

**ADDENDUM NO. 3**  
REQUEST FOR PROPOSAL  
FOR  
INTERIOR PLANTS  
FOR  
THE RALEIGH DURHAM AIRPORT AUTHORITY  
FEBRUARY 20, 2015

**TO:** ALL PROSPECTIVE OFFERORS  
**FOR:** INTERIORPLANT REQUEST FOR PROPOSAL  
**DUE DATE:** FEBURARY 27<sup>TH</sup> 4:30 PM

As per this addendum 3 the referenced request for proposal is amended to include the attached MWSB language and documents and shall become a part of the request for proposal package documents and a part of the whole agreement. Proposers are to complete the documents as necessary and include them as part of the proposal as needed.

## For use in technical, non-professional service agreements

### A. Introduction

It is the policy of the Authority that neither the Authority, its contractors, service providers, subcontractors nor vendors, shall discriminate on the basis of race, color, religion, national origin, or gender in the award and performance of contracts, subcontracts and purchases. The Authority has established a Minority and Women-Owned Small Business Program (MWSB Program) to encourage equal opportunity for MWSBs to compete for employment as contractors, subcontractors, suppliers and service providers. It is also the Authority's policy to remove barriers which may exist for MWSBs to compete for contracts, subcontracts and procurement awarded by the Authority. Additional information concerning the Authority's MWSB Program may be found on the internet at <http://www.rdu.com/business/smallbusiness.html>.

The Authority awards contracts without regard to race, religion, color, creed, national origin, gender, age or handicapping condition. The Authority's contracts are subject to the requirements of North Carolina law, and this contract will be awarded in accord therewith.

### B. Minority and Women-Owned Small Business (MWSB)

A Minority or Women-Owned Small Business (MWSB) is a firm which has been certified by an approved agency to meet the following criteria: A small business, as defined by the Small Business Administration size standards, that is at least fifty-one percent (51%) owned, and controlled by one or more socially and economically disadvantaged individuals. The following individuals are presumed to be socially and economically disadvantaged: Black Americans; Hispanic Americans; Asian Americans; Native Americans; and Women. Firms which are not owned by members of these groups may not be utilized to achieve MWSB Goals in Authority contracts.

### C. MWSB Goals

The MWSB Goals for MWSB participation on this contract represent the total dollars that will be spent with MWSBs as a percentage of the total contract amount, including any change orders. The MWSB Goals are as follows:

<b>MBE Goal:</b>	The goal for minority-owned business participation is: Seven percent (7%).
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<b>WBE Goal:</b>	The goal for woman-owned business participation is: Four percent (4%).
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In order to comply with the MWSB Program requirements, a proposer must either meet the MWSB Goals or demonstrate that the proposer has made sufficient good faith efforts to meet the MWSB Goals. If the proposer does not meet the MWSB Goals, it shall nevertheless be eligible for award of the contract if it can demonstrate to the Authority that it has made good faith efforts to meet the MWSB Goals.

### D. MWSB Program Provisions

All proposers shall agree by the submission of a proposal for this project that MWSBs have the maximum opportunity to participate in the performance of contracts and subcontracts. All proposers are hereby notified that failure to carry out the obligations of the MWSB Program will constitute a breach of good faith in dealing with the Authority, and the Authority will take any and all actions permitted by law to ensure compliance by all Contractors<sup>1</sup> engaged by it. Failure to meet or exceed the MWSB Goals or to make a good faith effort to meet the MWSB Goals and to adequately document such efforts to the Authority will be grounds for disqualifying a proposal as non-responsive. Proposers specifically agree to comply with all applicable provisions of the MWSB Program and any amendments thereto. Proposers are encouraged to

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<sup>1</sup> Contractor - A firm that enters into a Contract with the Authority. The term "Contractor" includes consultants, architects, engineers, suppliers and providers of tangible goods and services.

refer to the MWSB Program which is posted on the Authority's website:

<http://www.rdu.com/business/smallbusiness.html>.

E. MWSB Program – Accepted Certifications

Currently, the following certifications may be utilized towards achieving MWSB Goals:

1. DBE – N.C. Department of Transportation: Disadvantaged Business Enterprise;
2. SBA 8(a) – Small Business Administration: SBA 8(a) Business Development;
3. SWBE – Women's Business Enterprise National Council: Small Women Business Enterprise.

Furthermore, the Authority will accept the following certifications **with appropriate supplemental documentation:**

1. HUB – N.C. Department of Administration Office for Historically Underutilized Businesses;
2. CMSDC/ NMSDC – Carolinas/National Minority Supplier Development Council, or any affiliate council;
3. NAWBO – National Association of Women Business Owners.

Firms with these certifications must submit the Small Business Verification form and supplemental documentation to the Small Business Program Office, prior to submitting the proposal for the purpose of evaluating achievement of MWSB Goals or good faith efforts.

Links to the NCDOT and HUB directories are available on the Authority's Small Business Program website (<http://www.rdu.com/business/smallbusiness.html>). Prospective proposers are encouraged to inspect these databases to assist in locating firms for MWSB participation. Proof of certification must be included in the response when submitted to the Authority.

