

Addendum

TO: Bidders
FROM: Little Diversified Architectural Consulting
410 Blackwell Street, Suite 10
Durham, NC 27701
DATE: April 24, 2024
PROJECT: Northchase Branch Library
4400 Northchase Parkway NE
Wilmington, NC 28405
PROJECT NO: Little Job Number: 514.18349.00
ADDENDUM NO: Addendum 5

Addendum 5:

The attention of the contractor(s) is called to the following clarifications, additions and changes in plans and specifications regarding the project referenced above. It shall be the responsibility of the contractor(s) to include these clarifications, additions, and changes to the Bid Set dated March 18, 2024, Addendum 1 dated April 04, 2024, Addendum 2 dated April 04, 2024, Addendum 3 dated April 15, 2024, Addendum 4 dated April 22, 2024 and Addendum 5 dated, April 24, 2024.

Addendum: Clarification Items

General Clarifications:

- The Bid RFIs received to date and the responses to date have been attached to this summary.

Drawings:

Architecture:

- A121 – Revised Ceiling Legend and keyed notes.

Attachments

- **Drawings:**
 - Architecture: A121
- RFI responses

END OF ADDENDUM

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CEILING SCHEDULE				
Type Mark	Description	Manufacturer	Model	Comments
ACT-1	ACOUSTIC PANEL CEILING	ARMSTRONG	ULTIMA BEVELED TEGULAR 1901 24"x24" WHITE, 15/16" PRELUDE GRID, WHITE	
GWB	TYPICAL DRYWALL CEILING			PAINTED P-2 UNO
WPC-1	WOOD PLANK CEILING	ARMSTRONG	WOODWORKS LINEAR VENEERED OPEN 6"x68" CONSTANTS WALNUT WITH BACKSTAGE NOIR INFILL PANEL IN BLACK	INSTALL ON 15X16" PRELUDE GRID, ACCESS PANELS AS INDICATED ON RCP

2F REFLECTED CEILING PLAN - AT CLERESTORY ROOF
1/8" = 1'-0"

1A REFLECTED CEILING PLAN - LEVEL 01
1/8" = 1'-0"

SHEET KEYED NOTES

- ROOF ACCESS LADDER.
- SUSPENDED ARMSTRONG SOUNDSCAPE BLADES (10"x46"x2"), BOTTOM OF PANEL AT 10' 0" ABOVE FINISH FLOOR, PROVIDE IN CUSTOM COLOR TO MATCH P-07. SEE FINISH MATERIAL SCHEDULE (SHEET A810).
- SUSPENDED ARMSTRONG SOUNDSCAPE BLADES (10"x94"x2"), BOTTOM OF PANEL AT 10' 0" ABOVE FINISH FLOOR, PROVIDE IN CUSTOM COLOR TO MATCH P-07. SEE FINISH MATERIAL SCHEDULE (SHEET A810).
- 30" X 30" WALL ACCESS PANEL APPROX. 19' AFF FOR ROOF DRAIN CLEANOUT ACCESS. COORDINATE FINAL LOCATION IN FIELD WITH PIPING. SEE FINISH MATERIAL SCHEDULE (SHEET A810).
- ROLLER SHADES, ALIGN JOINTS AT VERTICAL STOREFRONT MULLIONS. SEE SHADE-1 ON FINISH MATERIAL SCHEDULE (SHEET A810).
- BOTTOM OF FIXTURE AT 9' 0" ABOVE FINISH FLOOR
- BOTTOM OF FIXTURE AT 12' 0" ABOVE FINISH FLOOR
- BOTTOM OF FIXTURE AT 11' 0" ABOVE FINISH FLOOR
- BOTTOM OF FIXTURE AT 8' 0" ABOVE FINISH FLOOR
- PROVIDE 3-5/8" METAL JOISTS AT TOP OF WALLS 24" O.C. IN THIS ROOM (SIZE TO BE DETERMINED BY DELEGATED DESIGN METAL STUD ENGINEER) TO SUPPORT SUSPENDED CEILING SYSTEM AND LIGHTS. DO NOT SUSPEND CEILING FROM ROOF DECK ABOVE (WALLS ARE NOT FULL HEIGHT).
- SPRAY EXPOSED DECKING, CEILING STRUCTURE, CONDUIT AND DUCTWORK WITH DRYFALL PAINT SYSTEM, COLOR P-10.
- INTEGRATED ACCESS PANEL TO MATCH CEILING SYSTEM. COORDINATE EXACT SIZE AND LOCATION DURING SHOP DRAWINGS.

