

Request for Proposals: Community Partner - Equitable Community Engagement

A. Background

In November 2018, City of Durham staff drafted the Equitable Community Engagement Blueprint as a guideline to address systemic barriers related to public engagement. The Blueprint recommends engagement around City projects aim for participation from a group representative of a community's geography, race/ethnicity, age, gender, and other demographic characteristics. Furthermore, it emphasizes those who will be most adversely impacted by the City's projects and intentionally seek input from these communities.

Community organizations have deep networks in the communities where they operate, and a high degree of trust among members of those communities. These organizations play a critical role in community-based engagement and encouraging underserved and under-represented communities to participate in the City's decision-making processes. The City seeks local community organizations that are representative of underserved and/or under-represented persons, to design and lead engagement in their communities.

B. Scope of Work

Brief Description

Through this RFP, the Department of Neighborhood Improvement Services (NIS) is seeking proposals from local community organizations that are representative of underserved and/or under-represented persons, and are willing and able to effectively engage such groups to participate in City processes.

- Lead engagement in their communities: Overall goal of these contracted services is to build stronger community organizations and increase their City engagement.
 - a. Community-centered engagement: The Contractor's work will engage and foster relationships with underrepresented communities, particularly in the their focus community.

- b. Community-led engagement: The Contractor will lead engagement in these key areas: communication & information-sharing; outreach and engagement; and capacity-building, as designed by the community group.
- c. Collaborative engagement: This engagement will work with the City, especially NIS and Transportation Department, to promote City engagement opportunities.
- Demonstrate how to engage underrepresented communities, so the City can adopt and/or support similar methods.

This work should follow the City of Durham’s Equitable Community Engagement Blueprint (Available on this webpage: https://www.durhamcommunityengagement.org/equitable_engagement).

Details

NIS is seeking an organization(s) with experience structuring and managing a multi-phase community outreach process that can reach, involve, and engage diverse audiences in discussing engagement concerns and developing equitable engagement goals and strategies.

1. Engagement Centered on the Community

The Contractor’s work will engage and foster relationships with underrepresented communities, particularly in the Contractor’s specific focus community. Successful respondent(s) will be rooted in communities that have been historically underserved and the organizations are led by residents most likely to be adversely impacted by development in the particular focus area.

“Underrepresented Communities” refer to communities which include...

- persons of color,
- persons of low-wealth,
- persons with disabilities,
- youth (ages 24 years old and younger),
- persons with limited English proficiency,
- persons who identify as LGBTQ,
- renters, and/or
- other groups which are most likely to be negatively impacted by community changes and/or development (e.g. property value increases).

Engagement Priorities:

NIS seeks Community Partners to engage these communities: East Durham, Fayetteville Street Corridor, Braggtown, and Spanish-speaking communities.

This list is not an exclusive list of communities. NIS will consider proposals for engaging other neighborhoods or communities.

Partnerships

NIS encourages partnership between community organizations to reach groups that are most likely to be adversely impacted or under-represented effectively.

Note: If the selected organization(s) are not rooted in the focus neighborhoods, they will be responsible for developing a strategy for supporting and building capacity of existing neighborhood organizations and/or incubating neighborhood organization.

2. Engagement Led by the Community

The overall goal of the contracted services is to build stronger community organizations and increase their City engagement. These methods will be led by community members.

The Contractor will lead engagement in these main areas:

Communication & Information-Sharing

- Share information with the communities to increase understanding of City projects and processes (e.g. community-level communication and marketing).
- Be transparent.
- Share back and follow-up with community (e.g. feedback loop).

Outreach and Engagement

- Implement engagement methods to increase access, overcome potential barriers (e.g. childcare, transportation), and engage the identified communities. These methods will include new, creative, innovative, engagement methods (e.g. interviews, story circles) as well as traditional methods (e.g. door-to-door canvassing, community events, town halls, public meetings).
- Coordinate outreach and engagement that addresses the needs of community members.
- Work with other community members, leaders, and organizations to plan and lead engagement (e.g. compensate community members for door-to-door / individual / one-on-one engagement).

