

ADDENDUM #1

**Master Service Agreement -- On-Call Professional Engineering,
Surveying, and CEI Services
RFQ26199**

**PROPOSALS WILL BE RECEIVED UNTIL
3:00 PM, May 22, 2026**

Submit a PDF of Proposal to: randyco@cityofws.org and bids@cityofws.org

April 28, 2026

Acknowledgement of this Addendum #1 is not required.

Darren Redfield
Purchasing

Company

Authorized Signature

Date

BID CLARIFICATIONS

The full RFQ is now being posted on city and state websites today, 4/28. Firms are welcome to RSVP to darrenmr@cityofws.org to be on the list for direct addenda receipt.

Interested proposers are limited to 5 single-subject questions per firm. Once an addendum has been issued, firms may ask up to 5 more single-subject clarification questions.

An addendum is planned for May 6 to address early questions, if any. A final addendum, if needed, will be issued May 15.



**Request for Letters of Interest and Statements of Qualifications
MASTER SERVICE AGREEMENT for PROFESSIONAL SERVICES**

RFQ26199

issue date: 04.24.2026

Proposals shall be complete and comply with the requirements listed herein. Page limit is in accordance with Page Allowance Table in Section IV, FORMAT FOR SUBMISSION OF QUALIFICATIONS

SUBMISSION DEADLINE: Submit proposals electronically in PDF format only by **3:00 pm, May 22, 2026** to Randy Comer, P.E., at randyco@cityofws.org and to bids@cityofws.org

Proposals received after this date and time will not be considered.

THE CITY OF WINSTON-SALEM DESIRES TO ENGAGE QUALIFIED ENGINEERING FIRMS FOR PROFESSIONAL ENGINEERING, SURVEYING, AND CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES ON AN ON-CALL BASIS:

The City of Winston-Salem (City) manages a diverse portfolio of complex, multi-disciplinary responsibilities spanning professional engineering, infrastructure improvement, transportation planning, program development, and technical analysis. To enhance its operational capacity and maintain a high standard of public service delivery, the City is seeking qualified consulting firms to supplement City staff through a flexible, efficient, and scalable on-call contracting mechanism. The intent of this solicitation is to establish a pool of firms with the breadth and depth of expertise necessary to provide specialized professional services as project needs arise.

All questions concerning this Request for Letters of Interest (RFLOI), Request for Qualifications (RFQ) or Statements of Qualifications (SOQ) [collectively referred to as RFLOI, RFQ, or SOQ] or the scope of services should be submitted in writing to Randy Comer at randyco@cityofws.org by the End of Question period of **5:00 pm, May 14, 2026**.

This RFQ will in no manner be construed as a commitment on the part of the City to award a contract. The City reserves the right to reject any or all applications; to waive minor irregularities in the RFQ process or in the applications; to re-advertise this RFQ; to postpone or cancel this process; select and procure parts of services; and/or to change or modify the RFQ schedule at any time.

The City anticipates a 5-year contract for the services in the Service Area Categories shown below. The Categories and their accompanying Scope of Services (shown in Section III) have been developed to provide a flexible and effective way for the City to respond to recurring consultant service needs for multi-dimensional tasks covering a range of professional engineering, infrastructure improvement, transportation

planning, program development, and technical services. In general, the selected firm's On-Call responsibilities may include but not be limited to the services indicated in Section III below.

This RFQ/LOI is to solicit responses from qualified firms to provide on-call professional services in the following Service Area Categories. **Firms may submit qualifications for any or all the following Service Area Categories:**

1. Water/Wastewater Treatment
2. Water Distribution and Wastewater Collection
3. Stormwater Conveyance Systems
4. GIS, Asset Management, Surveying
5. Streams, Wetlands, and Environmental Permitting
6. Construction Engineering and Inspection (CEI)
7. Geotechnical, and Construction Materials Testing (CMT)
8. Transportation Planning & Design Services
9. Dams & Reservoirs

Proposers must indicate the Service Area Category(ies) in which they wish to be considered. Please see Section III for more information on each Service Area Category.

The City intends to select up to ten (10) firms for each of the nine (9) Service Area Categories listed above, unless there is a lesser number of qualified firms in a category. The selected firms will be distributed as follows:

- Up to five (5) small business firms, defined as firms with forty-nine (49) or fewer full-time employees, may be selected in each Service Area Category; and
- Up to five (5) large business firms, defined as firms with fifty (50) or more full-time employees, may be selected in each Service Area Category.

This selection structure is intended to promote meaningful participation and collaboration among firms of varying sizes while ensuring the City has access to a broad range of technical expertise and resources.

The City encourages firms to form teaming arrangements that allow respondents to provide the Required and Additional Services across multiple Service Area Categories. Such arrangements can strengthen the overall capabilities of the team and provide opportunities for collaboration among firms of varying sizes and specialties. However, the City expects the Prime Consultant to perform a substantial portion of the work with its own employees and to maintain direct responsibility for project management, coordination, and delivery of services. The Prime Consultant should not rely exclusively on subconsultants to perform the majority of the contracted services. If, in the opinion of the City, the Prime Consultant is not performing a meaningful portion of the work and is primarily serving as a pass-through entity, the City may remove the firm from the Active List in accordance with the **INACTIVE STATUS OR REMOVING A FIRM** section of this solicitation.

It is anticipated that each selected firm will execute a Master Services Agreement (MSA) with the City for On-Call Professional Services. Individual projects will be negotiated and authorized through Task Orders issued pursuant to and incorporating the MSA. The City expects selected firms to execute the agreement substantially in the form provided. Substantial or repeated requests for revisions to the City's standard

agreement may delay execution of the MSA and, at the City's discretion, may be considered grounds to terminate negotiations with the selected firm(s). Should contract negotiations fail, the City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with the next most qualified firm(s).

Selection through this RFQ process and execution of an MSA do not guarantee any specific amount of work or compensation. For each project, the City may, in its sole discretion, select a consultant from among the firms under the MSA or determine not to proceed.

This RFQ and resulting MSAs do not replace or satisfy the solicitation requirements for any separately advertised City project. Firms selected under this RFQ will not be considered for future publicly announced projects unless they respond directly to those specific solicitations.

SECTION 1: NOTICE TO PROPOSERS:

It is the policy of the City that an employee, officer, or agent of City may not participate in any manner in the bidding, awarding, or administering of contracts in which they, or a member of their immediate family, their business partner, or any organization in which they serve as an officer, director, trustee, or employee, has a financial interest.

The successful proposer must comply with all provisions of the Americans with Disabilities Act (ADA), the Equal Employment Opportunity Act (EEOA), and all rules and regulations promulgated thereunder. By submitting a proposal, the successful proposer agrees to indemnify the City from and against all claims, suits, damages, costs, losses, and expenses in any manner arising out of, or connected with, the failure of the Company, its subcontractors, agents, successors, assigns, officers, or employees to comply with the provisions of the ADA, EEOA, or the rules and regulations promulgated thereunder.