SHEET GENERAL NOTES

- COORDINATE CEILING, SOFFIT AND BULKHEAD INSTALLATIONS WITH OTHER ELEMENTS OF WORK.
- CEILING HEIGHTS ARE GIVEN FROM FINISHED FLOOR ELEVATION. ANY CONFLICT/DISCREPANCY SHALL BE REPORTED TO ARCHITECT.
- CENTER SUSPENDED CEILING GRIDS IN ROOMS. UNO. LOCATE GRIDS AS INDICATED ON THIS PLAN. CEILING GRIDS TO BE LOCATED TO AVOID OUT CUT TILES LESS THAN 6".
- LOCATE MECHANICAL, ELECTRICAL, AND SPRINKLER DEVICES AS INDICATED. CEILING PLAN SHALL GOVERN FOR LOCATION OF ALL DEVICES AS SHOWN. ENGINEERING DOCUMENTS SHALL PREVAIL ONLY IN CASE OF SCOPE OF WORK AND ELEMENTS OCCURRING ABOVE CEILING. DISCREPANCIES BETWEEN ARCHITECTURAL AND ENGINEERING DOCUMENTS MUST BE BROUGHT TO THE ARCHITECT'S ATTENTION PRIOR TO COMMENCING WORK. AT THE TIME OF BID, ANY DISCREPANCIES NOT BROUGHT TO THE ARCHITECT'S ATTENTION SHALL BE THE RESPONSIBILITY OF THE GC.
- ALL CEILING ELEMENTS INCLUDING BUT NOT LIMITED TO: SPRINKLER HEADS, OCCUPANCY SENSORS, SMOKE DETECTORS, ETC SHALL BE CENTERED IN MODULE OF THE TILE INDICATED.
- MIX TILE IN A UNIFORM MANNER TO ELIMINATE BANDING OR BATCHING.
- FOLLOWING COMPLETION OF ACOUSTICAL CEILING INSTALLATION, ALL JOINTS SHALL BE STRAIGHT AND TRUE TO LINE, WITH EXPOSED SURFACES FLUSH AND LEVEL.
- FULL HEIGHT PARTITION WALLS CANNOT HAVE ANY PORTION OF A V.A.V. BOX OR FAN POWERED BOX ABOVE THEM. RELOCATE AFFECTED V.A.V. AND F.P. BOXES AS REQUIRED.
- IF CEILING DIFFUSER, LIGHT FIXTURES, OR OTHER ELEMENTS ON OR ABOVE THE CEILING CAN NOT BE LOCATED AS SHOWN ON THE DRAWINGS, SUCH INTERFERENCE SHALL BE REPORTED IMMEDIATELY TO ARCHITECT FOR RELOCATION.
- PROVIDE EMERGENCY BATTERY PACKS OR EMERGENCY CIRCUITS AS REQUIRED BY CODE.
- PROVIDE FINAL QUANTITY AND LOCATION OF EMERGENCY DEVICES, INCLUDING BUT NOT LIMITED TO: BATTERY PACKS, EXIT SIGNS, FIRE ALARMS, ETC.). IN COMPLIANCE WITH AUTHORITY HAVING JURISDICTION.
- DIMMERS AND SWITCHES SHALL BE GANGED TOGETHER IN LARGEST MULTI GANG BOXES WITH COMMON FACE PLATES POSSIBLE. STACKING OF LARGE BOXES (5 SWITCHES ABOVE 5 SWITCHES) IS ACCEPTABLE.
- MATERIALS PLACED IN CEILING SHALL BE REQUIRED TO HAVE A PLENUM RATING.
- STENCIL RATED WALLS ABOVE CEILING.
- MAINTAIN 18" CLEARANCE BETWEEN THE UNDERSIDE OF SPRINKLER HEADS AND THE TOPS OF OBSTRUCTIONS BELOW.
- ALL EXPOSED CONDUIT, PIPING, DUCT WORK, AND STRUCTURE SHALL BE PAINTED.
- PROVIDE CONTROL JOINTS ON GYPSUM BOARD ASSEMBLIES PER CONSTRAINTS IN SPECIFICATIONS. LOCATE AS SHOWN ON RCP (AS APPLICABLE).
- PRIOR TO INSTALLATION OF CEILINGS, ALL PENETRATIONS THROUGH RATED AND ACOUSTICAL PARTITIONS ARE TO BE REVIEWED FOR PROPER FIRESTOPPING AND SOUND SEALING INSTALLATION.