In order for firms to meet the "WB" portion of the MWSB goal, the firm must be certified by one of the agencies described above as a "women-owned business". In order for firms to meet the "MB" portion of the MWSB goal, the firm must be certified by one of the agencies described above in one of the other minority categories: Black American; Hispanic American; Asian American or Native American. Firms certified as both MB and WB may only satisfy the MB goal. Please note: A proposer may utilize any firm desired. However, for participation purposes, all MWSB firms who wish to do business must be certified by an accepted agency.

F. Good Faith Effort Requirements

Each bidder shall submit documentation which demonstrates that it made good faith efforts to meet each portion of the MWSB Goals (minority-owned business goal and woman-owned business goal). The requirement to submit documentation that the goal has been met or good faith documentation in the manner prescribed by the Authority is considered a matter of responsiveness. Further, bidders who do not meet the MWSB Goals may be required to provide additional evidence of its good faith effort. Efforts that are merely pro-forma are not good faith efforts to meet the requirements of the MWSB Program.

The Authority shall be the sole arbiter to determine if a bidder has made a reasonable good faith effort toward MWSB participation in its bid. The Authority will also consider if, given all relevant circumstances, the bidder's efforts could reasonably be expected to produce a level of MWSB participation sufficient to meet the goal. The Authority will consider the quality, quantity and intensity of the different kinds of efforts a bidder has made. In evaluating a bidder's good faith efforts submission, the Authority will only consider those documented efforts that occurred prior to the good faith effort submission. The Authority reserves the right to reject any and all bids submitted and to reject the bid of any bidder who fails to make a good faith effort and submit timely, satisfactory evidence of its good faith effort. If good faith effort documentation is requested, it shall include a specific response and supplementary documents regarding the bidder's efforts regarding the following:

1. Selecting portions of the work to be performed by MWSBs in order to increase the likelihood that the MWSB goals will be achieved.
2. Negotiating in good faith with interested MWSBs. Evidence of such negotiation includes the names, addresses, and telephone numbers of MWSBs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for MWSBs to perform the work. The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Bidding contractors are not, however, required to accept higher quotes from MWSBs.
3. Not rejecting MWSBs as being unqualified without sound reasons based on a thorough investigation of their capabilities.
4. Any other evidence that the bidder submits which shows that the bidder has made reasonable good faith efforts to meet the MWSB goal.

Appendix 2 of the bid documentation requires specific responses to the following:

1. Did bidder attend the pre-bid or pre-proposal conference?
2. Did bidder advertise contractual opportunities in general circulation, trade association, or minority-focus media concerning opportunities? Was advertising specific to the project in question?
3. Did the bidder provide satisfactory written solicitations requesting participation of MWSBs or DBEs that reasonably could have been expected to submit a quote that were known to the Contractor or available on state or local government maintained lists no later than 10 days prior to the bid opening?
4. Did the bidder provide MWSBs or DBEs with:
  - a. adequate description of all work to be contracted?
  - b. adequate information about the location of the plans, specifications, and requirements of the contact?
  - c. date the quotation was due to the bidder?
5. Did the bidder follow-up initial solicitations of interest either electronically, in person or by telephone to determine if the MWSB or DBE was interested in participation?
6. Did bidder break down or combine elements of work to be performed by MWSBs into economically feasible units in order to facilitate minority participation?
7. Did bidder make available or provide prospective MWSBs with plans, specifications, and requirements for the work to be subcontracted at least 10 days before bids or bids were due?
8. Did the bidder negotiate in good faith with MWSBs or DBEs?
9. Did the bidder offer assistance to interested MWSBs in obtaining bonding or insurance required by the Authority or by the bidder?
10. Did the bidder work with minority trade, community or contractor organizations identified by the Authority, NC HUB Office or the NC Department of Transportation or included in the bid documents that provide assistance in the recruitment and placement of MWSBs?
11. Did bidder provide assistance to otherwise qualified MWSBs 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, or assist MWSBs in obtaining the same unit pricing with bidder's suppliers in order to help MWSBs in establishing credit?

#### G. Self-Performance

Self-performance does not exempt bidders from MWSB Program requirements. Notwithstanding the fact that a bidder may have the capability to complete a total project with its own work force, and without the use of subcontractors/subconsultants, all Authority contractors are required to demonstrate sufficient good faith efforts to subcontract with and/or procure supplies/services with MWSBs in its subcontractor/subconsultant or supplier service area. Bidders that do not meet the MWSB Goals and desire to self-perform

the entire contract must comply with each of the following Good Faith Effort provisions. Failure to do so shall constitute grounds for rejection of the Bid or Proposal:

1. It is a normal and necessary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of subcontractors. **The bidder has substantiated this by providing documentation of at least three (3) other projects within the last two (2) years on which they have done so.**
2. The bidder was unable to locate MWSBs which could provide significant goods or materials for use in conjunction with this contract. **The bidder has substantiated this by providing documentation.**
3. The bidder has a valid business reason for self-performing all work on the contract as opposed to subcontracting with a MWSB. **The bid must describe the valid business reason for self-performing and submit with its bid documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.**
4. The bidder will provide equal opportunity to MWSBs to participate in significant material supplier opportunities available under the prime contract and to document good faith efforts as required herein.
5. If it should become necessary to subcontract some portion of the work at a later date, the bidder will notify the Authority and institute good faith efforts to comply with all requirements of the MWSB program in providing equal opportunities to MWSBs to subcontract the work.