No special inducements will be considered that are not a part of the original bidding document.

City's Rights and Options

The City, at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFQ at any time
- To cancel this RFQ with or without the substitution of another RFQ
- To take any action affecting this RFQ, this RFQ process, or the services subject to this RFQ that would be in the best interests of the city
- To issue additional requests for information
- To require one or more service providers to supplement, clarify, or provide additional information in order for the city to evaluate the responses submitted
- To share the Proposals with City employees other than the Evaluation Committee or City advisory committees as deemed necessary
- To award all, none, or any part of the Services that is in the best interest of the city, with one or more of the Service Providers responding, which may be done with or without re-solicitation.
- To discuss and negotiate with selected Service Provider(s) any terms and conditions in the Proposals including but not limited to financial terms
- To negotiate a contract with a service provider based on the information provided in response to this RFQ

Public Records

Any material submitted in response to this RFQ will become a "public record" once the proposer's document(s) is opened and the proposer is determined to be a participant in the solicitation process and shall be subject to public disclosure consistent with Chapter 132, North Carolina General Statutes.

Proposals submitted under this Section shall not be subject to public inspection until a contract is awarded N.C.G.S 143-129.8(d).

Trade Secrets/Confidentiality

Proposers must claim any material that qualifies as "trade secret" information under N.C.G.S. 66152(3) in their response to this RFQ and must state the reasons why such exclusion from public disclosure is necessary and legal.

To properly designate material as trade secret under these circumstances, each Proposer must take the following precautions: (a) any trade secrets submitted by a Proposer should be submitted in a separate, sealed envelope marked "Trade Secret - Confidential and Proprietary Information - Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

Do not attempt to designate your entire proposal as a trade secret, and do not attempt to designate pricing information as a trade secret. Doing so may result in your bid being disqualified.

In submitting a proposal, each Proposer agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the selection process, and to any outside consultant or other third parties who assist City in the selection process. Furthermore, each Proposer agrees to indemnify and hold harmless the City and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with disclosing any material, which the Proposer has designated as a trade secret.

The City reserves the right to make all final determination(s) of the applicability of North Carolina General Statutes § 132-1.2, Confidential Information.

Familiarity with Laws and Ordinances

The submission of a proposal on the services requested herein shall be considered as a representation that the Proposer is familiar with all federal, state, and local laws, ordinances, rules, and regulations which affect those engaged or employed in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof. If the Proposer discovers any provisions in the RFQ documents that are contrary to or inconsistent with any law, ordinance, or regulation, it shall be reported to the City in writing without delay.

The Proposer agrees that in carrying out this contract, compliance will be maintained with all applicable federal, state, and local laws, specifically including, without limitations, the Occupational Safety and Health Act of 1970 and Section 1324A, the Immigration Reform and Control Act.

The Proposer certifies that the proposal is made in good faith and without collusion with any person making a proposal or with any officer or employee of the City.

The undersigned further agrees, in connection with the performance of this contract, not to discriminate against any employee or applicant for employment because of race, religion, color, gender, age, handicap, political affiliation, or national origin.

Proposals are to be signed by an officer of the company authorized to bind the submitter to its provisions. Failure to manually sign the appropriate proposal form will disqualify the proposer and the proposal will not be considered.

Ethics Policy / Code of Conduct

The City of Winston-Salem has established guidelines for ethical standards of conduct for City representatives and to provide guidance in determining what conduct is appropriate in particular cases. City

representatives should maintain high standards of personal integrity, truthfulness, honesty, and fairness in carrying out public duties; avoid any improprieties in their roles as public servants including the appearance of impropriety; and never use their position or power for improper personal gain. In establishing an ethics policy, the City of Winston-Salem desires to protect the public against decisions that are affected by undue influence, conflicts of interest, or any other violation of these policies as well as promote and strengthen the confidence of the public in their governing body. For a complete review of the City Policy as it relates to this solicitation, click the following link. <https://www.cityofws.org/820/Procurement-Guidelines>

Stimulation of the Local Economy

In an effort to stimulate the local economy, foster development and promote efficiency in the provision of city services and the completion of various city projects, the City of Winston-Salem has undertaken an initiative to strongly encourage all parties contracting with the City of Winston-Salem to evaluate their internal operations and hiring practices and, where appropriate, to initiate efforts to stimulate the local economy by hiring applicants and contractors from the Winston-Salem/Forsyth County Area and by utilizing minority and women contractors and service providers. Such efforts to stimulate the local economy may be accomplished by posting job vacancies with the North Carolina Employment Security Commission, the Piedmont Triad Regional Council of Governments, and the Winston-Salem Urban League; and utilizing the State of North Carolina Office for Historically Underutilized Business database <https://evp.nc.gov/> - or other local resources such as the City of Winston-Salem M/WBE Program to identify Winston-Salem/Forsyth County based contractors and subcontractors. Stimulation of the local economy requires a collaborative effort of both the public and private sector. The city is committed to taking reasonable steps to achieve said goal.

Iran Divestment Act

Provider hereby certifies that it is not on the North Carolina State Treasurer's list of persons engaging in business activities in Iran, prepared pursuant to NCGS 147-86.58, nor will Provider utilize on this agreement any subcontractor on such list.

Divestment from Companies that Boycott Israel Contractor hereby certifies that it is not on the North Carolina State Treasurer's list of companies engaged in a boycott of Israel in violation of NCGS 147-86.80 et. seq. and that it will not utilize on this agreement any subcontractor on said list.

E-Verify Compliance

Per N.C.G.S. 143-133.3, CONTRACTOR shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the CONTRACTOR utilizes a subcontractor, the CONTRACTOR shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

Right to Audit

To confirm compliance with the terms of this Agreement, the City's MWBE program, local, state, and federal laws and regulations, the City may, at all reasonable times upon reasonable prior notice during usual business hours, inspect, audit and examine for a period up to five (5) years after completion of the service or project detailed in this Agreement, all accounts and books of Contractor and, where necessary, make copies of the Contractor's documents necessary to determine compliance. Such right may be exercised through any agent or employee of City or by independent certified public accountants designated by the City. The Contractor shall permit the aforementioned inspection, audit and examination, and where necessary, the City to make copies of documents verifying compliance as indicated herein."

Qualifications

Pursuant to N.C.G.S. Chapter 55 Article 15 entitled Foreign Corporations, the successful bidder, if bidding on behalf of a corporation or LLC, must have on file with the Secretary of State of the State of North Carolina a Certificate of Authority to transact business in this state. If bidding on behalf of a sole

proprietorship or business under an assumed name, the successful bidder must be registered as such with the Forsyth County Register of Deeds. Submission of a bid while not in compliance with this requirement will result in the bid being rejected as non-responsible.

