

Town of
KERNERSVILLE
PARKS & RECREATION

Request for Qualifications
**DESIGN AND
CONSTRUCTION SERVICES**
(DESIGN-BUILD)
FOR
**THE KERNERSVILLE
COMMUNITY POOL**

Issue Date: February 5, 2025

Submission Deadline: March 7, 2025





REQUEST FOR QUALIFICATIONS

Table of Contents

Notice	- 3 -
Overview of Project	- 3 -
Background.....	- 3 -
Project Objectives	- 3 -
Scope of Work	- 4 -
Estimated Budget.....	- 4 -
Anticipated RFQ Schedule.....	- 5 -
Procurement Process	- 5 -
Request for Qualifications (RFQ).....	- 5 -
Interview Short Listed Firms/Teams.....	- 5 -
Negotiations	- 5 -
Historically Underutilized Businesses	- 6 -
Statement of Qualifications Outline	- 6 -
Qualifications	- 7 -
Selection Criteria	- 8 -
Questions and Clarifications	- 8 -
Addenda Notice	- 9 -
Submissions	- 9 -
Award and Contract	- 10 -
Appendix A	- 11 -
Minority Participation Policy and Forms	- 11 -
Appendix B	- 12 -
Non-Collusion Affidavit.....	- 12 -
Appendix C	- 13 -
E-Verify Affidavit	- 13 -



REQUEST FOR QUALIFICATIONS

Notice

The Town of Kernersville (referred to as “the Town”) is soliciting Statement of Qualifications from qualified Design-Build team(s) or firms(s) interested in providing professional design and construction services to the Town for the construction of the Kernersville Community Pool.

All respondents to this Request for Qualifications (RFQ) are subject to the instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

Overview of Project

Background

In 1999, the Town of Kernersville (TOK) and the local branch of the YMCA entered into a 30-year partnership agreement. The goal of the partnership was to provide and expanded aquatic access to the citizens of Kernersville. While the agreement is set to expire in 2029, it proved to be highly successful for all parties involved. The Community Pool facility at the YMCA was built as an indoor facility for year-round use and swim team practice. Outdoor aquatic needs were met with a shallow depth outside water park.

Over the past four needs assessments, our citizens have displayed a growing need for a true outdoor community pool. In 2024, the Town completed a preliminary feasibility & cost analysis study based on municipal pools similar to that of Kernersville’s needs. As a result, a \$10.8 million-dollar project budget was approved in FY 2025.

The Town now seeks to select a qualified firm to provide design and construction services (Design-Build method) for the Kernersville Community Pool.

Project Objectives

The Town of Kernersville proposes to retain a highly qualified, capable firm, to provide professional design and construction services.

The Town will offer prime consideration to the firm with significant and current experience in the development, design, and construction of aquatic facilities using a Design-Build method.

Furthermore, the Town is under no obligation to enter into any contract with any respondent on any terms or conditions; and the Town reserves the right to negotiate with the next highest ranked vendor if the Town and vendor are unable to reach acceptable financial and contractual terms.



REQUEST FOR QUALIFICATIONS

Scope of Work

Town leadership has identified comparative example projects as a reference in this project. There have been two potential locations identified for the Kernersville Community Pool.

The scope of the project should include, but not be limited to the following:

Architectural, engineering, plumbing, site design, civil engineering, surveying, landscaping, cost estimates and any services the Town will further specify during contract negotiations. The contract agreement will provide payment for phases of work completed, with options, to proceed through all phases, or to discontinue work as the circumstances may dictate.

The Design-Build team will be responsible for all services necessary to design and construct the Community Pool, including, but not limited to, those listed below:

1. Site analysis and cost estimates of two sites necessary for final site selection.
2. Pre-Planning, programming, schedule, and budget review.
3. Preparing site, architectural, structural, mechanical, plumbing, and electrical design plans based on the Owner's criteria and program.
4. Development and refinement of cost estimates and project schedules.
5. Construction administration and observation including conferences, weekly site observations and regularly scheduled progress meetings with the project's Steering Committee.
6. Project closeout, as-built drawings, establishment of warranties, guarantees, and training. Final start-up and certification of mechanical, electrical, and plumbing systems.

The Town anticipates constructing an aquatic facility consisting of most if not all of the following elements:

Reception area; office suite; lifeguard breakroom; large and dividable class/party room; large deck space; an outdoor shade structure; 14-foot-tall slide; semi-separated pool with one side having six 25-meter swim lanes and the other side having a graduating depth from zero depth to shallow to 4-feet; and associated support spaces such as public restrooms and bathhouse; parking lot; landscaping; and ADA Accessibility for the entire facility.