#### H. Counting MWSB Participation

For the purposes of MWSB participation, MWSB firms are counted as either minority-owned businesses (MB) or women-owned businesses (WB).

1. MWSB Prime Contractors and Consultants - If a MWSB is the Prime Contractor, the participation of the MWSB Prime which is not subcontracted to another firm (or firm) is counted towards one portion (i.e. MB or WB) of the MWSB commitment. Prime Contractors (including MWSB Prime Contractors) are responsible for meeting both portions the MWSB commitment.
2. Subcontractor/ Subconsultant – If the Contractor, consultant or service provider utilizes an MWSB as a subcontractor or subconsultant to perform services, the Authority counts 100% of the value of the Commercially Useful Function<sup>2</sup> the MWSB performs toward satisfaction of the MWSB Commitment<sup>3</sup>. The Authority will allow the Contractor to count only the value of the work actually performed by the MWSB toward MWSB Commitment. This amount should include the cost of supplies and materials obtained by the MWSB for the work of the contract, including supplies purchased or equipment leased by the MWSB (except supplies and equipment the MWSB Subcontractor purchases or leases from the Contractor).
3. MWSB suppliers – In service, construction and construction-related professional service contracts, a Contractor may count 60% of its expenditures to MWSB suppliers that are not manufacturers toward achievement of the contract goals, provided that the MWSB Supplier performs a Commercially Useful Function in the supply process.
4. MWSB manufacturers – The Contractor may count 100% of all expenditures for materials, supplies and equipment obtained from an MWSB manufacturer toward the MWSB Goal. A MWSB manufacturer is a supplier that produces goods from raw materials or substantially alters them before resale.

#### I. MWSB Program Requirements

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<sup>2</sup> Commercially Useful Function - A function performed by a firm when it is responsible for supplying goods or executing a distinct element of the work of a contract and carrying out its responsibilities by actually performing, managing and supervising the work involved

<sup>3</sup> MWSB Commitment - MWSB utilization that a contractor/consultant commits to achieve for a contract at contract award.

1. Agreements between a proposer and an MWSB in which the MWSB promises not to provide subcontracting quotations to other proposers are prohibited.
2. Proposers shall provide identifying information for all MWSB subcontractors and suppliers who it proposes to engage in carrying out and completing the work called for by this proposal. Following the opening of the proposals, no change shall be made in any of the MWSB subcontractors proposed to be engaged by the proposer without the prior written consent and approval of the Authority. If the Contractor proposes to terminate or substitute a MWSB subcontractor or supplier after submitting a proposal, the Contractor must make good faith efforts to find a substitute MWSB subcontractor for the original MWSB to meet its MWSB commitment. Its good faith efforts shall be directed at finding another MWSB to perform or provide at least the same amount of work, material or service under the contract as the original MWSB to the extent necessary to meet its MWSB commitment. The Contractor must give the MWSB notice in writing, with a copy to Authority, of its intent to request to terminate and/or substitute, and the detailed reasons for the request. All substitutions shall be coordinated with and approved by the Authority prior to being made.
3. The Contractor has a continuing obligation to meet the MWSB utilization to which it committed at contract award, inclusive of change orders, amendments, and modifications.
4. The Contractor shall maintain records and submit monthly reports of MWSB payments, concurrent with the Contractor's submission of payment requests with each invoice. The report shall include a certification by the Contractor regarding payment to each MWSB subcontractor for the prior month's work. These reports will be certified as true and correct by an appropriate company official. To ensure that the Contractor meets all its MWSB commitment, the Authority will review the Contractor's MWSB utilization throughout the term of the contract, including any term extensions of the original contract period.
5. Upon the Authority's request, the Contractor shall provide Authority access to books, records, accounts and personnel needed for MWSB compliance review. Such access will be used for, among other purposes, determining MWSB participation and compliance with the MWSB Program. Determination(s) regarding Contractor's compliance with the MWSB Program may be considered and have a bearing on consideration of the Contractor for award of future contracts.

J. Required Documentation – Proposal Submission

Each proposer must submit for all solicitations or proposals, completed MWSB Program forms as outlined below.