REFLECTED CEILING PLAN LEGEND

- 2 X 4 DIRECT/INDIRECT LIGHT FIXTURE
- 8" LINEAR SUSPENDED LIGHT FIXTURE
- 8" LINEAR SUSPENDED LIGHT FIXTURE
- 8" LINEAR RECESSED LIGHT FIXTURE
- PENDANT 8" LIGHT FIXTURE
- PENDANT 14" LIGHT FIXTURE
- PENDANT 24" LIGHT FIXTURE
- PENDANT 36" LIGHT FIXTURE
- RECESSED LIGHT FIXTURE
- ACT CEILING SYSTEM
- GWB CEILING
- WOOD CEILING
- RECESSED PROJECTION SCREEN
- PROJECTOR
- WALL SCONCE (EXTERIOR)
- WALL SCONCE (INTERIOR)
- SPRINKLER HEAD
- EXIT SIGN (WALL / CEILING)
- SINGLE SECURITY CAMERA PTZ = PAN, TILT, ZOOM
- DOUBLE SECURITY CAMERA PTZ = PAN, TILT, ZOOM
- MECHANICAL RETURN DIFFUSER
- MECHANICAL SUPPLY DIFFUSER
- MECHANICAL RETURN DIFFUSER
- MECHANICAL SUPPLY DIFFUSER

RATED WALLS AND PARTITIONS

FIRE BARRIER		FIRE & SMOKE BARRIER	
1-HOUR	=====	1-HOUR	=====
2-HOUR	=====	2-HOUR	=====
3-HOUR	=====	3-HOUR	=====
FIRE WALL		FIRE PARTITION	
2-HOUR	=====	0.5-HOUR	=====
3-HOUR	=====	1-HOUR	=====
4-HOUR	=====		
SMOKE PARTITION		SMOKE BARRIER	
0-HOUR	=====	1-HOUR	=====

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NEW HANOVER COUNTY
PUBLIC LIBRARY

ISSUE FOR

BID SET

ISSUE DATE

03.28.2024

REVISIONS

NO. 1

REASON

ADDENDUM 5

DATE

04.24.2024

PROJECT TEAM

PRINCIPAL IN CHARGE

Jerry Guerrier, AIA

PROJECT MANAGER

Charlotte Hagen, AIA

DESIGN TEAM

Designer

PROJECT NAME

NORTHCHASE BRANCH LIBRARY

4400 Northchase Parkway NE

Wilmington NC 28405

PROJECT NO.