Termination

Unless otherwise agreed upon in writing by the parties, this Agreement may be terminated by either party for convenience with no less than ten (10) calendar days' notice. In the event of termination, the Contractor will be paid for all Services properly rendered to the date of termination and shall promptly discontinue all Services affected (unless a termination notice from the City directs otherwise). In the event of any termination, the Contractor will be paid for all Services properly rendered to the date of termination and shall (i) promptly discontinue all Services affected (unless a termination notice from the City directs otherwise); and (ii) deliver to the City all documents, data, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing the Services herein. Other than being paid for Services properly rendered to the date of termination, Contractor hereby waives any and all other claims for lost profits, lost opportunity, and for any and all other direct, indirect, special, and consequential damages. In the event that the City terminates this Agreement due to the Contractor's poor workmanship, failure to perform the Service set out herein or, otherwise, for breach of this Agreement, or in the event that the Contractor terminates this Agreement for convenience or otherwise, the City may pursue and recover all remedies available at law or in equity, as these remedies are cumulative and do not exclude each other.

IMPORTANT: Winston-Salem City Code (Chapter 2, Article 1, Sec. 2-3) provides that the City may disqualify any business from bidding on contracts of the City if a business fails to perform satisfactorily on past or current projects.

Nondiscrimination Ordinance

As a condition of entering into this contract, the Contractor represents and warrants that it will fully comply with the City's Non-Discrimination Policy, as set forth in Chapter 2, Section 2-8 Entitled "Policy of Nondiscrimination" of the Winston-Salem City Code. As part of such compliance, the Contractor shall not discriminate on the basis of race, ethnicity, color, creed, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, veteran status, disability, age, marital status, familial status, protected hairstyle, political affiliation or national origin in the screening of applicants, the hiring and treatment of its employees, the provision of the goods and/or services set forth herein, or the solicitation, selection, hiring, or treatment of its subcontractors, vendors or suppliers, (hereinafter collectively "subcontractors"), if any, in connection with this contract or the contract solicitation process if applicable, nor shall the Contractor retaliate against any person or entity for reporting instances of such discrimination. The Contractor shall enact employment policies consistent with this obligation to refrain from such discrimination and shall provide evidence of such to the City within 90 calendar days of the first receipt of City funds. The Contractor shall provide equal opportunity for subcontractors to participate in all of its subcontracting and supply opportunities, if any, under this contract, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that has occurred or is occurring in the marketplace. The Contractor understands and agrees that a violation of this clause shall be considered a material breach of this contract and may result in termination of this contract, disqualification of the Contractor from participating in future City contracts pursuant to Winston-Salem City Code Section 2-3 or other sanctions. Furthermore, as a condition of entering into this contract, the Contractor agrees to: (a) promptly provide to the City in a format specified by the City all information and documentation that may be requested by the City from time to time regarding the screening of applicants, the hiring and treatment of its employees particularly if City funds were used in connection with hiring and compensation process, and the solicitation, selection, treatment and payment of subcontractors, if any, in connection with this Agreement; and (b) if requested, provide to the City within sixty days after the request a truthful and complete list of the names of all subcontractors that the Grantee has used under this contract, including the total dollar amount paid by the Contractor on each subcontract or supply contract. The Contractor further

agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination Policy, to provide any documents, relevant to such investigation, that are requested by the City. The Contractor agrees to provide to the City from time to time on the City's request, payment affidavits detailing the amounts paid by the Contractor to subcontractors and suppliers in connection with this contract within a certain period of time. Such affidavits shall be in the format specified by the City from time to time. Nothing in this contract shall negate or diminish the requirements of the City's MWBE program. Nothing in this contract shall infringe upon any rights afforded to the Contractor by state or federal law.

SECTION II: QUALIFYING CRITERIA

The City invites qualified firms to submit proposals for professional on-call civil engineering, survey, environmental and transportation planning and design services. Work will include multi-dimensional tasks covering a range of engineering, surveying, environmental and transportation planning and design services.

Except as provided below, any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors (NCBELS). Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with NCBELS and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firms to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Statement of Qualification. Firms which are not providing engineering services need NOT be registered with NCBELS. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm/engineers performing the work and in responsible charge of the work must be registered in the State of North Carolina as 'active' and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00 per claim. The firm(s) must have an adequate accounting system to identify costs chargeable to any project.

SECTION III: SCOPE OF SERVICES

Any firm submitting in any of the Service Area Categories below is required to, either directly as the Prime Consultant, or in combination with their subconsultant(s), be able to provide **all** the services annotated below as "Required Services" in each program area for which they submit qualifications. The actual services required will vary depending on the scope of work requested for a particular project. Services annotated as "Additional Services", indicate services which may be required to complete assigned scope of work requested for a particular project. Firms (or their subconsultants) are NOT required to be able to provide services listed as "Additional Services," however, the more services that are available through that firm, then the more qualified that firm will be evaluated. Firms shall indicate all additional services they are able to provide by completing the applicable "Required/Additional Services" Table provided the end of the **EVALUATION CRITERIA** in Section V.

Service Area Categories:

1. Water/Wastewater Treatment

Required Services:

- Water Treatment Facilities
- Wastewater Treatment Facilities
- Compiling Contract Documents/ Technical Specifications
- Bidding Assistance
- As-built Survey and Record Drawings
- Regulatory Assistance
- Environmental Permitting

Additional Services:

- Treatment Process Modeling and Optimization
- Construction Administration Services
- Design-Build Owners Advisor Services
- Feasibility Analysis & Studies
- Strategic Funding/Grant Research, Strategy, Writing, & Submission Management
- General Engineering Services Consulting/Embedded Engineer

2. Water Distribution and Wastewater Collection

Required Services:

- Water Distribution Design and Permitting
- Wastewater Collection Design and Permitting
- Wastewater Lift Stations
- Water Pump Stations
- Compiling Contract Documents/ Technical Specifications
- Bidding Assistance
- As-built Survey and Record Drawings
- Regulatory Assistance
- Preliminary Engineering/ Studies/Feasibility Analysis
- Environmental Permitting

Additional Services:

- Water Tank Design and Permitting
- Water Tank Rehabilitation
- Distribution System Hydraulic Modeling
- Collection System Hydraulic Modeling
- Water/Wastewater Master Planning
- Strategic Funding/Grant Research, Strategy, Writing, & Submission Management
- Risk & Resilience Assessments
- Emergency Response Planning
- Fire Flow Analysis/Hydrant Testing
- NCDOT/Railroad Encroachments
- Utility Coordination and Relocation Services
- Construction Administration Services
- General Engineering Services Consulting/Embedded Engineer
- Design-Build Owners Advisor Services
- Inventory & Condition Assessment

3. Stormwater Conveyance Systems

Required Services:

- NPDES Permitting
- Water Quality Analysis, Design, Permitting
- Stormwater Conveyance Systems
- Hydrologic and Hydraulic Analysis

- Culvert Structural Design and Inspection
- Outfall Analysis, Channel Stabilization, and/or Restoration

Additional Services:

- Stormwater Master Planning
- Erosion and Sediment Control and/or Removal Design
- NCDOT/Railroad Encroachments
- Utility Coordination and Relocation Services
- Strategic Funding/Grant Research, Strategy, Writing, & Submission Management

- Roadway Drainage Design
- Streambank Stabilization Design and Analysis

- Preliminary & Feasibility Studies
- General Engineering Services Consulting/Embedded Engineer
- Construction Administration Services
- Design-Build Owners Advisor Services

4. Geographic Information System (GIS), Asset Management, Surveying

Required Services:

- Boundary Surveys
- Easement Mapping
- Aerial Mapping
- Hydrographic Surveys
- GPS Surveying

- Topographic/Design Surveys
- Preparation and Recordation of Easement Plats
- As-Built Survey and Record Drawings

Additional Services:

- Deed Research
- Infrastructure Inventory
- Condition Assessment
- Ground Penetrating Radar (GPR)

- Construction Staking
- Levels A & B Subsurface Utility Engineering (SUE)

5. Streams, Wetlands, and Environmental Permitting

Required Services:

- FEMA Flood Studies, No Rise Analysis, CLOMR, LOMR
- Environmental Permitting

- Riparian Buffer/Stream/Wetland Delineation
- Phase I & II Environmental Site Assessments

Additional Services:

- Soil Contamination Testing
- Feasibility Studies

- Strategic Funding/Grant Research, Strategy, Writing, & Submission Management

6. Construction Engineering and Inspection (CEI)

Required Services:

- Construction Inspection Services
- Construction Administration Services
- Construction Materials Testing
- RFI and Submittal Review and Recommendation
- Shop Drawing Reviews
- Claim Review and Recommendation

Additional Services:

- Design-Build Owners Advisor Services
- Constructability Reviews

7. Geotechnical, and Construction Materials Testing (CMT)

Required Services:

- Construction Materials Testing
- Geotechnical Services

Additional Services:

- Pavement Condition Surveys
- Retaining Wall Evaluation, Design, and Inspections
- Special Inspections (see below)
- Foundations
- Concrete Work
- Masonry Work
- Steel Structures and Connections
- Welding Inspections
- Water Proofing
- Roofing
- Fireproofing
- Reinforcement Steel
- Form Work
- Mechanical Connections
- Other Special Inspections as outlined in Chapter 17 of the NC Building Code

8. Transportation Planning & Design Services

Required Services:

- Preliminary and Final Roadway Design
- Sidewalk and Curb/Gutter Design
- Bridge/Structure Design, Evaluation, & Assessment
- Greenway Design
- Traffic Impact Study

Additional Services:

- Public Outreach and Involvement
- Signal System Timing Development
- Traffic Signal Design
- Pavement Marking Design
- Traffic/Guide Sign Design
- Utility Coordination and Relocation Services
- Feasibility Studies
- Strategic Funding/Grant Research, Strategy, Writing, & Submission Management
- General Engineering Services Consulting/Embedded Engineer
- Construction Administration Services
- Design-Build Owners Advisor Services

9. Dams & Reservoirs

Required Services:

- Preliminary Studies, Alternatives Analysis, and Dam Design
- Spillway and Outlet Design
- Dam Safety Inspection, Analysis, Asset Management, and Recommendations
- Embankment Armoring Design
- Structural Analysis
- Environmental Permitting
- Compiling Contract Documents/Technical Specifications
- Bidding Assistance
- As-built Survey and Record Drawings

Additional Services:

- Emergency Action Plans and Breach Inundation Analysis
- Construction Administration Services
- Feasibility Studies
- Strategic Funding/Grant Research, Strategy, Writing, & Submission Management
- Design-Build Owners Advisor Services

SPECIFIC PROJECT ASSIGNMENTS/TASK ORDERS

Once firms are selected, the City will enter into an MSA with each firm putting them on an active list. Once a project is identified, a selected firm's scope of work, cost proposal, and schedule will be used as the starting point for negotiating the specific project assignment Supplemental Agreement and/or Task Order and, as part of that negotiation, a fair and reasonable fee for the services to be provided will be determined. The City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with other firm(s) should contract/fee negotiations fail. Once a firm is selected, a detailed/refined scope of services (broken down by specific milestone events/deliverables), the associated fee, and the implementation schedule will be agreed to, signed, and attached to the previously executed MSA. The City reserves the right to award projects in a manner that is in the best interest of the City. It may combine, divide, add to, or reduce the scope of work to the benefit of the City. The City reserves the right to perform all or some of the services described in this document with its own work force.

Project assignments/Task Orders will be issued on a rotational basis, with the initial assignment offered to the firm deemed most qualified for the specific scope of work. When initiating a project assignment or task order, the City will provide the designated firm with all relevant background information and project context. The firm must then demonstrate the availability of appropriately qualified personnel, the capacity to begin work promptly, and the technical capability to fully address the project's requirements.

Notwithstanding the rotational process, the City reserves the right to select any firm on the On-Call list when doing so is in the City's best interest. Selection may be influenced by factors such as the specialized expertise of key staff, recent experience in comparable work, and the firm's past performance on City projects.

The firm selected for a given project assignment/task order will prepare and submit a detailed scope of work, cost proposal, and schedule. Each project assignment/task order will establish a not-to-exceed amount for the work. The firm must also identify any unique or special conditions associated with the project assignment/task order. A Purchase Order will not be considered valid until a project-specific task order has been approved and fully executed by the City Manager or designee. The firm may begin work only after receiving a fully executed task order and a written Notice to Proceed issued by the authorized City representative.

INACTIVE STATUS OR REMOVING A FIRM

The criteria outlined below will be used to place a firm on inactive status or remove a firm from the On-Call List.

INACTIVE STATUS DESIGNATION

1. If a selected firm loses their technical expertise and does not replace that expertise within two (2) months, then the firm will be put on inactive status. Replacement of technical expertise will require written City approval to allow the firm to be reinstated on the “On-Call” List.
2. If a selected firm declines a specific project assignment/task order two (2) consecutive times, then the firm will be put on inactive status. A written request from the inactive firm, providing appropriate justification, will be required to seek reinstatement on the “On-Call” List. Written City approval will be required to allow the firm to be reinstated on the “On-Call” List.

