized Chamber Tests (four total)
- F. Nozzle Tests (10 x 20 foot area) (two total)

Section 5 - SUBMISSION REQUIREMENTS

Responses should be prepared and submitted as described in this section.

Responders bear the responsibility of examining all parts of this RFQ and furnishing the information required by this RFQ. The responder shall prepare their response and provide four (4) hard copies and one (1) electronic copy on a labeled USB flash drive. All costs incurred in the preparation and submission of the response to this RFQ shall be covered by the responder. All blank spaces on the Acknowledgement Form and all requirements outlined in this RFQ must be completed.

Submittals shall be made on 8.5" x 11" paper, side bound with Table of Contents and reference tabs for key sections. Response is limited to 20 pages double sided excluding, HUB forms, Insurance forms, Acknowledgement form, Table of Contents, reference tabs and covers. All pages are to be consecutively numbered. Responders shall submit their RFQ Response in a sealed envelope. The sealed envelope shall carry the following information on the face of the envelope: Responder's name, address and the words MEP Commissioning Services RFQ Response.

Each responder must answer all questions and provide all requested information, where applicable. If the answer to any questions is "none" or if the question is not applicable, please state in writing. Any responder failing to do so may be deemed to be non-responsive with respect to this qualification at the sole discretion of CPCC.

The responder is responsible for the delivery before the time specified, submittals received after the specified time will not be considered and will be returned unopened. Submittals must include, at a minimum, the following:

1. Executive Summary limited to one (1) page including the name of the responder, location of responder's principal place of business, and a brief description of the business. Summary should describe the responder's strengths and any special qualifications your firm may possess related to the project(s) described.
2. Insurance Requirements – Proposers must show proof of insurance coverage meeting the requirements identified in Section 6 (submit a copy of insurance certificate)
3. Completed response to Section 7 – Qualifications/responder Information
4. Completed Section 8 - Acknowledgement Form
5. Complete Section 9 - Required documents included with HUB Information

Section 6 - INSURANCE REQUIREMENTS

Minimum limits for the following types of insurance are required:

Certificate of Insurance Requirements

Please note: While these are Minimum Requirements, Higher limits or additional coverages may be required based on vendor risk and exposure.

Commercial General Liability <ul style="list-style-type: none"> (Occurrence form) Coverage not less than: 	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate* \$2,000,000 Products & Completed Operations Aggregate * Including contractual liability, waiver of subrogation, primary and noncontributory. Schedule of Endorsements must be provided. GL Policy Number must be listed.
Automobile Liability <ul style="list-style-type: none"> Required for all Owned Autos or must provide 'Hired & Non-Owned Auto' coverage. 	\$1,000,000 Combined Single Limit* OR \$1,000,000 Bodily Injury per Accident \$1,000,000 Bodily Injury per Person \$1,000,000 Property Damage * Including waiver of subrogation in favor of Central Piedmont.
Umbrella Liability <ul style="list-style-type: none"> Additional coverage that can be combined to meet requirements: 	\$3,000,000 Per Occurrence \$3,000,000 Aggregate
Workers' Compensation	State Statutory Limits* Employer Liability \$500,000 Each Accident* \$500,000 Disease Policy Limit \$500,000 Disease Each Employee * Including waiver of subrogation in favor of Central Piedmont.
Additional Insured <ul style="list-style-type: none"> Central Piedmont Community College (Attach Additional Insured Endorsement evidencing coverage of Ongoing Operations and Completed Operations for the additional insured) 	<ul style="list-style-type: none"> Coverage must be primary and noncontributory above any other insurance Central Piedmont Community College may carry. Waiver of Subrogation on all policies in favor of Central Piedmont Community College. Make subcontractor's insurance primary.
Professional Liability (Errors and Omissions) <ul style="list-style-type: none"> If professional services are being provided. 	\$1,000,000 Per Occurrence
Cyber Insurance Liability	\$1,000,000 Per Occurrence * Including information security & privacy liability.