514.18349.00

SHEET TITLE

REFLECTED CEILING PLAN

SHEET NUMBER

A121

ADDENDUM 5		24-0449 RFB Bid Questions	
Response Owner	#	Questions	Response
ARCH	1	<p>1. Site Materials Plan L-100 has several site furnishings. Are these specified furnishings Owner Preferred Brand or Basis of Design?</p> <p>A.) Is there a specification?</p> <p>B.) Are they Contractor furnished and installed?</p> <p>2. On the standing seam metal roof panels and standing seam wall panels what is the thickness of aluminum of the panels? Would it be .032”?</p> <p>A.) On the standing seam metal roof panels and standing seam wall panels what is the width of the panels?</p> <p>B.) On the alternate for the Storytime Pavilion shown on sheet A402 section detail 3A, is the roof assembly to be TPO membrane over cover board, tapered insulation, and substrate board?</p>	<p>1.</p> <p>A.) Keynotes list brand, product numbers, colors.</p> <p>B.) Layout Note ‘I’ : “ALL SITE FURNITURE TO BE OWNER PROVIDED, GENERAL CONTRACTOR INSTALLED”</p> <p>2.</p> <p>A.) Spacing for SSM wall panel seams to be 12” O.C. Refer to WS04 on Sheet A020 and details 1B & 4B on Sheet A512 for wall assembly. The SSM Roof assembly should align with wall assembly seams, 12” O.C.</p> <p>B.) Yes, as shown in Bid Set drawing.</p>
ARCH	2	<p>We would have to have the specifications changed or a waiver extended to allow an APA Certified Plant to fabricate these base architectural precast panel areas...the specification call for a PCI Certified plant (Metromont, Tindall, etc.) and this project does not seem to have enough material to interest them...perhaps you have a PCI source that would entertain the opportunity...but, for us to participate in the pricing, we would need for the specifications to allow an APA Certified Architectural Precast Plant to participate...?</p>	<p>We will allow APA Certified Plants in addition to PCI Certified Plants. There are several PCI certified plants, here are some in the southeast:</p> <p>Gate Precast Company</p> <p>Atlantic Metrocast</p> <p>Castone Corp</p> <p>Coastal Precast Systems</p> <p>Coreslab Structures</p> <p>Faddis Concrete Products</p> <p>FinFrock Industries</p> <p>Jackson Precast</p> <p>Leesburg Concrete</p> <p>Metromont</p> <p>Smith-Midland Corp.</p> <p>Shockey Bro.</p> <p>Spring Precast</p>
CIVIL	3a	<p>1) Will all work on EC 100 be completed by Phase 1 Contractor? Please confirm Riser, baffles, skimmer, Construction Entrance, silt fence, compost sock, mountable berm, concrete washout and diversion ditches.</p>	<p>1- The sediment basin, riser and outfall barrel, baffles and diversion ditches will all be installed by the phase one contractor. The following sediment controls will be placed by the phase one contractor, but will need to be repaired and maintained (and potentially replaced if in bad condition) by the phase two contractor: Construction entrance, mountable berm, compost sock, concrete washout and diversion ditches.</p>
	3b	<p>2) C100 note indicates all clearing and mass grading will be completed prior to Phase 2. Will this include necessary repairs to subgrade for entire site? This should include seeding and slope matting along with surface and ground water control measures. Please confirm.</p>	<p>Repairs to subgrade will be the responsibility of the Phase 2 contractor. The site must be stabilized by the phase one contractor, prior to moving to next phase. Surface water control is provided as described above by the phase one contractor, with revisions and repairs to be done by the phase two contractor. Groundwater control measures will be the responsibility of both contractors on an as-needed basis.</p>