REMOVING A FIRM:

A firm may be removed from the “On-Call” List for any of the following reasons as determined by the City:

1. Loss of Technical Expertise - If a firm loses their technical expertise and has not replaced that expert within three (3) months.
2. Declining work - If a firm is put on inactive status two (2) times for declining specific project assignment/task order.
3. If, in the opinion of the City, the selected consultant is using an excessive amount of subcontractor support to complete project assignments/Task Orders.
4. Responsiveness and accessibility of the Project Manager - If a Project Manager is nonresponsive and inaccessible for more than five (5) working days.
5. Poor quality control - If a firm exhibits poor quality control.
6. Poor work product and/or deliverables - If a firm produces poor work product and/or deliverables.
7. Late work milestone performance and/or late deliverables - If a firm does not meet deadlines for milestones and/or delivers completed work late.

SUBCONTRACTING

The firm/team may use subcontractors/subconsultants to perform work as outlined in this proposal subject to their meeting the required experience and/or professional qualifications. **IMPORTANT:** Qualifications and experience of proposed subcontractors/subconsultants shall be submitted as a part of the proposal. The proposal shall clearly note the type of services they can perform.

Should a selected firm/team not possess the ability to perform work assigned without the use of additional subcontractors/subconsultants not included on their proposal, additional subcontractors/subconsultants may be added to the team with written City approval. The request shall clearly note the type of services the new subcontractor/subconsultant will perform.

If a proposal with subcontractors is selected, the consultant must provide the following additional information concerning each prospective subcontractor within 10 business days from the date of the City's request:

1. Complete name of the subcontractor,
2. Complete address of the subcontractor,
3. Type of services the subcontractor will be performing,
4. Percentage of work the subcontractor will be providing.

SECTION IV - FORMAT FOR SUBMISSION OF A LETTER OF INTEREST

FORMAT FOR SUBMISSION OF QUALIFICATIONS

Submittals shall not exceed the page allowances as shown below, which are determined by the number of categories for which qualifications are submitted. Firms are required to provide submissions in the following format:

- Chapter I A-C: One submission (as a single file) organized as:
 - Sub-Chapter A) Introductory Letter
 - Sub-Chapter B) Overall Project Management Experience/Qualifications
 - Sub-Chapter C) “Required/Additional Services” Table

The File Name for Chapter I A-C should be “Firm Name Abbreviation.IntroLtrOverallPMSvsTable.pdf”.

- Chapter II (SAC 1-9): For each Service Area Category a firm requests to be considered, provide one submission (as a single file using the File Name as shown below) containing the firm’s Minority and Women-owned Business Enterprise (M/WBE) Goal Commitment for the Specific Service Area Category.
- Chapter III SAC 1-9: For each Service Area Category (SAC) a firm requests to be considered, provide one submission (as a single file using the File Name as shown below) for the Specific Service Area Category. The single file should be organized as:
 - Sub-Chapter A) Project Management Experience/Qualifications
 - Sub-Chapter B) Work Experience
 - Sub-Chapter C) Firm/Team Qualification
 - Sub-Chapter D) References

All submissions shall use the following file naming convention for all files:

LOI/SoQ Chapter

File Naming Convention

Chapter I A-C - Introductory Letter/Overall PM/Additional Services	Firm Name Abbreviation.IntroLtrOverallPMSvsTable.pdf
<i>Example for ABC Engineering Chap I, Introductory Letter, Overall PM, etc.</i>	<i>ABCEngrg.IntroLtrOverallPMSvsTable.pdf</i>
Chapter II (SAC 1) - MWBE Affidavit of Minority Participation/Good Faith Efforts	Firm Name Abbreviation.MWBEAffSAC1.pdf
Chapter III - SAC 1. Water/Wastewater Treatment	Firm Name Abbreviation.SAC1W-WWTrtmt.pdf
Chapter II (SAC 2) - MWBE Affidavit of Minority Participation/Good Faith Efforts	Firm Name Abbreviation.MWBEAffSAC2.pdf
Chapter III - SAC 2. Water Distribution & Wastewater Collection	Firm Name Abbreviation.SAC2WD-WWColl.pdf
Chapter II (SAC 3) - MWBE Affidavit of Minority Participation/Good Faith Efforts	Firm Name Abbreviation.MWBEAffSAC3.pdf
Chapter III - SAC 3. Stormwater Conveyance Systems	Firm Name Abbreviation.SAC3SWConv.pdf
Chapter II (SAC 4) - MWBE Affidavit of Minority Participation/Good Faith Efforts	Firm Name Abbreviation.MWBEAffSAC4.pdf
Chapter III - SAC 4. GIS, Asset Management & Surveying	Firm Name Abbreviation.SAC4GISAMSSurvey.pdf
Chapter II (SAC 5) - MWBE Affidavit of Minority Participation/Good Faith Efforts	Firm Name Abbreviation.MWBEAffSAC5.pdf
Chapter III - SAC 5. Streams, Wetlands & Environmental Permitting	Firm Name Abbreviation.SAC5SWEnvPerm.pdf
Chapter II (SAC 6) - MWBE Affidavit of Minority Participation/Good Faith Efforts	Firm Name Abbreviation.MWBEAffSAC6.pdf
Chapter III - SAC 6. CEI	Firm Name Abbreviation.SAC6CEI.pdf
Chapter II (SAC 7) - MWBE Affidavit of Minority Participation/Good Faith Efforts	Firm Name Abbreviation.MWBEAffSAC7.pdf
Chapter III - SAC 7. Geotechnical & CMT	Firm Name Abbreviation.SAC7GeotechCMT.pdf
Chapter II (SAC 8) - MWBE Affidavit of Minority Participation/Good Faith Efforts	Firm Name Abbreviation.MWBEAffSAC8.pdf
Chapter III - SAC 8. Transportation Planning & Design Services	Firm Name Abbreviation.SAC8TranspoPlngDesign.pdf
Chapter II (SAC 9) - MWBE Affidavit of Minority Participation/Good Faith Efforts	Firm Name Abbreviation.MWBEAffSAC9.pdf
Chapter III - SAC 9. Dams & Reservoirs	Firm Name Abbreviation.SAC9DamsRes.pdf

(E.G., a firm submitting on seven (7) Service Area Categories will submit 15 separate files.)

Page Number Allowances

Number of Categories Submitted	Intro Letter & Overall PM Exp/Quals (Chap I A & B)	Required/ Additional Services (Chap I C)	M/WBE Commitment (Chap II SAC as applicable)	Service Area Category Specifics (Chap III SAC as applicable): <ul style="list-style-type: none"> • PM Exp/Quals • Work Experience • Firm/Team Quals for SAC • References 	Total Page Allowance (plus Chap I C & II as required)
1	4	As Required	As Required	11 (11 per SAC)	15
2	4	As Required	As Required	22 (11 per SAC)	26
3	4	As Required	As Required	33 (11 per SAC)	37
4	4	As Required	As Required	44 (11 per SAC)	48
5	4	As Required	As Required	55 (11 per SAC)	59
6	4	As Required	As Required	66 (11 per SAC)	70
7	4	As Required	As Required	77 (11 per SAC)	81
8	4	As Required	As Required	88 (11 per SAC)	92
9	4	As Required	As Required	99 (11 per SAC)	103

All pages shall be 8.5”x11”. A single one (1) page Cover Sheet is allowed, but not required, as a cover to Chapter 1, Introductory Letter ONLY, and does not count in Page Limits. Page allowance is per page; double-sided pages count as two (2) pages. Font size for all text in the body of the RFQ shall be 12 pt. or larger; a smaller font for any text associated with images, charts, or graphics is acceptable; text must be clearly legible and associated only with that image or graphic.