Estimated Budget

The Town of Kernersville Board of Aldermen has approved a project budget of \$10.8 million-dollars for the design and construction of the Kernersville Community Pool. The Town estimates this to be an all-in budget for completion of this project, including all costs and fees.



REQUEST FOR QUALIFICATIONS

Anticipated RFQ Schedule

Request for Qualifications issued:	February 5, 2025
Deadline for questions:	February 18, 2025
Pre-submission Meeting:	February 19, 2025
Deadline for RFQ submission:	March 7, 2025
Contract negotiations:	Through March 19, 2025
Contract award (tentatively):	March 26, 2025 (Board meeting)

Procurement Process

Request for Qualifications (RFQ)

- This RFQ is an invitation to interested Design-Build firms to submit Statements of Qualifications (SOQ) detailing their technical, management, and financial qualifications to design, manage, permit, construct, commission, and closeout the construction of the Kernersville Community Pool project.
- All deliverables required by the RFQ are set forth herein.
- The Town will evaluate the submissions to determine if the submission is complete and meets minimum requirements.
- Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.

Interview Short Listed Firms/Teams

- The Town may contact the top firms/teams and schedule an interview with Town staff.
- The purpose of the interview will be to clear up any issues with the SOQ and to get a feel for how the team will work with Town staff.
- The interview will also serve as a place for Town staff to ask further questions designed to establish which of the three firms is the best fit for the project.

Negotiations

- The Town will enter negotiations with the top scoring firm/team from the interview process.
- If an agreement cannot be made with the top scoring firm/team, the Town will move on to the next highest scoring firm/team until a contract is tentatively executed contingent upon Board and LGC approval, or the Town, in its sole discretion, may decide to terminate the selection process.



REQUEST FOR QUALIFICATIONS

Historically Underutilized Businesses

In accordance with North Carolina Gen. Stat. §143-128, as amended by Chapter 480 of the 1989 Session Laws and by Chapter 496 of the 2001 Session Laws, it is the policy of the Town of Kernersville that on all building construction contracts with costs of \$100,000.00 or greater, including projects done by a private entity on a facility that the Town will lease or purchase, the Town shall have a minority participation goal of ten percent (10%).

Statement of Qualifications Outline

Firms submitting SOQs shall have no association with elected or appointed officials that could be considered a conflict of interest. Any such relationship will subject the firm to immediate disqualification in consideration for this project. Town staff will evaluate the SOQs and will invite most qualified firms/teams to interview with Town staff prior to recommending a firm/team.

Written SOQs must be submitted in the format outlined herein. Each SOQ will be reviewed to determine if it is complete prior to actual evaluation. The submission shall be limited to a maximum of 15 single-sided pages (8 ½" X 11, font size 10 or larger). This page limit excludes tabs and other dividers. Stick-on tabs are allowed. Firms should include a 1-page cover letter of interest in addition to the 15-page SOQs. Double-sided pages count as 2 pages. Reference forms and signed Affidavits related to the Addendums detailed at the end of this RFQ will not count towards page limits.

The Town will retain all SOQs from firms and will not return submissions to Respondents.

The qualifications statement shall consist of the following information, tabbed as identified and in the order indicated below:

- **Team experience and availability:** Include a brief summary of the firm, and key staff members; experience in designing comparable projects. This section should include any previous experience working with the design and construction of community centers and aquatic facilities as well as previous experience working with local government. Include examples of similar projects done by the project team, and a list of references.

Note: If a project team member, or subconsultant, makes a personnel change, or similar change of significance, the firm must notify the Town as soon as possible.

- **Team organization:** Provide an organizational flow chart of the project team, annotated with a description of relevant qualifications possessed by key personnel, for both in-house and sub-consultants. Identify the project lead and that person's availability. Describe coordination and relationships with sub-consultants. Identify minority and women owned firms.
- **Project Approach:** A statement of the firm's project approach. Include potential challenges, and expected issues of concern. In addition, provide the answers to the



REQUEST FOR QUALIFICATIONS

following questions:

- How would the firm further develop and bring to fruition the programming and conceptual design approved by the Town?
- How does the firm consider operations and staffing needs when designing an aquatic facility?
- How does the firm accelerate the design and construction process without sacrificing quality?
- Given the approved project budget, how does the firm handle project cost control during design and during construction so that the Town's budget expectations are met?
- **Other Factors:** Provide any other information pertinent to the firm's ability to complete the project, including but not limited to:
 - A description of current and projected workload as it relates to the team's ability to complete the project in a timely manner including level and magnitude of involvement for the purpose of gauging capacity to handle this project.
 - A description of any program in place to encourage participate by minority businesses as such is defined in N.C.G.S. § 143-128.2(g) and the outreach efforts which will be used to notify minority businesses of opportunities for participation in the project. Compliance with the Town's Minority Participation Policy is required (see Appendix B).
- **Legal History:** Produce a statement disclosing the firm's history of litigation/disputes for the last 10 years including any pending litigation/arbitration disputes.

Qualifications

SOQs should include information that relates directly to this project. A successful firm must have the ability to implement the preferred design while fulfilling project goals and effectively addressing the interests and needs of the Town while meeting established project deadlines.

Expertise required includes:

- A strong background in designing, engineering, and building multipurpose and aquatic facilities. A history of previous designed and constructed projects within provided budget.
- The ability to foresee and effectively address potential issues and concerns.
- Licensure in the state of North Carolina for professional engineers, architects, and construction or similar professional services in good professional standing.



REQUEST FOR QUALIFICATIONS

Selection Criteria

Each SOQ submitted will be evaluated based on a score (100 points maximum) as determined through a qualification review process and the selection criteria included below. Interviews may be requested of firms "short-listed" by the first stage of the selection process if the evaluation committee elects this method.

Selection Criteria	Max Points Possible
Letter of Interest	5
Design-Build Team Experience and Qualifications	25
Proposed Design & Engineering Professionals' Experience and Qualifications	20
Project Understanding, Approach, and Schedule	20
References	5
Historical Underutilized Businesses (HUB) Inclusion Plan:	
• Inclusion Plan	5
• Firm has presented positive historical underutilized businesses used on previous projects.	5
• Prime firm is a certified HUB firm or participates in a Joint Venture partnership with a certified HUB	5
History and standing with the Town	10
Total Points	100

Questions and Clarifications

For the purposes of providing clarification and answering questions, a pre-submittal conference will be held as detailed below.

Pre-Submittal Conference

Date: Wednesday, February 19, 2025

Time: 1:30 PM EST

Location: New Kernersville Recreation Center
1020 Shields Road
Kernersville, NC 27284



REQUEST FOR QUALIFICATIONS

Attendance for those intending to submit qualifications is not mandatory, but highly encouraged. The project will be described and key Town participants will be introduced. Pre-submittal conference questions should be submitted in writing prior to the meeting. Questions that arise during the pre-submittal conference must also be submitted in writing. Only written questions will be answered in an addendum.

All questions shall be submitted to Ernie Pages, Parks & Recreation Director, via email (epages@toknc.com) no later than **1:00 PM EST Tuesday, February 18, 2025**. Questions submitted later than this deadline will not be considered.

Addenda Notice

An addendum with questions and answers, if necessary, will be provided by **5:00 PM EST Friday, February 21, 2025**.

If you have received this solicitation from a source other than the Town, it is the respondent's responsibility to ensure that all addenda have been received. Please visit [Town of Kernersville website > Finance > Open Bids](#) for the most current information.

Submissions

The deadline for firms submitting SOQs is **5:00 PM EST on Wednesday, March 7, 2025**.

No submissions or supporting documentation will be accepted after this deadline. SOQs must be submitted electronically via email or hand-delivered/mailed in a sealed envelope.

Email Submission

To: Ernie Pages, Parks and Recreation Director
Subject: RFQ – Kernersville Community Pool
Design & Construction Services (Design-Build)
Email: epages@toknc.com

- OR -

Physical Acceptance/Mailing Submission

To: Ernie Pages, Parks and Recreation Director
Subject: RFQ – Kernersville Community Pool
Design & Construction Services (Design-Build)
Address: 1020 Shields Road
Kernersville, NC 27284



REQUEST FOR QUALIFICATIONS

All submissions should be valid for at least 60-days following the deadline for submitting SOQs. All responses, inquiries, or correspondence relating to this RFQ will become the property of the Town of Kernersville. Respondents shall not seek individual contact or information except by the method allowed in this request. Individual requests for discussions with Town staff or persons associated with this project are prohibited and can be considered grounds for disqualification.