Capacity-Building

- Support and foster neighborhood organizations and leadership (e.g. existing community events and gathering opportunities).
- Leverage and develop community resources.
- Provide community-based education and training for residents (e.g. community organizing training, skills).
- Recruit focus area community members to help plan and implement engagement.

3. Engagement in Collaboration / Consultation with the City

The community organizations will be asked to assist in coordinating and/or incorporating outreach and engagement methodologies to inform and educate residents of Transportation Department projects.

Components of this work may include these tasks:

- Share information / updates about this, it's progress, and future opportunities for engagement
- Gather information from residents and discuss key issues that are important for community.
- Consult with staff on how to analyze / understand and respond to community's needs and concerns.
- Recommend and connect staff with community contacts, leaders, and stakeholders.
- Recommendations for Future Engagement: Provide input on best practices for community-centered engagement, collaborative engagement, and community-led engagement. Recommendations may include these components:

- Key principles and components of equitable community engagement
- Tools, templates, and/or frameworks
- Resources reports and estimates for planning engagement work (e.g. time, expenses)
- Specific suggestions for the future community partnerships for City engagement

Reporting Requirements

Through this project, the Contractor will perform activities and gather quantitative and qualitative data from community members. To learn about the process of engagement, as well as learn from the information gathered through engagement, the Contractor will report on all of these components.

Work to be conducted by the community organization may include...

- Using data and analytics, as well as the observed experiences of community members
- Presenting information to elected and appointed boards and commissions;
- Documenting and reporting evidence of respective events, as well as a cumulative outreach summary.

Anticipated Contract Type and Terms

The City anticipates that the conclusion of the RFP process will be a contract between the City and the successful applicant under which the successful applicant will provide the community engagement and other services generally described in this RFP.

The initial contract period is anticipated to be eight (8) months, and may be renewed conditioned on available funding and the performance of the selected respondent(s). NOTE: Performance shall not be based on resident satisfaction of the City’s projects and proposed development.

We anticipate selecting approximately (4) respondents in 4 different communities; each respondent being awarded approximately \$25,000 for the contract period. However, this may change depending on the responses received.

C. Application Process

Schedule

- **Updated due date: Proposals due Thursday November 12, 2020 at 4:30pm et**
- Interviews of highest ranked respondents (if needed): November 2020
- Community organization(s) selected: November 2020
- Recommendation of contract to City Manager: November 2020
- City Manager and community organization(s) execute contract: November 2020
- Project commences: December 2020
- Project concludes: June 2021

Proposal Submission

Respondents are requested to provide one complete electronic version of their submission. Respondents should ensure that their proposals are received at all the following addresses by the date indicated above under “Schedule”.

BY EMAIL:

Fallon.Thompson@DurhamNC.gov; Laura.Biediger@Durhamnc.gov; Lynwood.Best@DurhamNC.gov

See Section D for Proposal specifics.

NOTE: Respondents who submitted for the original November 2, 2020 deadline **do not** have to re-submit for the updated November 12, 2020 deadline. Proposals that were submitted by the November 2, 2020 at 4:30pm deadline have not been opened.

Interviews

NIS reserves the right to conduct interviews as part of the proposal review process. Respondents will be informed of any planned interviews.

Questions

Questions regarding this RFP shall be submitted in writing to Fallon Thompson at Fallon.Thompson@durhamnc.gov and Laura Biediger, Equitable Community Engagement Strategist at Laura.Biediger@DurhamNC.gov.

Answers to submitted questions will be posted on RFP website and DurhamCommunityEngagement.org.

Addendums

The City may issue addendums to the RFP with additional information or clarifications. The cover letter should list the last addendum that the City issues for this RFP, with a statement such as: *The undersigned applicant has read all the addendums issued by the City for this RFP, through and including Addendum No. _____.*

Equal Business Opportunity Program (EBOP)

It is the policy of the City to provide equal opportunities for City contracting for underutilized firms owned by minorities and women doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination. This policy applies to all professional services categories.