Section 7 - QUALIFICATIONS/RESPONDER INFORMATION

Please organize your responses to questions below in the same order and numbering given, restating the question first, then your response.

1. Company history, size and background
 - a. Provide current organizational structure information, date of company formation and the number of years providing MEP and Building Envelope Commissioning services.
 - b. Provide the total number of staff directly employed by the proposing office regularly engaged in MEP and Building Envelope Commissioning services. Provide an organizational chart that represents this staffing and their relationship to the organizational management structure.
 - c. Provide the annual revenue of the firm and the proposing office related to MEP and Building Envelope Commissioning services work over the last five (5) years including the number of projects per year.
 - d. Names of license holders and associated license numbers.
 - e. Names of team members that have Niagara 4 Certifications.
2. Provide a list of the projects over 50,000 sf that your proposing office currently has in progress including:
 - a. Name and Location of the project
 - b. Names of staff (Principal, Project Manager, Consultants)
 - c. Name, address and phone number for Owner's Representative
 - d. Square footage
 - e. Projected completion date
3. Provide a list of the projects over 50,000 sf that your proposing office has completed in the last 5 years including:
 - a. Name and Location of the project
 - b. Names of staff (Principal, Project Manager, Consultants)
 - c. Name, address and phone number for Owner's Representative
 - d. Square footage
 - e. Projected completion date
4. Financial Information - CPCC reserves the right to request financial data. If requested provide a copy of audited financial statements for the three (3) previous fiscal years and the last quarterly report. Statements must include auditor's letter of opinion, auditor's noted balance sheet, statement of income/loss.
5. Provide a list of the proposed staff that will directly participate in this CPCC work. Provide a resume for each key individual proposed for the project. Indicate the staff member that will serve as the continuous point of contact.
6. Describe your firm's experience and approach to commissioning the HVAC and Building Automation System controls (Niagara 4) from the start of the design through the completion of the commissioning process.
7. Legal Information
 - a. Identify any judgments, claims, and suits pending or outstanding against your firm or its officers.
 - b. Describe previous litigation, mediation or arbitration in which your firm has been involved with during the past five (5) years.
 - c. Indicate any project(s) where your firm has been terminated and the reasons for termination.
 - d. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit, found guilty in a criminal action for making any false claim or material misrepresentation to any

public agency or entity, or been convicted of a crime involving any federal, state or local law? If YES, explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

- e. Respondents shall comply with HUB requirements by making a good faith effort to utilize HUB firms. **Respondents must complete and include the forms listed in Section 9 (Identification form and Affidavit "A" or "B").**

- 8. Is your firm, by definition, a certified HUB Firm?
- 9. Provide staff size for office proposed to perform the work.
 - a. Number of Principals
 - b. Number of office and field engineers
 - c. Number of administrators
 - d. Number of technicians
- 10. List firm's recent experience (last three years) in performing similar work.
 - a. Has your firm worked on CPCC projects? If so, when and in what capacity? Indicate the specific projects the firm provided services on.
 - b. Has your firm provided MEP and/or Building Envelope Commissioning services for higher education facilities in North Carolina? If so, identify the institution, number of projects and scope of services provided.
 - c. List three additional client references for which your firm provided MEP and/or Building Envelope Commissioning services.
 - d. Does your firm or any business associate own any business or financial interest that would place the firm in a conflict of interest in either the design or procurement phase of the Capital Improvement Program.
 - e. Describe any litigation, mediation or arbitration your firm has been involved in or has pending against the firm or any of its officers during the past five (5) years.
 - f. Describe your firm's detailed approach to carrying out work, technologies used, and how projects will be handled.

Section 8 – ACKNOWLEDGEMENT FORM

The undersigned warrants that they are duly authorized to bind the Proposer.

The undersigned acknowledges receipt of addenda: _____

The undersigned agrees to be bound by and comply with the provisions of North Carolina General Statute 143-28 and 143-128.2, .3, & .4.

I, the undersigned, certify and declare that I have read all the foregoing RFQ responses and know their contents. I declare under penalty of perjury under the laws of the State of North Carolina, that the foregoing is correct.