	3c	3) What is depth of surcharge? Please confirm that Phase 1 Contractor to provide all surveying and monitoring of settlement plates? Can any of the surcharge spoils be wasted on site? Table 2 Surcharge summary by S&ME indicate surcharge heights of 3’ – 5’ and settlement periods of 7-15 weeks. Please provide actual surcharge height installed and anticipated settlement period so that we may include this time period into our anticipated schedule. Please also provide information regarding type of material utilized for surcharging and whether or not material will be able to be used for on-site fill or must be hauled off site and disposed of.	Surcharge will be placed by the phase one contractor, to include select fill to an elevation of 1 foot above the FFE and the remaining 4 feet to be less desirable material, and will include all surveying and monitoring. Can any of the surcharge spoils be wasted on site? Yes, the surcharge soils may be used elsewhere onsite if they are deemed better quality than what is currently onsite, however it will not impact the haul off numbers, because the site in in a CUT condition. Phase 2 contractor will be responsible for removal of surcharge. Table 2 Surcharge summary by S&ME indicate surcharge heights of 3’ – 5’ and settlement periods of 7-15 weeks. Please provide actual surcharge height installed 5’ feet above FFE per sequence of construction on advanced site package sheet EC-107 and anticipated settlement period of 15 weeks so that we may include this time period into our anticipated schedule. Please also provide information regarding type of material utilized for surcharging and whether or not material will be able to be used for on-site fill or must be hauled off site and disposed of? Select fill to an elevation of 1 foot above the FFE and the remaining 4 feet to be less desirable material. Yes, the surcharge soils may be used elsewhere onsite if they are deemed better quality than what is currently onsite, however it will not impact the haul off numbers, because the site in in a CUT condition. Phase 2 contractor will be responsible for removal of surcharge.
	3d	4) C600 indicates SWM Wetland reconfiguration. Will work on C600 be completed by Phase 1 Contractor or post bid by Phase 2 Contractor.	All work on C-600 will be completed by the Phase Two contractor.
OWNER	4	5) Please provide name of grading contractor who is currently completing Phase 1 work.	East Coast Contracting
OWNER	5	On drawing L100 note I. all site Furniture by owner. Can you please clarify if all F items on material list are furnished by owner.	Items designaged F3 through F7 are furniture, as such per note I, they are Owner furnished and Contractor Installed. Items F1, F2, and F8 through F14 are Contractor Furnished and Contractor installed.
ARCH	6	A111 has wall types, east of column line four that per wall types go to deck. On A821 and A822, shows these same walls to 11’. Please confirm that all walls from column line 4 to 11 are all 11’ and do not go to deck.	Refer to Sheet A010 for partition height category. If the wall tag ends with "A", this indicates it goes to deck. If it end with 'B' it goes 1'-0" above ceiling, if 'B*' it goes 2 feet above . Please look at all enlarged plans if a wall tag isn't shown on the overall floor plan. The elevations on A821 and A822 are correct, there are several walls at 11' and 12' high...these have 'B" or 'B*' partition heights in tags.
ARCH/INT	7	Per the ceiling legend it notes “custom color”. What is to be custom color? the grid or tile or both? The legend says both are to be white. Per the manufacuter, the ceiling tile can be painted, however the grid cannot be and it is not available in custom colors. Please advise	The custom color indicated in Ceiling Legend was for the Armstrong Sound blades. The ACT-1 ceiling should be white. Keynotes 51 & 52 have been revised to reflect the color for sound blades. See re-issued Sheet A121.
ELECTRICAL	8	Alternate (Pavillion - E111). There does not seem to be any Lighting or Ceiling Fan controls. If the A/E Team could specivy what is required and where that could be included.	No control switch required for Division 26. Refer to mechanical sheets M601 and M802 for manufacturer provided control hardware.
ARCH/INT.	9	Regarding the Wood Plank finish at the adult fiction/non-fiction: please confirm that this is only on the two walls that run East/West as indicated on 4C and 4E/A82 are the only walls to recieve this finish and that it is not to be provided on the four shorter walls that run North/South. Plank is indicated on the floor plan for 4E/A821 but not 4C/A821 (shown in elevation).	Wood Plank wall is located around <u>all of the outside walls</u> of Huddle Rooms 114-116, Small meeting rooms 117 & 118 (this includes the 4 North/South walls and 4 walls that run/west) and frontside of Large Multi-purpose Room 109. This is indicated on Finish plan A810.