While there are no Underutilized Business Enterprise (UBE) participation goals for this project, in accordance with the Ordinance, **all proposers are required to submit the Participation Documentation and the Employee Breakdown form** included in the Professional Services Forms package (located in Appendix A) as part of their proposal response. In lieu of the Employee Breakdown contractors may submit a copy of the current EEO-1 form (corporate basis). Proposals that do not contain the Participation Documentation form and Employee Breakdown may be deemed nonresponsive and ineligible for consideration. The Letter of Intent to Perform as a Subconsultant form included with the Equal Business Opportunity Program Professional Services forms should be completed only if an UBE firm will be utilized. These forms must be submitted with the proposal. The "UBE Goals Not Met/Documentation of Good Faith Efforts" form and the "Post Proposal Submission Deviation" form are not applicable at this time.

The Department of Equity and Inclusion is responsible for the Equal Business Opportunity Program. All questions about Professional Services Forms should be referred to Deborah Giles or other department staff at (919) 560- 4180.

D. Response Content and Format

Responses should include the following information.

1. *Cover Letter* - The proposal should contain a cover letter, signed by a principal of the applicant. The cover letter should contain the following statements:

The undersigned, whose title and position with the respondent are stated next to or beneath their signature, has the authority to submit this proposal (including this cover letter) on behalf of the respondent in response to the City of Durham's Request for Proposals.

Unless otherwise clearly stated in this response to the RFP, our proposal accepts the terms and conditions stated in the RFP, including the description of services to be performed and the provisions of the contract to be signed.

2. *Applicant information* – Provide the following information:
 - A. Full, exact name of the respondent. *If the applicant is a consortium of more than one entity, provide the name and address for the lead entity and the names of the other entities;*
 - B. Whether the applicant is an individual, corporation, limited partnership, general partnership, limited liability company, professional corporation, professional association, has non-profit status, has no “formal” IRS corporation status, etc. ;
 - C. Community / neighborhood that the organization serves;
 - D. Demographic(s) of the community the respondent serves, i.e. LGBTQ community, African-American community, Spanish-speaking community, etc.;
 - E. State whether the entity is in existence at the time the proposal is submitted, and if not, whether and when the applicant intends to officially form the entity;
 - F. State the names and titles of the individuals who will sign the contract with the City.
3. *Scope of Work*- Respondent should develop and submit a scope of work for engagement services that corresponds with the Scope of Work described in Section B.
 - A. The community organization should develop an outreach and engagement proposal that, based upon their expertise and prior work experience, as well as research and knowledge of Durham, prioritizes and achieves diversity and equity and incorporates the tasks listed above. Methodology should focus on increasing access to engagement opportunities by identifying strategies to overcome barriers including, but not limited to, work schedules, English proficiency, disability, transportation, and child care.
 - B. The scope of work proposal should specify the volume, timing, general approach, and duration of engagement tasks and efforts in a phased scope of work.
 - C. The proposal shall specify the types and frequency of engagement approaches, the geographic area(s) where it can perform the work (include neighborhood/community name(s), census tract(s) or other information that will identify the geographic area), and the demographic of persons it anticipates serving (including race, national origin, or other demographic identities).
 - D. NOTE: With regard to written outreach materials disseminated by the selected organization(s), it is expected for such to be available in both English and Spanish. RFP respondents may suggest outsourcing translation services, alternative phasing or a different procedural approach based upon their experience and capacity.