Award and Contract

The Town may open submitted packets at any time after the submission deadline. The Town will evaluate all submissions, satisfying the requirements of this RFQ, to establish which applicant's qualifications best fulfill the need of the Town. The Town anticipates entering into a contract with the selected firm to execute the proposed work. This RFQ, however, does not commit the Town to award a contract, nor pay any cost incurred by a firm in the preparation of the RFQ, or to contract for the goods and/or services offered. The Town reserves the right to accept, or reject, any and all qualifications received as the result of this request, to negotiate with all qualified firms, or to cancel this request for qualifications if it is in the best interest of the Town to do so.

A selection committee will review all submitted statements of qualifications and, based on the information presented, will rank the responsive statement of qualifications. The Town may compile a short list of agreeable firms for further consideration and an interview with the presentation committee.

After the selection of a firm, there will be a period of negotiation between the Town and the design team to better define, elaborate upon, and finalize the firm's exact and final Scope of Work.



REQUEST FOR QUALIFICATIONS

Appendix A



Town of Kernersville Minority Participation Policy and Forms

MINORITY PARTICIPATION POLICY

In accordance with General Statutes 143-128 as amended by Chapter 480 of the 1989 Session Laws,

It is the Policy of the Town of Kernersville that on all building construction projects with costs of \$100,000 or greater; that the Town follow the procedures set out below to ensure that minority contractors, subcontractors, and suppliers have the opportunity to participate in these building construction contracts.

The Town's minority participation goal has been set at 10 percent by action of the Board of Aldermen.

A. Procedures to be followed by the Town of Kernersville:

1. Bid specifications on all building construction work with costs of \$100,000 or greater must contain a copy of the Town's adopted Minority Participation Policy.
2. Annually obtain an up-dated minority contractors/suppliers list from the:
Minority Business Development Agency
Department of Economic and Community Development
Dobbs Building
430 North Salisbury street
Raleigh, NC 27611
3. Annually advertise for and maintain a current listing of minority contractors/suppliers who contact the Town and wish to be added to the list mentioned in item A.2 above and shall verify each submitted as a minority contractor/supplier.
4. Mail to all persons/companies on list developed from items A.2 and A.3 above a notice on specific projects subject to this policy.
5. Take steps to assure that prospective minority bidders have access to bid documents by having all bid documents available for review in the Town's offices.
6. Hold pre-bid conferences to orient contractors to the Town's policy and its bid procedure and to supply contractors with names and addresses of minority contractors who have contacted the Town.
7. The Town will designate a contact person on each project so that individuals with questions regarding this policy will know who to contact.
8. The Town will provide information to, and review the bids received from contractors in order to ensure that the contractors have met the good faith efforts provisions as set-out in this policy.

B. Requirements to be fulfilled by contractors to ensure that good faith efforts have been made in meeting the Town's Minority Contractors/Suppliers Policy. These requirements pertain to both a single prime contractor and separate specification contractors.

1. A contractor should request annually an updated list of minority contractors/suppliers from:

Minority Business Development Agency
Department of Economic and Community Development
Dobbs Building
430 North Salisbury Street
Raleigh, NC 27611

This list should also continuously be updated by adding the names of companies requesting to be added to the above name list.

2. Contractors must include with their bids, documentation that bids were solicited from minority contractors.

3. Contractors must include with their bids, documentation relating to responses from subcontractors. Such documentation should show:

a. Those subcontractors/suppliers who were contacted; with minority contractors/suppliers identified.

b. Those subcontractors/suppliers that responded and which ones submitted bids; with minority contractors/suppliers identified.

c. Those subcontractors/suppliers to whom contracts were awarded; with minority subcontractors/suppliers identified.

NOTE: A contractor's bid may be rejected because no good faith effort was undertaken to assure minority business participation in the bidding process. A bid may not be rejected for failing to meet the participation goal set forth in this policy, if a good faith effort is documented.

***** MUST BE SUBMITTED WITH BID *****

(unless the prime consultant intends to perform 100% of the work with Own Workforce)

State of North Carolina

Identification of Minority Business Participation

County of Forsyth

(Name of Project)

I, _____,
(Name of Bidder)

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

In accordance with N.C.G.S. 143-128.2(c) Bidder shall identify on its Bid the M/WBE businesses to be used on this project **and** pursuant to subsection (f) of this statute provide the total dollar value of the bid that will be performed by the minority businesses. **Failure to list, at a minimum, the minority firm business name and the total dollar value of M/WBE firms contracting will render your Bid as non-responsive and will not be considered for award.** If Bidder has no minority participation, they shall indicate this on the table below by entering the word "None" or the number "0." **Blank forms will not be deemed to represent zero participation.**

Minority Firm Name Phone Number	City-State	Minority Category*	HUB Certified** (Y/N)	Type of Work	Dollar Value

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

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

The total value of minority business contracting will be (\$) _____ .