ARCH	10	Please advise if Longboard Exterior T/G siding in wood grain finish is an acceptable manufacturer for the High Pressure Laminate Wall Panels	The proposed substitution product is not accepted.
ELECTRICAL	11	Drawing E111 provides specifications for the HVLS fan at the Storytime Pavillion. This information is different than the HVLS-2 information found on sheet M601. Please advise	Disregard HVLS fan model information provided on E111. Refer to “HIGH VOLUME LOW SPEED FAN SCHEDULE” (HVLS-2) on mechanical sheet M601 for model information
CIVIL	12	Please confirm that the building surcharge of the pad is being completed to the elevation 35.5 shown on C100. Given that the FFE of the building is also 35.5; the pad will need to have 10" stripped off in order to allow for the typical SOG of 4" Concrete and 6" of washed stone.	The phase one contractor is leaving the surcharge in place. Phase 2 contractor will have to haul off from elevation 40.5 to the subgrade elevation 10” below the building pad (elevation 34.67).
OWNER	13	Please confirm that only the value of the P&P bond will be required to be included with the bid. The hard copy of the actual bond will only be required for the awarded bid and provided at the time of contact execution	The actual Bid Bond hard copy is required with the bid. The P&P bonds will be required on award.
OWNER	14	The MWBE guidelines page in the RFB states that the project is for the NHC Vice and Detectives Phase 2 Sitework. Please confirm that the %'s listed for MWBE and WBE participation are correct for the specific project	Label updated and updated packet attached with addendum
OWNER	15	Please confirm what scope(s) the owner intends on providing. I.E. access control, telecom, kitchen appliances, etc.	Owner will provide: Access Card Readers Security Camers IT equipment Steel Shelving Display Fixtures Lounge/Meeting Furniture Office/Operations Furniture Appliances TVs and Brackets Sginage and Street Sign Mailbox Book Carts and Trucks Wall Mounted Tooys and Tables Interior Trash Cans Storage Systems AV Systems
OWNER	16	Bid submission date	Final Bid submission and bid opening will be: Friday, May 3 @ 3:00PM at the NHC Facilities Management Office 200 Division Drive Wilmington, NC 28401
OWNER	17	Page 2 of the Form of Proposal states "specifications as designed by Little Diversified Architects dated 03/18/24". Would this date need to say 03/28/2024 instead?	Correct the bid set manual and drawings are denoted as "bid set" and dated "3-28-2024"
OWNER	18	E-Verify Form	NHC sample for attached with addendum

OWNER	19	Please confirm all addendums thus far: Addendum 1 - 4/04/2024 Addendum 2 - 4/04/2024 Addendum 3 - 4/15/2024 Addendum 4 - 4/22/2024	As posted: Addendum 1 - 4/04/2024 Addendum 2 - 4/04/2024 Addendum 3 - 4/15/2024 Addendum 4 - 4/19/2024 Addendum 5 - 4/25/2024

Section 7 E-Verify Form

E-VERIFY FORM

(To be submitted with your response)

STATE OF _____

COUNTY OF _____

I, _____ (hereinafter Affiant), being duly authorized by and on behalf of
_____ (hereinafter "Employer") after first being duly sworn hereby
swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. **(Mark Yes or No)**
 - a. YES _____, or
 - b. NO _____
4. Employer's subcontractors must comply with E-Verify and Employer will ensure compliance with E-Verify by any subcontractors subsequently hired.

This ____ day of _____, 20____.

Signature of Affiant _____

Print or Type Name: _____

State of _____ County of _____

Signed and sworn to (or affirmed) before me, this the ____

day of _____, 20____

My Commission Expires: _____

Notary Public

(Affix Official/Notarial Seal)

New Hanover County
Minority and/or Women Business Enterprise
(M/WBE) Program



Construction Guidelines and Affidavits

These instructions shall be included with each bid solicitation.