Submittals shall be provided in PDF format and emailed to **Randy Comer at the email address above**. Firms are responsible for ensuring their LOIs conform to all stated requirements; non-conforming submittals may be disqualified without exception.

Firms submitting Letters of Interest and Statements of Qualifications (LOI/SOQs) are encouraged to carefully check them for conformance to the requirements identified herein. All qualified firms who submit responsive proposals will be considered. If, however, a LOI/SOQ does not meet these requirements, they will be disqualified, and no exceptions will be granted.

The firms selected will be notified by telephone. Notification will be given to those firms that were not selected by e-mail.

Each LOI/SOQs should be assembled as follows:

Chapter I A

Introductory Letter (One two (2) page Letter per Submission)

The introductory letter should be addressed to Randy Comer. The letter should be no more than two (2) pages and should contain the following information:

- Statement of understanding of services listed in RFQ and a listing of Service Area Categories a firm requests to be considered.
- Date of most recent professional qualification, and who will represent and/or supervise the firm’s/company’s overall contract.
- Firm Profile: Provide the following information:
 - Brief history of the firm
 - Location and contact information for the firm’s corporate headquarters
 - Email address and telephone number for the firm’s primary contact person for the SOQ

along with their business street address

- Location of office or offices where the administrative work is to be performed
- Location(s) and contact information for any branch office(s) that may be utilized to provide on-call services to the City
- Total number of firm's full-time employees as of the date of proposal submission.
Submitters should clearly indicate if submitting as a small business firm (49 or less full-time employees) or as a large business firm (50 or more full-time employees)
- Type of ownership and parent company, if applicable, and any pending ownership changes
- Identify any claim or litigation involving the firm within the last five years, or provide a statement that none exists
- Statement of any possible conflicts of interest.
- Acknowledge receipt of any amendments to the RFQ.
- Summation of information contained within the letter of interest indicating why the City should select your firm to provide on-call services for the category(ies) of interest.
- Organizational chart indicating personnel to be assigned for each category(s) by discipline.

Chapter I B

Overall Project Management Experience/Qualifications (One Write-Up per Submission, limited to two (2) pages)

This Chapter should address the experience, certifications, training and qualifications of the contract's overall project manager to manage the overall administration of the contract, their approach to assigning personnel to each task and/or Service Area Category and to oversee quality control/assurance of any work performed under this contract. The Contract/Project Manager(s)'s ability and approach to the management of administrative tasks, e.g., responsiveness to client inquiries, meet established timelines, fidelity and timeliness of invoices, should be addressed.

Chapter I C

"Required/Additional Services" Table

All firms are requested to complete the applicable "Required/Additional Services" Table provided at the end of the **EVALUATION CRITERIA** section. Failure to include this table or the inclusion of additional information in this table may cause the submission to be considered non-responsive. These table(s) **will not** count against the page limit.

Chapter II (SAC 1-9 as applicable)

Minority and Women-owned Business Enterprise (M/WBE) Goal Commitment

- For each Service Area Category a firm requests to be considered, provide one submission (as a single file) containing the firm's Fully Executed Minority and Women-owned Business Enterprise (M/WBE) Goal Commitment Form for the Service Area Category (SAC) a firm requests to be considered.

Please note that the 10% goal for participation by minority and women-owned businesses established for this service applies to each project. Blank forms will represent zero participation. A proposer must submit the required documents within the time specified in the City Solicitation Documents. If no time is specified, the M/WBE documentation, must be submitted within three (3) Business Days after the proposal submission date. Failure to submit the required documentation will result in the firm receiving zero (0) points for the M/WBE Commitment evaluation criteria.

Note: If unsure of which specific M/WBE document is required for your response, contact Gwendolyn Teal, Diversity Compliance Specialist at gwendolynt@cityofws.org or by phone at 336-747-7459.

This Chapter **will not** count against the page limit.

Chapter III - Service Area Category Specifics

Sub-Chapter III A - Service Area Category specific Project Management Experience/Qualifications (One (1) page maximum per Service Area Category)

This Sub-Chapter should provide the resume of the team member assigned as the project manager for the specific type of services performed in that category. This should address their approach to assigning personnel to each task and to oversee quality control/assurance of any work performed under this contract and the experience, certifications, training and qualifications of the team member. This Sub-Chapter should also address their ability and approach to the management of administrative tasks, e.g., responsiveness to client inquiries, meet established timelines, fidelity and timeliness of invoices.

Sub-Chapter III B - Service Area Category specific Work Experience (Five (5) page maximum per Service Area Category)

This Sub-Chapter should provide the background, education, and experience of the respondent in providing similar services elsewhere, including and especially the level of experience in working with municipalities, and the quality of services performed. Experience can also be demonstrated by providing a synopsis of relevant projects where the firm acted as the prime consultant or as a subconsultant. Proposer should include a list of not more than ten (10) similar projects within the last seven (7) years that have been completed by the proposed project team and any other relevant information in support of the firm's qualifications.

1. Include the following information for each project listed:
 - a. Project description
 - b. Project start and completion dates (if ongoing, provide the status and projected completion date)
 - c. Engineer's estimated cost, bid cost, and final cost (an explanation to significant differences in cost may be provided)
 - d. Scope of services provided by the consultant
 - e. Subconsultants utilized (if any)
 - f. Summary of the similarities to this Service Area Category
 - g. Name, title, email address, and phone number of owner reference.

Sub-Chapter III C - Service Area Category specific Firm/Team Qualifications (Four (4) page maximum per Service Area Category)

This Sub-Chapter should provide the experience, certifications, training and qualifications of the firm/team's proposed staff to perform the type of services defined in each category submitter requests to be selected. Identify, at a minimum, all key personnel for this Service Area Category, including subconsultants that will be directly involved in an on-call project. Provide a brief resume for each key team member which includes office location, general qualifications (education, professional registrations, certifications, etc.), years of experience (with current firm and other firms), and their anticipated role in this specific Service Area Category. A brief resume of other personnel anticipated to support this Service Area Category, and their role may also be identified.