**A. Appendix 1A: Schedule of MWSB/DBE Subcontractors**

- Must be submitted at the time of proposal submission
- Must list each MWSB submitted towards MWSB Goal credit

**B. Appendix 1B: MWSB Certification Status**

- Must be submitted at the time of proposal submission
- Must list each MWSB submitted towards MWSB Goal credit

**C. Appendix 2: Good Faith Effort Checklist**

- Must be submitted at the time of proposal submission

**D. Appendix 3: Statement of Intent to Perform Work Without Subcontracting**

- Must be submitted at the time of proposal submission, if bidder is proposing to self-perform
- If MWSB Goals are not met, requires supplemental documentation

**E. Appendix 4: Intent to Perform as a Subcontractor**

- Signed and executed form for each MWSB subcontractor identified on Appendix 1A and 1B
- Submitted within 3 business days of the proposal opening

**F. Appendix 5: Intent to Perform as a Supplier**

- Signed and executed form for each MWSB subcontractor identified on Appendix 1A and 1B
- Submitted within 3 business days of the proposal opening

K. **Required Documentation – MWSB Program Compliance**

As referenced above, the Contractor must maintain compliance with the MWSB Program provisions throughout the contract. The Contractor must submit the following MWSB compliance forms, as appropriate:

**A. Schedule of Subcontractors (Final)**

- List all subcontractors participating
- Must be completed by the Contractor and submitted with the first pay application

**B. Monthly Payment Summary**

- Must be completed by the Contractor and submitted with each pay application

**C. MWSB Affidavit of Final Payment**

- Must be completed by the Contractor/Consultant and all MWSB subcontractors/subconsultant used on the project submitted with close-out documents
- Form must be signed by both Contractor and MWSB subcontractors/subconsultants
- Contractor/Consultant is responsible for the accuracy of all information provided

**D. Request to Change Schedule of Subcontractors**

- Must be submitted to the Authority **prior to** replacement of any MWSB subcontractors/ subconsultants or suppliers listed in the proposal or Appendix 1A
- Requires approval by the Authority
- May require good faith effort review

Questions concerning the MWSB Program can be addressed to the Authority's Small Business Program Officer, Ms. Thiané Carter Edwards via e-mail at [thiane.edwards@rdu.com](mailto:thiane.edwards@rdu.com) or via telephone at (919) 840-7712.



**Raleigh-Durham Airport Authority**  
**SCHEDULE OF MWSB/ DBE SUBCONTRACTORS**

Appendix 1A

<b>Project/ Contract Name:</b> _____			
<b>Bidder/ Proposer Name:</b> _____		<input type="checkbox"/> MWSB	<input type="checkbox"/> NON-MWSB
<b>Bidder Contact Name:</b> _____		<b>Bidder Phone Number:</b> _____	
<b>Bidder E-mail Address:</b> _____			
<b>MB Contract Goal:</b>	<b>WB Contract Goal:</b>	<b>MB Commitment:</b>	<b>WB Commitment:</b>

**Instructions:**

As part of the procedures for the submission of proposals, all bidders/contractors are required to identify MWSB subcontractors/suppliers and service providers identified at of time of the bid, using the attached forms. The Authority must verify the certification status for all MWSBs proposed for utilization on this project. Each contractor/supplier listed on this sheet must have a corresponding "MWSB Certification Status" form (Appendix 1B). Attach additional sheets as necessary. NOTE: If contract is sole source and/or direct purchase, please enter the dollar amount of work and proceed to the Contractor's Certification, then sign and date this form.

Name of Subcontractor (incl. service providers and associated equipment/ supplies)	Certification Status (check applicable status) <sup>1</sup>					Description of Subcontract or Service to be Performed	Dollar Amount of MWSB Participation	% of MWSB Participation
	DBE (MB)	DBE (WB)	HUB (MB)	HUB (WB)	Other			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

  

Name of Supplier (Materials/ Equipment Supplier Only)	Certification Status (check applicable status) <sup>1</sup>					Description of Equipment or Materials Supplied	Dollar Amount of MWSB Participation	% of MWSB Participation (60% of dollar value)
	DBE (MB)	DBE (WB)	HUB (MB)	HUB (WB)	Other			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Dollar Amount of Work to be Completed by MWSB Subcontractors or Service Providers	\$
Dollar Amount of Supplies Provided by MWSB Suppliers	\$
Total Amount of Bid/Proposal	\$

**Prime Contractor's Certification**

I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate and complete information or exercise good faith efforts (as defined by the MWSB Program) may result in being considered non-responsive to the solicitation. It is understood and agreed that, if awarded a contract by the Authority, the contractor will not make additions, deletions, or substitutions to the MWSBs on this certified list without the written consent of the Authority. A request for approval to replace a MWSB may only be made by submitting a Request for Approval of Change to Schedule of Subcontractors. It is understood that the Authority may audit any and/or all records of the Contract/vendor and conduct interviews of owners, principals, officers, employees and applicable subcontractors/Contractors participating on the Contract. The Authority reserves the right to ensure compliance with the MWSB Program to include status reports and audit of submitted MWSB information as deemed necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized Representative: \_\_\_\_\_

<sup>1</sup>In order to credit the participation of MWSBs, firms must be certified as by a certification agency approved by the Authority as defined in the MWSB Program.



**Raleigh-Durham Airport Authority**  
**MWSB CERTIFICATION STATUS**

<b>Bidder/ Proposer Name:</b> _____	<input type="checkbox"/> MWSB <input type="checkbox"/> NON-MWSB
<b>Project/ Contract Name:</b> _____	<b>Project #:</b> _____
<b>MB Contract Goal:</b> _____	<b>Proposed MB Participation:</b> _____
<b>WB Contract Goal:</b> _____	<b>Proposed WB Participation:</b> _____

\*MB – Minority-Owned Business

\*WB – Woman-Owned Business

**Instructions:**

As part of the procedures for the submission of bids/ proposals, each subcontractor/supplier listed in the Schedule of MWSB/DBE Subcontractors (Appendix 1A) must have a corresponding listing on this form. Note that in order to be counted towards MWSB participation; a firm must be a small business as defined by the Small Business Administration (SBA)<sup>1</sup>. As indicated, DBE, SBA 8(a) and SWBE<sup>2</sup> certifications do not require size verification. All other certifications require business size verification prior to bid opening. Submit Business Size Verification to the Authority's Small Business Program Office. Attach additional sheets as necessary.