New Hanover County
Minority and/or Women Business Enterprise Program

Construction Guidelines for M/WBE Participants

Policy Statement

It is the policy of New Hanover County that minority businesses, as defined by North Carolina General Statute 143-128 have maximum opportunity to participate in the performance of contracts and subcontracts funded in whole or in part with public funds. This includes all aspects of the County's contracting and procurement programs, including but not limited to construction projects, supplies and materials, as well as professional and personal service contracts.

Goals and Good Faith Efforts

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

PROJECT	MBE	WBE
NHC Northchase Library Project	6%	4%

Bidders shall submit M/WBE information with their bids on the forms provided. This information will be subject to verification by the County prior to contract award. Firms qualifying as "M/WBE" for the County's goals must be certified by the NC Department of Historically Underutilized Businesses (NCHUB) or by the NC Department of Transportation (NCDOT). Firms qualifying as "WBE" must be designated as "women-owned business and firms qualifying as "MBE" must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). Those firms who are certified as both a "WBE" and "MBE" may only satisfy the "MBE" requirement. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/default.aspx> and NCDOT firms may be found at <https://partner.ncdot.gov/VendorDirectory/default.htmlhttps://partner.ncdot.gov/VendorDirectory/default.html>.

Please note: A contractor may utilize any firm desired; however, in order for the County to count the participation towards the goal, all M/WBE vendors who wish to do business as a minority or female must be certified by NC HUB or NCDOT.

The Bidder shall make good faith efforts to encourage participation of M/WBEs prior to submission of bids in order to be considered as a responsive bidder. Bidders are cautioned that even though their submittal indicates they will meet the M/WBE goal, they should document their good faith efforts and be prepared to submit this information, if requested.

The M/WBE's listed by the Contractor on the Identification of Minority/Women Business Participation which are determined by the County to be certified shall perform the work and supply the materials for which they are listed unless the Contractors receive prior authorization from the County to perform the work with other forces or to obtain materials from other sources. If a contractor is proposing to perform all elements of the work with his own forces, he must be prepared to document evidence satisfactory to the owner of similar government contracts where he has self-performed.

The Contractor shall enter into and supply copies of fully executed subcontracts with each M/WBE or supply signed Letter(s) of Intent to the Project Manager after award of contract and prior to Notice to Proceed. Any amendments to subcontracts shall be submitted to the Project Manager prior to execution.

Instructions

The Bidder shall provide with the bid the following documentation:

- ☐ Identification of Minority/Women Business Participation
(if participation is zero, please mark zero—Blank forms will be considered nonresponsive)
- ☐ Affidavit A (if subcontracting)

OR

- ☐ Identification of Minority/Women Business Participation
(if participation is zero, please mark zero—Blank forms will be considered nonresponsive)
- ☐ Affidavit B (if self-performing; must attest that bidder does not customarily subcontract work on this type of project—includes supplies and materials)

Within 72 hours or 3 business days after notification of being the apparent low bidder who is subcontracting anything must provide the following information:

- ☐ Affidavit C (if aspirational goals are met or are exceeded)

OR

- ☐ Affidavit D (if aspirational goals are not met)

After award of contract and prior to issuance of notice to proceed:

- ☐ Letter(s) of Intent or Executed Contracts

****With each pay request, the prime contractors will submit the Proof of Payment Certification, listing payments made to M/WBE subcontractors.**

*****If a change is needed in M/WBE Participation, submit a Request to Change M/WBE Participation Form. Good Faith Efforts to substitute with another M/WBE contractor must be demonstrated.**

Minimum Compliance Requirements:

All written statements, affidavits, or intentions made by the Bidder shall become a part of the agreement between the Contractor and the County for performance of contracts. Failure to comply with any of these statements, affidavits or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the County that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the County whether to terminate the contract for breach or not. In determining whether a contractor has made Good Faith Efforts, the County will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts.

NEW HANOVER COUNTY 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.