Sub-Chapter III D - References for Specific Service Area Category (One (1) page maximum per Service Area Category)

This Sub-Chapter should provide at least five (5) references relevant to the specific Service Area Category. Reference information should include name, title/position, email address and office and/or mobile phone number. (References are not required to currently be employed by the project client, but should be able to substantiate the firm's performance on the project/contract.) The City intends to contact these references to assess previous client satisfaction with similar work, therefore the City highly recommends submitters ensure the reference's contact information is up-to-date and reference is willing to respond to the City's outreach. References will be asked to assess not only the technical work conducted in the specific category, but also the firm's ability to manage assigned tasks, e.g., responsiveness to client inquiries, meet established timelines, fidelity and timeliness of invoices and other administrative activities.

Any letters of recommendation, evaluation forms, or other forms of recommendation from references relevant to this Service Area Category can be included here, but within the one (1) page limit.

SECTION V – SELECTION AND EVALUATION CRITERIA:

SELECTION CRITERIA

The City will select firms to provide professional services based on demonstrated competence and qualifications in accordance with applicable North Carolina statutes governing the procurement of professional services.

Evaluation of submittals will be conducted by a committee comprised of City staff. The committee may include representatives from the Office of the City Engineer, the Winston-Salem Department of Transportation, WS/Forsyth County Utilities, Stormwater, and other departments as appropriate to the service categories solicited. Proposals will be evaluated based on the firm's ability to meet the requirements of this RFQ, including overall experience, past performance, project management skills and capabilities, knowledge and familiarity with the type of services required, qualifications and experience of proposed staff (including sub-consultants), capacity to perform the work in a timely manner, and demonstrated commitment to meeting established MWBE goals. General questions regarding the selection process may be directed to the project engineer identified in this solicitation.

The City will conduct a fair and impartial evaluation of all responsive submittals received. The City reserves the right to request clarifications or additional information from any firm regarding its submittal. All responsive firms will be notified in writing of the final selection results.

All qualified firms who submit responsive Letters of Interest will be considered. The evaluation of these firms will be based on the Evaluation Criteria in this Section below and if the firm meets the MWBE goals, self performs all work or submits documentation showing that it has made a Good Faith Effort to meet the established goals.

Do **NOT** submit fee information with your proposal! The City selects firms to provide professional services based on demonstrated competence and qualification. Once a firm is selected and a project assignment has been made, the City will enter into contract negotiations with that firm; and, as part of that negotiation, will determine a fair and reasonable fee for the services to be provided. Should contract/fee negotiations fail, the City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with the next most qualified firm(s).

Insurance. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00 per claim. The firm(s) must have an adequate accounting system to identify costs chargeable to the project. The City of Winston-Salem **MUST** be named as additional insured on the certificate of insurance supplied to the City.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. The professionals performing the work and in responsible charge of the work must be registered in the State

of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume full liability.

The City of Winston-Salem in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

EVALUATION CRITERIA

All proposals received prior to the established due date/time will be evaluated and considered based on the completeness of the responses to the defined specifications. The City of Winston-Salem reserves the right to award this contract to the vendor(s) deemed best suited to achieve the goals and desires outlined in this proposal.

Respondents will be evaluated for selection on the basis of the Proposer most qualified to meet the requirements of this RFP. Major criteria to be considered in evaluation may include, but shall not necessarily be limited to:

1. **M/WBE Commitment** – Proposer’s efforts to comply with all the terms and conditions of the City of Winston-Salem’s Minority and Women Business Enterprise (M/WBE) Program through award of subcontracts to minority and women owned business enterprises and utilization of minority and women-owned business enterprise suppliers to the fullest extent consistent with the efficient performance of this contract.
 - a. The M/WBE Commitment criteria will receive an individual score for each category in which a firm submits.”

2. **Overall and Category Specific Project Management Experience/Qualifications** – Experience, certifications, training and qualifications of the contract’s overall project manager to manage the overall administration of the contract, and to oversee any work performed under this contract. Experience, certifications, training and qualifications of any team member assigned as a category specific project manager to manage the specific type of services performed in that category should be included as well. The Project Manager(s)’s ability and approach to the management of administrative tasks, e.g., responsiveness to client inquiries, meet established timelines, fidelity and timeliness of invoices, should be addressed.
 - a. The Project Management Experience/Qualifications criteria will receive a combined score which accounts for the firm’s ability to both manage the overall contract and their ability to manage the specific category of services.

3. **Work Experience** - The background, education, and experience of the respondent in providing similar services elsewhere, including and especially the level of experience in working with municipalities, and the quality of services performed. Experience can also be demonstrated by providing a synopsis of federally funded projects where the firm acted as the prime contractor. Proposer should include a list of similar projects within the last seven (7) years that have been completed by the proposed project team.
 - a. The Work Experience criteria will receive a single score based on the firm’s work experience in that specific category of services.

4. **Firm/Team Qualification** – The experience, education, certifications, training and qualifications of the firm/team’s proposed key personnel and other staff to perform the type of services defined in the category. The proposer shall fully address all aspects of the criterion and convincingly demonstrate that it will meet the contract’s performance requirements.
 - a. The Firm/Team Qualification criteria will receive a single score based on the firm/team’s qualifications in that specific category of services.

5. **Client Satisfaction/References** – Previous client satisfaction with similar work. This includes not only the technical work conducted in the specific category, but also includes the firm’s ability to manage assigned tasks, e.g., responsiveness to client inquiries, meet established timelines, fidelity and timeliness of invoices and other administrative activities. Proposer’s ability to establish and maintain a productive and professional working relationship with client project managers; the effectiveness and timeliness of communications; the ability to anticipate and communicate issues in advance; adherence to schedule and budget; and the overall quality of work delivered will be assessed.
 - a. The Client Satisfaction/References criteria will receive a single score based on client satisfaction of services performed in that specific category of services.

6. **Number of Additional Services Provided** - Firms proposing to and showing the capability to support most or all Additional Services under the applicable SAC will receive a higher evaluation.
 - a. The Number of Additional Services Supported criteria will receive a single score based on the number of Additional Services Supported the firm demonstrates the ability to support.

This “Weighted Scale” will be used to evaluate each proposal:

Evaluation Criteria	Weight	Scoring
Intro Letter, Overall Project Management Qualifications & Experience	10	Combined Score of Intro Letter, Overall and Categorical Project Management Qualifications & Experience
M/WBE	20	Scored per Category
Firm/Team Qualification	20	Scored per Category
Work Experience	25	Scored per Category
Client Satisfaction/References	15	Scored per Category
Number of Additional Services Provided	10	Scored per Category

Following an initial evaluation of the SOQs, the committee(s) may conduct interviews with top candidates.

Required/Additional Services

This table is to be completed for the Service Area Category(ies) firms are submitting for and included as Chapter I C. (No information need be placed in the Table if firm is not submitting in a Service Area Category.) Failure to include this information may cause the submission to be considered non-responsive. These table(s) **will not** count against the page limit.

(Place a “P” in the block if the Service will be primarily provided by the Prime, an “S” if the Service will primarily be provided by a Sub-Consultant, and an “N” if the Service is not provided by the Prime or Sub-Consultant.)