<b>Subcontractor Name</b>	<b>Subcontractor Telephone</b>	<b>Subcontractor E-mail Address OR Fax</b>	
_____	_____	_____	
<b>Subcontractor City, State</b>	<b>Goods/ Service Supplied:</b>		
_____	_____		
<b>Select MWSB Status &amp; Size Verification:</b>	<input type="checkbox"/> DBE	<input type="checkbox"/> SBA 8(a)	<input type="checkbox"/> SWBE
	<input type="checkbox"/> HUB (MB)	<b>Business Size Verification Submitted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> HUB (WB)	<b>Business Size Verification Submitted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Other Certification (Type): _____		
	<b>Business Size Verification Submitted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Subcontractor Name</b>	<b>Subcontractor Telephone</b>	<b>Subcontractor E-mail Address OR Fax</b>	
_____	_____	_____	
<b>Subcontractor City, State</b>	<b>Goods/ Service Supplied:</b>		
_____	_____		
<b>Select MWSB Status &amp; Size Verification:</b>	<input type="checkbox"/> DBE	<input type="checkbox"/> SBA 8(a)	<input type="checkbox"/> SWBE
	<input type="checkbox"/> HUB (MB)	<b>Business Size Verification Submitted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> HUB (WB)	<b>Business Size Verification Submitted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Other Certification (Type): _____		
	<b>Business Size Verification Submitted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Prime Contractor's Certification**

I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate and complete information or exercise good faith efforts (as defined by the MWSB Program) may result in being considered non-responsive to the solicitation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized \_\_\_\_\_

<sup>1</sup> Contractors on projects for the erection, construction, alteration or repair of buildings are excluded from size standard requirements.

<sup>2</sup> Disadvantaged Business Enterprise (NCDOT DBE); Small Business Administration: SBA 8(a) Business Development Certification (SBA 8(a)); Women's Business Enterprise National Council: Small Women Business Enterprise (SWBE)



**Raleigh-Durham Airport Authority**  
**MWSB CERTIFICATION STATUS**

Appendix 1B

Representative:

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<b>Bidder/ Proposer Name:</b> _____	<input type="checkbox"/> MWSB	<input type="checkbox"/> NON-MWSB
<b>Project/ Contract Name:</b> _____	<b>Project #:</b> _____	
<b>MB Contract Goal:</b> _____	<b>Proposed MB Participation:</b> _____	
<b>WB Contract Goal:</b> _____	<b>Proposed WB Participation:</b> _____	

\*MB – Minority-Owned Business                      \*WB – Women-Owned Business

**Good Faith Efforts:** If a Contractors/ proposer does not meet the MWSB goal, it shall nevertheless be eligible for award of the Contract if it can demonstrate to the Authority that it has made a good faith effort to meet the MWSB goal. This checklist should be submitted with the bid documents. Additional documentation to support the assertions in this checklist may be required within 3 business days following the bid. Failure to submit supporting documentation may result in the bid being considered non-responsive to bid specifications.

- 1) Did bidder attend MWSB pre-bid or pre-proposal conference?  Yes  No

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- 2) a. Did bidder advertise contractual opportunities in general circulation, trade association, or minority-focus media concerning opportunities?  Yes  No  
*(Requires documentation)*  
       b. Was advertising specific to the project in question? *(Requires documentation)*  Yes  No

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- 3) Did the bidder provide satisfactory written solicitations requesting participation of MWSBs or DBEs that reasonably could have been expected to submit a quote that were known to the Contractor or available on state or local government maintained lists no later than ten (10) days prior to the bid opening?  Yes  No

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- 4) Did the bidder provide MWSBs or DBEs with:
  - a. adequate description of all work to be contracted?  Yes  No
  - b. adequate information about the location of the plans, specifications, and requirements of the contact?  Yes  No
  - c. date the quotation was due to the bidder?  Yes  No

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- 5) Did the bidder follow-up initial solicitations of interest electronically, in person or by telephone to determine if the MWSB or DBE was interested in participation?  Yes  No  
*(Requires documentation)*

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- 6) Did bidder break down or combine elements of work to be performed by MWSBs or DBEs into economically feasible units in order to facilitate MWSB participation? *(Requires documentation)*  Yes  No

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- 7) Did bidder make available or provide prospective MWSBs or DBEs with plans, specifications, and requirements for the work to be subcontracted at least 10 days before bids or proposals were due? *(Requires documentation)*  Yes  No

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- 8) Did the bidder negotiate in good faith with MWSBs or DBEs?  Yes  No

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- 9) Did the bidder offer assistance to interested MWSBs or DBEs in obtaining bonding or insurance required by the Authority or by the bidder? *(Requires documentation)*  Yes  No

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- 10) Did the bidder work with minority trade, community or contractor organizations identified by the RDUAA Small Business Office or other local, state or Federal minority/women's business assistance offices to locate MWSB or DBE firms? *(Requires documentation)*  Yes  No



**Raleigh-Durham Airport Authority**  
**GOOD FAITH EFFORT CHECKLIST**

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11) Did bidder provide assistance to otherwise qualified MWSBs or DBEs 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, or assist MWSBs or DBEs in obtaining the same unit pricing with bidder's suppliers in order to help MWSBs or DBEs in establishing credit?