All signatures to be sworn to before a Notary Public

Signed _____

Firm Name _____

Title _____

Address _____

Telephone _____

City _____

State _____ Zip _____

Corporate Seal – (requested, not required)

SUBSCRIBED AND SWORN to before me this

_____ Day of _____ 19

Notary Public Signature

STATE OF _____

COUNTY OF _____

Section 9 – Historically Underutilized Business (HUB) Utilization Procedures

Request for Qualifications HUB Participation Guidelines for Architecture & Engineering

In accordance with G.S. 143-64.31, it shall be the policy of the Central Piedmont Community College to promote full and equal access to business opportunities with the College.

CPCC Policy Statement:

The College will work in “good faith” to meet or exceed state-established goals for minority business participation in procurement and construction processes. The good faith effort shall include compliance with North Carolina General Statutes 143-48 and 143-128.2, .3, and .4 in purchasing, contracting, and building projects, respectively, so far as practicable. This includes the use of Historically Underutilized Business (HUB) certified vendors in the procurement of goods and services, and the active pursuit, participation, and utilization of minority contractors and sub-contractors in College construction projects.

For the purposes of this policy, the term “minority business” means a historically underutilized business (HUB) that is at least fifty-one percent (51%) owned by one or more persons, or in the case of a corporation, fifty-one percent (51%) of the stock is owned by one or more persons, who are members of at least one of the groups identified in this policy and the North Carolina General Statutes.

The current state goals, established by Executive Order and defined in statute, are to procure at least ten percent of goods and services from historically underutilized business vendors, and to achieve at least ten percent minority participation in the total value of construction contracts awarded.

Requirements

The fundamental requirement of the policy is that all contractors, vendors and consultants, who contact with Central Piedmont Community College, will: (i) not discriminate against any person in regard to race, color, religion, age, national origin, sex, or disability; and (ii) provide a full and fair opportunity for participation of HUB firms in contracts. Participation shall be measured in terms of the actual dollars received by HUB firms.

Responders will describe how your firm will address the HUB participation Objectives. This may include the forms listed below and a commitment to obtain a certain overall percentage.

Responders shall include in their proposals, the following documentation:

- ☐ **HUB Identification Form** (including suppliers)
- ☐ **Affidavit A** (if subcontracting)
OR
- ☐ **HUB Identification Form** (including suppliers)
- ☐ **Affidavit B** (if self-performing all work with own workforce and upon request, provide sufficient information for the CPCC to determine that the Proposer does not customarily subcontract work on this type of project)

The forms ask for the scope of work and the dollar amount. Respondents may not be able to give specific dollar amounts until you know the project scope assigned. However, you may list an overall percentage based on the scopes of work intended to be performed by HUB consultants and subcontractors.

The overall participation committed for the College is based upon all activities associated with the project including design sub-consultants, lower tier subcontractors, printing, courier services, suppliers and other services.

Compliance Documentation

All written statements, affidavits or intentions made by Respondents shall become a part of the agreement between the Consultant and Central Piedmont Community College for performance on this contract. Failure to comply with any of these statements, affidavits or intentions or with the HUB Participation Guidelines shall constitute a breach of contract. A finding by Central Piedmont Community College that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option Central Piedmont Community College whether to terminate the contract for breach.

In determining whether a contractor/vendor has made Good Faith Efforts, Central Piedmont Community College will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity and results of these efforts.

Good Faith Effort Documentation – The Proposer’s documentation to meet the goals set forth in these provisions shall include the following evidence:

1. Copies of solicitations to at least three (3) HUB firms for each sub consultant to be let under this contract. Each solicitation shall contain a specific description of the work, representative to contact and location, date and time when responses must be received.
2. Copies of responses received from each firm responding to the solicitation.
3. A telephone log of follow-up calls to each firm sent a solicitation.
4. Documentation of any contacts, correspondence or conversation with HUB firms made in an attempt to meet the aspirational goals.
5. The successful Proposer shall maintain records relating to all commitments for a period of at least one year following acceptance of final payment.