Service Area Categories:

1. Water/Wastewater Treatment

Able to Provide ALL Required Services:

--

Additional Services:

- Treatment Process Modeling and Optimization
- General Engineering Services Consulting/Embedded Engineer
- Construction Administration Services
- Design-Build Owners Advisor Services

2. Water Distribution and Wastewater Collection

Able to Provide ALL Required Services:

--

Additional Services:

- Water Tank Design and Permitting
- Water Tank Rehabilitation
- Distribution System Hydraulic Modeling
- Collection System Hydraulic Modeling
- Water/Wastewater Master Planning
- Risk & Resilience Assessments
- Emergency Response Planning
- Fire Flow Analysis/Hydrant Testing
- NCDOT/Railroad Encroachments
- Utility Coordination and Relocation Services
- Design-Build Owners Advisor Services
- General Engineering Services Consulting/Embedded Engineer
- Construction Administration Services
- Inventory & Condition Assessment

3. Stormwater Conveyance Systems

Able to Provide ALL Required Services:

--

Additional Services:

- Stormwater Master Planning
- Erosion and Sediment Control and/or Removal Design
- NCDOT/Railroad Encroachments
- Utility Coordination and Relocation Services
- Preliminary Studies
- General Engineering Services Consulting/Embedded Engineer
- Construction Administration Services
- Design-Build Owners Advisor Services

8. Transportation Planning & Design Services

Able to Provide ALL Required Services:

Additional Services:

- Public Outreach and Involvement
- Signal System timing development
- Traffic Signal Design
- Pavement Marking Design
- Traffic/Guide Sign Design
- Utility Coordination and Relocation Services
- General Engineering Services Consulting/Embedded Engineer
- Construction Administration Services
- Design-Build Owners Advisor Services

9. Dams & Reservoirs

Able to Provide ALL Required Services:

Additional Services:

- Emergency Action Plans and Breach Inundation Analysis
- Construction Administration Services
- Design-Build Owners Advisor Services

SECTION 5 - MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PROGRAM

SPECIAL INSTRUCTIONS FOR PROPOSALS REGARDING COMPLIANCE WITH THE CITY OF WINSTON-SALEM'S AND/OR CITY/COUNTY UTILITY COMMISSION'S MINORITY AND WOMEN BUSINESS ENTERPRISE (M/WBE) PROGRAM

Policy

It is the policy of the City of Winston-Salem and/or the City/County Utility Commission (an agency of the City of Winston-Salem), that minority and women-owned business enterprises shall have an equal opportunity to participate in the performance of contracts financed in whole or in part with City and/or Commission funds.

Obligation of Proposers

Proposers agree to use their best efforts to comply with all the terms and conditions of the City of Winston-Salem's and/or City/County Utility Commission's Minority and Women Business Enterprise (M/WBE) Program, as the same may be amended from time to time, through the award of subcontracts to minority and women-owned business enterprises and utilization of minority and women-owned business enterprise suppliers to the fullest extent consistent with the efficient performance of this contract. As used in this contract, the term "minority and women business" shall mean a company that is 51% or more owned and controlled by minority group members or women.

A **10%** goal for participation by minority and women-owned businesses has been established for this service. A proposer may meet this goal through the participation of M/WBE sub-consultants, through his/her own performance on the project if the proposer is a certified minority/woman-owned firm, or through demonstrating a good faith effort to meet the M/WBE participation goal.

The 10% M/WBE goal may be satisfied by an entity that qualifies as a Minority Business Enterprise under N.C. General Statute 143-128, and that has been certified by the State of North Carolina, at the time the task order is issued. If an entity is certified as a Minority Business by a state other than North Carolina, proof of certification must be submitted with the task order.

Firms are highly encouraged to consider any and all possibilities for M/WBE participation. A complete list of firms certified by the State of North Carolina Office for Historically Underutilized Businesses (HUB) can be found here: <https://evp.nc.gov/vendors/>

Please refer to the City's M/WBE Policy at <https://www.cityofws.org/460/Forms>

MWBE DOCUMENTATION- Firms are required to include the following documentation with the proposal. **A Bidder must submit the required documents below within the time specified in the City Solicitation Documents. If no time is specified, the M/WBE documentation, must be submitted within three (3) Business Days after the proposal submission date. Failure to submit the required documentation will result in the firm receiving zero (0) points for the M/WBE Commitment evaluation criteria.**

- Minority and Women-owned Business Enterprise (M/WBE) Goal Commitment

Questions or inquires relative to City of Winston-Salem's Minority and Women Business Enterprise (M/WBE) Program must be directed to **Gwendolyn Teal** at gwendolynt@cityofws.org or phone 336-747-7459.

******MUST BE SUBMITTED WITH PREQUALIFICATION PROPOSAL******

Minority and Women-owned Business Enterprise (M/WBE) Goal Commitment

A **10%** goal for participation by minority and women-owned businesses has been established for this service. A proposer may meet this goal through the participation of M/WBE sub-consultants, through his/her own performance on the project if the proposer is a certified minority/woman-owned firm, or through demonstrating a good faith effort to meet the M/WBE participation goal. The 10% M/WBE goal may be satisfied by an entity that qualifies as a Minority Business Enterprise under N.C. General Statute 143-128, and that has been certified by the State of North Carolina's Office for Historically Underutilized Businesses and must be HUB certified at the time the task order is issued. If an entity is certified as a Minority Business by a state other than North Carolina, proof of certification must be submitted. **Blank forms will represent zero participation.**

Project Name: _____

Name of Consultant: _____

The undersigned Proposer **certifies** the requirements of the proposal specifications in the following manner:

(Please check (✓) the appropriate space)

_____ The proposer, a certified M/WBE firm, is committed to meeting or exceeding the 10% M/WBE goal through self-performance and/or M/WBE subcontracting participation on this contract.

_____ The proposer, a Non-M/WBE firm, is committed to meeting or exceeding the M/WBE goal, with a minimum of 10% of M/WBE subcontracting participation on this contract.

_____ The Proposer, a Non-M/WBE firm, is unable to commit a minimum M/WBE goal of 10%, self-performing or utilizing Non-M/WBE subcontracting participation on this contract.

We () are a Historically Underutilized Business (HUB) certified by the State of North Carolina.

We () are a minority business enterprise

We () are not a minority business enterprise

If yes, please identify in the appropriate box below:

() Black

() Hispanic

() Asian American

() American Indian

() Female

() Socially and Economically Disadvantaged

() Disabled

**Minority Categories: Black, African American (B), Hispanic (H), Asian American (AA), American Indian (AI), Female (WF), Socially and Economically Disadvantaged (SE), and Disabled (D).*

Minority and Women-owned Business Enterprise (M/WBE) Goal Commitment (CONTINUED)

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

Date: _____ Name of Officer: _____

Signature: _____

Title: _____