Yes  No

By \_\_\_\_\_  
Authorized Official

\_\_\_\_\_ Title



**Raleigh-Durham Airport Authority**  
**STATEMENT OF INTENT TO PERFORM WORK WITHOUT**  
**SUBCONTRACTING**

Appendix 3

<b>Bidder/ Proposer Name:</b> _____	<input type="checkbox"/> MWSB	<input type="checkbox"/> NON-MWSB	
<b>Project/ Contract Name:</b> _____	<b>Project #:</b> _____		
<b>MB Contract Goal:</b> _____	<b>Proposed MB Participation:</b> _____		
<b>WB Contract Goal:</b> _____	<b>Proposed WB Participation:</b> _____		

Self-performance does not exempt Contractors from MWSB Program requirements. Notwithstanding the fact that a Proposer may have the capability to complete a total project with its own work force, and without the use of Subcontractors/Subconsultants, all Authority Contractors are required to demonstrate sufficient Good Faith Efforts to subcontract with and/or procure supplies/services with MWSBs in its Subcontractor/ Subconsultant or supplier service area. Proposers that do not meet the MWSB Goal for a construction or service contract and desire to self-perform the entire contract must comply with each of the following Good Faith Effort provisions. Failure to do so shall constitute grounds for rejection of the Bid or Proposal:

We, \_\_\_\_\_, hereby certify that it is our intent to perform 100% of the work required for the contract.

In making this certification, the Proposer states the following:

- i. It is a normal and necessary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of subcontractors. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last two (2) years on which they have done so.*
- ii. The Proposer was unable to locate MWSBs which could provide significant goods or materials for use in conjunction with this contract. *The Proposer has substantiated this by providing documentation.*
- iii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a MWSB. The Bid or Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.
- iv. The Proposer will provide equal opportunity to MWSBs to participate in significant material supplier opportunities available under the prime contract and to document good faith efforts as required herein.
- v. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the Authority and institute good faith efforts to comply with all requirements of the MWSB program in providing equal opportunities to MWSBs to subcontract the work.

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of  
 Authorized Representative: \_\_\_\_\_

**The Proposer must provide documentation which explains how the Proposer will perform the entire contract with its own equipment, supplies, materials and/or employees.**



**Raleigh-Durham Airport Authority**  
**INTENT TO PERFORM/ CONTRACT**  
**SUBCONTRACTOR/ PROFESSIONAL SERVICE PROVIDER**

Appendix 4

<b>Bidder/ Proposer Name:</b> _____	<input type="checkbox"/> MWSB <input type="checkbox"/> NON-MWSB
<b>Project/ Contract Name:</b> _____	<b>Project #:</b> _____
<b>MB Contract Goal:</b> _____	<b>Proposed MB Participation:</b> _____
<b>WB Contract Goal:</b> _____	<b>Proposed WB Participation:</b> _____

<b>Sub-contractor/ consultant:</b> _____	<b>Telephone:</b> _____
<b>Certification Status:</b>	
<input type="checkbox"/> DBE	<input type="checkbox"/> SBA 8(a)
<input type="checkbox"/> HUB (Minority-Owned Business)	<input type="checkbox"/> HUB (Women-Owned Business)

\*HUB certified firms must complete Business Size Verification and submit it to the Small Business Office.

The undersigned subcontractor intends to perform the following described work listed in connection with the above project:

1. Scope of Work: \_\_\_\_\_
2. Price: \$ \_\_\_\_\_
3. Projected Commencement Date: \_\_\_\_\_
4. Projected Completion Date: \_\_\_\_\_

**Subcontractor:**

The undersigned MWSB Subcontractor acknowledges that the firm is not be permitted to further subcontract the work specified in the Bid or Proposal as MWSB participation without the Authority's prior written permission, which shall be given or withheld in the Authority's sole discretion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized Representative: \_\_\_\_\_

**Prime Contractor Certification**

The undersigned affirms that the Prime Contractor has no ownership or financial interest in the MWSB subcontracting firm stated above. Except as authorized by the Authority, the undersigned will enter into a formal agreement with the listed MWSB firm for work as indicated by this form within (10) business days after receipt of the contract executed by the Authority. The undersigned will, if requested, provide the Small Business Program Office a copy of that agreement within three (3) business days of execution.