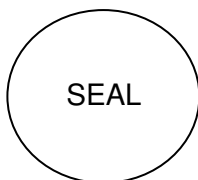
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority/Women Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) 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/women 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 _____

NEW HANOVER COUNTY --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

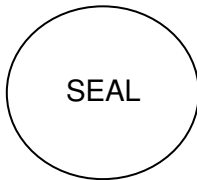
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The 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 _____

Do not submit with bid Do not submit with bid Do not submit with bid Do not submit with bid
NEW HANOVER COUNTY - AFFIDAVIT C - Portion of the Work to be
Performed by M/WBE Firms

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 M/WBE 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 MBE firms and a minimum of _____% of the total dollar amount of the contract with WBE firms. Minority/women 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 needed

Name and Phone Number	*M/WBE 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 (S) Disabled (D)

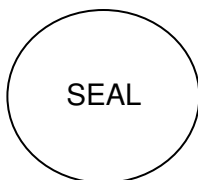
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with M/WBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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 _____

NEW HANOVER COUNTY 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 minority/women 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 MBE firms and a minimum of _____ % of the total dollar amount of the contract with WBE firms. Minority/women 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 needed)

Name and Phone Number	*M/WBE 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 (S) Disabled (D)

Examples of documentation 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.

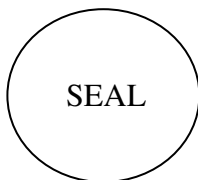
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with M/WBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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 _____

LETTER OF INTENT M/WBE Subcontractor Performance

Please submit this form or executed subcontracts with M/WBE firms after award of contract and prior to issuance of notice to proceed.

PROJECT: _____
(Project Name)

TO: _____
(Name of Prime Bidder/Architect)

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

____ Minority Business Enterprise ____ Women Business Enterprise

The M/WBE status of the undersigned is certified the NC Office of Historically Underutilized Businesses (required). ____ Yes ____ No

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project at the following dollar amount:

Work/Materials/Service Provided	Dollar Amount of Contract	Projected Start Date	Projected End Date

(Date)

(Address)

(Name & Phone No. of M/WBE Firm)

(Name & Title of Authorized Representative of M/WBE)

(Signature of Authorized Representative of M/WBE)

REQUEST TO CHANGE M/WBE PARTICIPATION

(Submit changes only if notified as apparent lowest bidder, continuing through project completion)

Project: _____

Bidder or Prime Contractor: _____

Name & Title of Authorized Representative: _____

Address: _____ Phone #: _____

_____ Email Address: _____

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

Name of subcontractor: _____

Good or service provided: _____

Proposed Action:

____ Replace subcontractor

____ Perform work with own forces

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

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

____ The listed MBE/WBE is bankrupt or insolvent.

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

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

If replacing subcontractor:

Name of replacement subcontractor: _____

The M/WBE status of the contractor is certified by the NC Office of Historically Underutilized Businesses (required). ☐ Yes ☐ No

Dollar amount of original contract \$ _____

Dollar amount of amended contract \$ _____

Other Proposed Action:

☐ Increase total dollar amount of work

☐ Add additional subcontractor

☐ Decrease total dollar amount of work

☐ Other

Please describe reason for requested action: _____

If adding additional subcontractor:*

The M/WBE status of the contractor is certified by the NC Office of Historically Underutilized Businesses (required). ☐ Yes ☐ No

**Please attach Letter of Intent or executed contract document*

Dollar amount of original contract \$ _____

Dollar amount of amended contract \$ _____

Interoffice Use Only:

Approval ☐ Y ☐ N

Date _____

Signature _____

Pay Application No. _____

Contract No. _____

Purchase Order No. _____

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

Project Name: _____

Prime Contractor: _____

Period: _____

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

Requested Payment Amount for this Period: \$_____

The following is a list of payments made to Minority Business Enterprise on this project for the above –mentioned period.

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

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

Date: _____

Certified by: _____

Name

Title

Signature