NOTE: Central Piedmont Community College reserves the right to waive any irregularities in HUB documentation if they can be resolved prior to award of the contract, and Central Piedmont Community College finds it to be in its best interest to do so and award the contract.

HUB Documentation Overview

Form	Submission Requirements	Required Form
Subcontractor / Supplier Identification Form Lists the total dollar amount of such participation by HUB subcontractors and suppliers the Proposer <u>will use</u> on the project.	Due with bid/proposal	Historically Underutilized Business Identification Form
Listing of Good Faith Efforts (GFE) Indicates the actions you undertook to recruit and solicit minority vendors, subcontractors, vendors, or suppliers for this project.	Due with bid/proposal (if subcontracting)	Affidavit A
Intent to Perform Contract with Own Workforce Indicates that the Proposer does not customarily subcontract elements of this type project, normally performs all elements of work on this project with his/her own current work force AND <u>will not purchase any materials or supplies in the performance of the contract.</u>	Due with bid/proposal (self-performing)	Affidavit B
Portion of Work to be Performed by HUB Firms Identifies minority participation that is equal to or greater than the HUB total goal for 10% of the Proposers total contract price. Appendix I is signed by the HUB.	Within three (3) business days after notification of award.	Affidavit C and Appendix I
Documentation of Good Faith Efforts (GFE) Indicates GFEs of Proposers who <u>do not</u> achieve the overall HUB goal for 10% participation by HUB firms. Documentation provided should correspond with the items checked on Affidavit A. Appendix I is signed by the HUB.	Within three (3) business days after notification of award.	Affidavit D and Appendix I
Professional Services Indicates the minimum percent of the total dollar amount of the contract with HUB firms. Appendix I is signed by the HUB.	Within three (3) business days after receiving Letter of Commitment	Appendix I, II and/or III
Documentation for All Contract Payments Contractor shall provide with each pay request to CPCC all payments to contractors, subcontractors, supplies and service providers.	Must submit with each pay request and final payment	Appendix IV

I, _____
(Name of Bidder)
do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

**HUB
Certified
(Y/N)

[illegible]

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

MBForms

State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of _____

(Name of Bidder)

Affidavit of _____

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☐ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ **2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☐ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☐ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ **10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

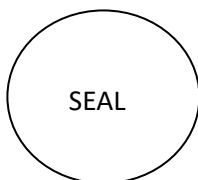
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public _____

My commission expires _____

**State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract
with Own Workforce.**

County of _____

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____
_____ contract.
(Name of Project)

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

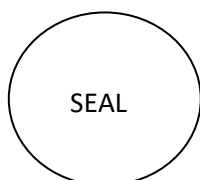
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____

State of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.

This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of _____ I do hereby certify that on the
(Name of Bidder)

(Project Name)

Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. Attach additional sheets if required

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

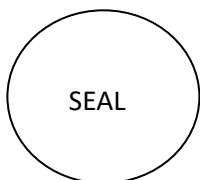
*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**** HUB Certification with the state HUB Office required to be counted toward state participation goals.**

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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

Date: _____ Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____, County of _____
Subscribed and sworn to before me this _____ day of _____ 20____
Notary Public _____
My commission expires _____

State of North Carolina

AFFIDAVIT D – Good Faith Efforts

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by HUB Certified/ minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of _____ I do hereby certify that on the
(Name of Bidder)

(Project Name)

Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**** HUB Certification with the state HUB Office required to be counted toward state participation goals.**

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

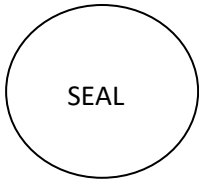
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

APPENDIX I
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR OR SUBCONSULTANT
(PROVIDE MATERIALS OR/ & SERVICES)

PROJECT: _____
(Project Name)

TO: _____
(Name of Proposer/Architect/Engineer)

The undersigned intends to perform work in connection with the above project as:

_____ Black, African American (**B**) _____ Hispanic (**H**), _____ Asian American (**A**)
_____ American Indian (**I**), _____ Female (**F**) _____ Socially and Economically
Disadvantaged (**D**)

The HUB status of the undersigned is/is not certified by the NC Office of Historically Underutilized Businesses (HUB). Our HUB certification number is _____.