**Prime Contractor:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized Representative: \_\_\_\_\_



**Raleigh-Durham Airport Authority**  
**INTENT TO PERFORM/ CONTRACT**  
**SUBCONTRACTOR/ PROFESSIONAL SERVICE PROVIDER**

Appendix 4

<b>Bidder/ Proposer Name:</b> _____	<input type="checkbox"/> MWSB	<input type="checkbox"/> NON-MWSB	
<b>Project/ Contract Name:</b> _____	<b>Project #:</b> _____		
<b>MB Contract Goal:</b> _____	<b>Proposed MB Participation:</b> _____		
<b>WB Contract Goal:</b> _____	<b>Proposed WB Participation:</b> _____		

<b>Sub-contractor/ consultant:</b> _____	<b>Telephone:</b> _____
<b>Certification Status:</b>	<input type="checkbox"/> DBE <input type="checkbox"/> SBA 8(a) <input type="checkbox"/> HUB (Minority-Owned Business) <input type="checkbox"/> HUB (Women-Owned Business)

\*HUB certified firms must complete Business Size Verification and submit it to the Small Business Office.

The undersigned subcontractor intends to perform the following described work listed in connection with the above project:

1. Scope of Work: \_\_\_\_\_
2. Price: \_\_\_\_\_ \$ \_\_\_\_\_
3. Projected Commencement Date: \_\_\_\_\_
4. Projected Completion Date: \_\_\_\_\_

**Subcontractor:**

The undersigned MWSB Subcontractor acknowledges that the firm is not be permitted to further subcontract the work specified in the Bid or Proposal as MWSB participation without the Authority's prior written permission, which shall be given or withheld in the Authority's sole discretion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized Representative: \_\_\_\_\_

**Prime Contractor Certification**

The undersigned affirms that the Prime Contractor has no ownership or financial interest in the MWSB subcontracting firm stated above. Except as authorized by the Authority, the undersigned will enter into a formal agreement with the listed MWSB firm for work as indicated by this form within (10) business days after receipt of the contract executed by the Authority. The undersigned will, if requested, provide the Small Business Program Office a copy of that agreement within three (3) business days of execution.

**Prime Contractor:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized Representative: \_\_\_\_\_



Raleigh-Durham Airport Authority  
INTENT TO PERFORM/ CONTRACT - SUPPLIER

<b>Bidder/ Proposer Name:</b> _____	<input type="checkbox"/> MWSB	<input type="checkbox"/> NON-MWSB
<b>Project/ Contract Name:</b> _____	<b>Project #:</b> _____	
<b>MB Contract Goal:</b> _____	<b>Proposed MB Participation:</b> _____	
<b>WB Contract Goal:</b> _____	<b>Proposed WB Participation:</b> _____	

(To Be Completed By Each MWSB Supplier)

<b>Supplier:</b> _____	<b>Telephone:</b> _____
<b>Certification Status:</b>	<input type="checkbox"/> DBE <input type="checkbox"/> SBA 8(a) <input type="checkbox"/> HUB (Minority-Owned Business) <input type="checkbox"/> HUB (Women-Owned Business)

\*HUB certified firms must complete Business Size Verification and submit it to the Small Business Office.

The undersigned subcontractor intends to perform the following described work listed in connection with the above project:

1. Goods/ Equipment Supplied\*: \_\_\_\_\_
2. Price: \$ \_\_\_\_\_
3. Projected Commencement Date: \_\_\_\_\_
4. Projected Completion Date: \_\_\_\_\_

\* A contractor may count 60% of its expenditures to MWSB suppliers.

**Supplier:**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name and Title of Authorized Representative: \_\_\_\_\_

**Prime Contractor Certification**

The undersigned affirms that the Prime Contractor has no ownership or financial interest in the MWSB subcontracting firm stated above. Except as authorized by the Authority, the undersigned will enter into a formal agreement with the listed MWSB firm for work as indicated by this form within (10) business days after receipt of the contract executed by the Authority. The undersigned will, if requested, provide the Small Business Program Office a copy of that agreement within three (3) business days of execution.

**Prime Contractor:**  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name and Title of Authorized Representative: \_\_\_\_\_



**Raleigh-Durham Airport Authority**  
**SCHEDULE OF SUBCONTRACTORS (FINAL)**

**Project/ Contract Name:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_  MWSB  NON-MWSB

**Contractor Name:** \_\_\_\_\_ **Contractor Phone Number:** \_\_\_\_\_

**MB Contract Goal:** \_\_\_\_\_ **WB Contract Goal:** \_\_\_\_\_ **MB Commitment:** \_\_\_\_\_ **WB Commitment:** \_\_\_\_\_

\*MB – Minority-Owned Business      \*WB – Woman-Owned Business

**Instructions:**

Contractors are required to identify all subcontractors/suppliers and service providers which will be utilized in the completion of this project. Use additional sheets as necessary.