***** MUST BE SUBMITTED WITH BID *****

(unless the prime consultant intends to perform 100% of the work with Own Workforce)

State of North Carolina

AFFIDAVIT A – Listing of Good Faith Efforts

County of Forsyth

(Name of Project)

Affidavit of:

(Name of Bidder)

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

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

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

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with N.C.G.S. 143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

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

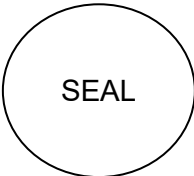
Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

***** MUST BE SUBMITTED WITH BID *****

(submit with bid in lieu of Affidavit A, if applicable)

State of North Carolina

County of Forsyth

AFFIDAVIT B – Intent to Perform Contact with Own Workforce

Affidavit of: _____
(Name of Bidder)

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

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

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

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

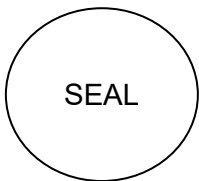
Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

***** DO NOT SUBMIT WITH BID *****

State of North Carolina
County of Forsyth

**AFFIDAVIT C – Portion of the Work to be Performed by HUB
Certified/Minority Businesses**

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

If the portion of the work to be executed by HUB certified/minority businesses as defined in N.C.G.S. 143-128.2(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: _____
(Name of Bidder)

I do hereby certify that on the

(Name of Project)

Project ID#: _____ Amount of Bid \$ _____

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

(Attach additional sheets if required)

Minority Firm Name Phone Number	City-State	Minority Category*	HUB Certified** (Y/N)	Type of Work	Dollar Value

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

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

Pursuant to N.C.G.S. 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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

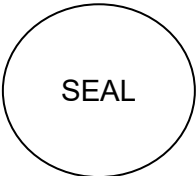
Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____

***** DO NOT SUBMIT WITH BID *****

State of North Carolina

AFFIDAVIT D – Good Faith Efforts

County of Forsyth

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

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

Affidavit of: _____
(Name of Bidder)

I do hereby certify that on the

(Name of Project)

Project ID#: _____ Amount of Bid \$ _____

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

(Attach additional sheets if required)

Minority Firm Name Phone Number	City-State	Minority Category*	HUB Certified** (Y/N)	Type of Work	Dollar Value

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

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

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

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

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

Pursuant to N.C.G.S. 143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

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

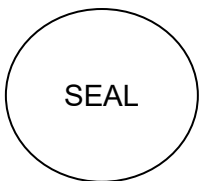
Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____



REQUEST FOR QUALIFICATIONS

Appendix B



Town of Kernersville Non-Collusion Affidavit

_____ being first duly sworn, deposes and says that:

1. He/She is the _____ of _____, the bidder that has submitted the attached bid;
2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such bid is genuine and is not a **collusive** or **sham** bid;
4. Neither the said bidder nor any of its officers, partners, owners agents, representatives, employees, parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price of any other bidder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Kernersville or any person interested in the proposed contract; and
5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

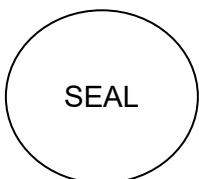
Signature of Affidavit: _____

Name of Affiant (Print or Type): _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____



REQUEST FOR QUALIFICATIONS

Appendix C



Town of Kernersville E-Verify Affidavit

State of North Carolina

AFFIDAVIT– Compliance with N.C. E-Verify Statutes

County of Forsyth

I, _____ (hereinafter the “Affiant”), duly authorized by and on behalf of _____ (hereinafter the “Employer”) after being first duly sworn deposes and says as follows:

1. Employer understands that “E-Verify” means the federal E-Verify program operated by the United States Dept. 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 N.C.G.S. 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 N.C.G.S. 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)
 YES _____, or
 NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This _____ day of _____ 20 _____

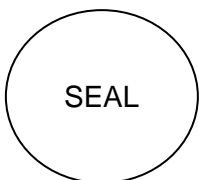
Signature of Affidavit: _____

Name of Affiant (Print or Type): _____

Title: _____

State of _____, County of _____

Subscribed and Sworn to before me this _____ day of _____ 20 _____



Notary Public: _____

My commission expires: _____