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project (specify in detail particular work items, materials or services to be performed or provided) at the following price: _____.

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Items	Projected Commencement Date	Projected Completion Date

Subcontracting at any tier must be reported and is subject to all HUB requirements. This form shall be used for HUB subcontracting at any level.

Date: _____

(Name & Phone No. of HUB Company)

(Name & Title of Authorized Office)

(Signature)

**THE PRIME CONTRACTOR OR ARCHITECT OR ENGINEER MUST GET THIS FORM COMPLETED BY THE
SUBCONTRACTORS/SUPPLIERS/CONSULTANTS**

APPENDIX II
HUB UTILIZATION COMMITMENT FORM FOR PROFESSIONAL SERVICES

We, _____ do certify that on the
(Architect)

(Project Name)

(Project Number)

(Dollar Amount of Bid)

If the Proposer intends to subcontract, this form must be completed regardless of the amount or lack of HUB participation attained.

I will expend a minimum of _____% of the total dollar amount of the contract with minority, women, or small business enterprises. HUB firms will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Address	*Minority Category	Work description	Dollar Value

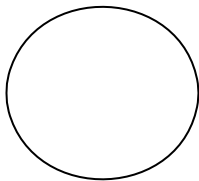
* Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

The undersigned will enter into a formal agreement with HUB Firms for work listed in this schedule conditional upon execution of a contract with the Central Piedmont Community College. Failure to fulfill this commitment may constitute a breach of the contract.

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

Date: _____

Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public: _____

My commission expires: _____

APPENDIX III

HUB UTILIZATION COMMITMENT FORM FOR PURCHASES OF GOODS & OTHER SERVICES

We, _____ do certify that on the
(Proposer)

(Project Name)

(Project Number)

(Dollar Amount of Bid)

If the Proposer intends to subcontract, this form must be completed regardless of the amount or lack of HJB participation attained.

I will expend a minimum of _____% of the total dollar amount of the contract with historically underutilized businesses. HUBs will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Address	*Minority Category	Work description	Dollar Value

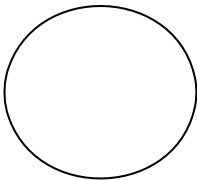
* Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

The undersigned will enter into a formal agreement with HUB Firms for work listed in this schedule conditional upon execution of a contract with the Charlotte-Mecklenburg Board of Education.
Failure to fulfill this commitment may constitute a breach of the contract.

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

Date: _____

Name of Authorized Officer: _____



Signature: _____

Title: _____

State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public: _____

My commission expires_: _____

APPENDIX IV
DOCUMENTATION FOR All PAYMENTS TO CONTRACTORS, SUBCONTRACTORS, SUPPLIERS
AND SERVICE PROVIDERS

Prime Contractor/Architect: _____

Address & Phone: _____

Project Name: _____

Pay Application #: _____ Period: _____

Current Requested Payment Amount: _____

The following is a list of payments to be made to all contractors/suppliers & other providers on this project for the above-mentioned period.

Firm Name and Address	*Minority Category	Amount to be Paid form this pay Request	Total Payments to date	Total Amount Committed
Totals				

* Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

Date: _____ Approved/Certified By: _____

Name

Title

Signature

****THIS DOCUMENT MUST BE SUBMITTED WITH EACH PAY REQUEST & FINAL PAYMENT****

APPENDIX V
WAIVER REQUEST FOR GOOD FAITH EFFORTS

PROJECT: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PERSON: _____ **PHONE NO:** _____

TITLE: _____

The said company request a Full () or Partial () waiver for the HUB aspirational goals for this particular project for the following reasons:

Signature: _____ **Date:** _____

CPCC USE ONLY

Good Faith Efforts Verified: _____

Request of Waiver Granted: YES (____) NO (____)

Comments: _____

HUB Administrator: _____ **Date:** _____