Name, City & State of Subcontractor (incl. service providers and associated equipment/ supply charges)	MWSB Status				Description of Subcontract or Service to be Performed	Dollar Amount of Work	% of Total Contract Amount
	DBE	HUB (MB)	HUB (WB)	Non-MWSB			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>MWSB Status</b>							
Name, City & State of Supplier (Materials/ Equipment Supplier Only)	DBE	HUB (MB)	HUB (WB)	Non-MWSB	Description of Equipment or Materials Supplied	Dollar Amount of Work	% of MWSB Participation (60% of dollar value)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Dollar Amount of Work to be Completed by MWSB Subcontractors/ Service Providers/ Suppliers</b>						\$	
<b>Dollar Amount of Services/ Supplies to be Completed by Non-MWSB Subcontractors/Suppliers</b>						\$	
<b>Dollar Amount of Work to be Performed by Prime</b>						\$	
<b>Total Amount Proposed on Summary of Proposal Page</b>						\$	

**Prime Contractor's Certification**

I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof. Failure to provide accurate and complete information or exercise good faith efforts (as defined by the MWSB Program) may result in being considered non-responsive to the solicitation. The Authority reserves the right to ensure compliance with the MWSB Program to include status reports and audit of submitted MWSB information as deemed necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized Representative: \_\_\_\_\_





**Raleigh-Durham Airport Authority**  
**MWSB AFFIDAVIT OF TOTAL PAYMENT**  
**(SUBCONTRACTORS/ PROFESSIONAL SERVICES)**

**Instructions:** The Affidavit of Total Payment shall be completed and signed by the Prime Contractor and Subcontractor/ Subconsultant after all work contracted to be performed by MWSBs has been satisfactorily completed and final payment has been made. Submit one sheet for each MWSB listed in original bid/proposal.

<b>Project Name</b> _____	<b>Date</b> <input style="width: 100%;" type="text"/>
<b>Prime Contractor</b> _____	<b>Contact Person</b> _____
<b>Telephone Number</b> _____	
<b>MWSB Subcontractor</b> _____	<b>Contact Person</b> _____
<b>MWSB Telephone</b> _____	
<b>MWSB Contract Amount (as listed in original bid)</b>	
	\$ _____
<b>Current MWSB Contract Amount</b> <i>(If less than figure above, please provide additional information regarding the reason for the difference.)</i>	
	\$ _____
<b>Cumulative Total Paid to MWSB (Final)</b>	
	\$ _____

<b>Prime Contractor Certification</b>	
I hereby certify that the amounts shown above are true and correct and represent the amounts that have been paid to the above named MWSB subcontractor.	
Signature: _____	Date: <input style="width: 100%;" type="text"/>
Print Name and Title of Authorized Representative: <input style="width: 100%;" type="text"/>	

<b>MWSB Subcontractor Certification</b>	
I hereby certify that we, the above named MWSB, have received the cumulative total payments of \$ _____. This represents full and complete payment on the above named project or contract.	
Signature: _____	Date: <input style="width: 100%;" type="text"/>
Print Name and Title of Authorized Representative: <input style="width: 100%;" type="text"/>	



**Raleigh-Durham Airport Authority  
REQUEST TO CHANGE/REPLACE MWSB SUBCONTRACTORS**

Per the Authority's MWSB Program, a Contractor may not terminate for convenience an MWSB listed in the original schedule of subcontractors or proposal during the bid/proposal process. The Authority must be notified immediately of a MWSB's inability to perform any or all of its work and the Contractor's intent to obtain a substitute MWSB. Primes are required to make a good faith effort to replace a MWSB that is unable to perform, with another MWSB, to the extent necessary to achieve the MWSB goal. The substitute MWSB must be approved by the Authority. A Letter of Intent (Appendix 4 or 5) for any additional / substitute subcontractor(s)/supplier(s) must be submitted to the Authority for approval with this form.

<b>Project Name</b> _____	<b>Prime Contractor</b> _____
<b>Contact Person</b> _____	<b>Telephone Number</b> _____

MWSB Participation Commitment	
<b>Minority-Owned Business:</b> \$ _____ (Dollar Value) _____ % (Percent of Total Contract)	<b>Women-Owned Business:</b> \$ _____ (Dollar Value) _____ % (Percent of Total Contract)

Type of Change <input type="checkbox"/> Add <input type="checkbox"/> Delete		
Company Name _____	Dollar Amount _____	
Trade/ Activity/ Goods Supplied _____		
<b>MWSB Status:</b> <input type="checkbox"/> MWSB Certified <input type="checkbox"/> No Certification	<b>Change MWSB Participation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Intent to Perform Attached?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
JUSTIFICATION (Please explain the reason for the change)		

Type of Change <input type="checkbox"/> Add <input type="checkbox"/> Delete		
Company Name _____	Dollar Amount _____	
Trade/ Activity/ Goods Supplied _____		
<b>MWSB Status:</b> <input type="checkbox"/> MWSB Certified <input type="checkbox"/> No Certification	<b>Change MWSB Participation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Intent to Perform Attached?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
JUSTIFICATION (Please explain the reason for the change)		

**CERTIFICATION OF AFFIDAVIT**

The above named contractor/consultant requests approval of the following addition (s) and/or deletions (s) on the SCHEDULE OF MWSB/DBE SUBCONTRACTORS (Appendix 1A), as originally submitted as part of the bid/proposal on the above named project. The above information is true and complete to the best of my knowledge and belief. I further understand and agree that this certification shall become a part of my contract with the Raleigh-Durham Airport Authority.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized Representative: \_\_\_\_\_