- E. All engagement methods should focus on engaging populations most at risk of adverse impacts and under-represented in City processes.
4. *Contact Information* – Provide the name, title and contact information, including mailing address, phone number and E-mail of the person whom the City should contact regarding this proposal;
 5. *Statement of Qualifications* – In no more than five (5) pages, respondents should describe their experience in the past three years (2016 or later) conducting community engagement or similar activities;
 6. *Key Staff/Volunteers* – Applicants should identify and provide resumes or other information for all staff and volunteers that are expected to participate in the work as summarized above. Include the persons’ experiences and qualifications to conduct the work;
 7. *References* – Respondents should provide the name, title and contact information (phone and E-mail) for three (3) current or former persons (community members) that can speak on behalf of the respondent’s experience and qualifications’
 8. *Anticipated Budget* – Respondents should provide a breakdown of how it anticipates to expend the funds including, but not limited to, salaries and benefits to staff, contract or volunteer labor, communications, and supplies and materials;
 9. *Equal Business Opportunity Program Forms* – All respondents are required to submit the Participation Documentation and the Employee Breakdown form included in the Professional Services Forms package. In lieu of the Employee Breakdown contractors may submit a copy of the current EEO-1 form (corporate basis).

E. Evaluation Criteria

If an award is made, it is expected that the City’s award will be to the candidate that agrees to meet the needs of the City. A number of relevant matters will be considered, including qualifications and cost. The Evaluation Criteria are intended to be used to make a recommendation to the City Manager and/or the City Council, who will award the contract, but who are not bound to use these criteria or to award on the basis of the recommendation. The evaluation process will include a multifaceted panel review process. The City reserves the right to change the criteria and to otherwise vary from this procedure as it determines to be in the City’s interest.

The City seeks community groups with...

- Leadership and team members from underrepresented communities
- Existing relationships with focus communities;

The City seeks *proposed approach includes & Team demonstrates successful experience in...*

- Partnerships
- Community engagement opportunities and overcoming barriers
- Outreach and engagement methods
- Community capacity
- Creativity & innovation
- Working with City staff
- Reporting and recommendations

The City will also evaluate the appropriateness of the proposals...

- Proposed budget
- Team size and availability

F. General Conditions

Definitions in this RFP: City, RFP, Proposal, Applicant, Contractor, Should.

Unless the context indicates otherwise – (a) The expressions “RFP,” “this RFP,” and “the RFP” refer to this document as it may be amended or updated. (b) “City” and “city” mean the City of Durham. (c) The “proposal” is the response of a person, firm, or corporation proposing to provide the services sought by this RFP. (d) The word “Respondent” or “applicant” or “candidate” is the person, firm, organization or corporation that submits a proposal or that is considering submitting a proposal. (e) The word “Contractor” or “contractor” is the person, firm, or corporation with which the City enters into a contract to provide the services sought by this RFP. That is, “contractor” generally refers to a successful applicant that has obtained a fully executed contract with the City, while “applicant” is generally reserved to the stage before a contract has been signed. (f) The word “should” is used to tell applicants what the City thinks it wants and/or what the project manager thinks is best. Respondents that want to increase the likelihood of being selected will, in general, do what the RFP says applicants “should” do, but failure to comply with all “shoulds” will not necessarily and automatically result in rejection.

Ethical and Professional Expectations

Equitable engagement requires a comprehensive resident-centered approach, where building trusting relationships with community members is foundational to every aspect of community engagement. Relationships and the resulting trust between, individuals, community groups and city government is both the root and the sum of all engagement activities. Therefore, it is expected that the Contractor conducts this work in a collaborative, professional and courteous manner using open, solution-oriented communication with other community partners, City staff and the community. This approach is critical to the success of these contracted services and influences the City’s ability to conduct future equitable community engagement and build strong relationships with community members. In cases where the City deems the contractor’s performance to be nonprofessional and injurious to the City’s ability to equitably engage community residents, the Contractor will be notified of such nonprofessional behavior. Failure to meet these expectations may be cause for Termination.

Insurance

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following applicable coverage’s and limits. The requirements contained herein, as well as City’s review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract.

- Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.
- Automobile Liability – Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract and/or are brought on a City of Durham site.
- Umbrella or Excess Liability – Contractor may satisfy the minimum liability limits required above under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability, however, the Annual Aggregate limits shall not be

less than the highest 'Each Occurrence' limit for required policies. Contractor agrees to endorse City of Durham as an 'Additional Insured' on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a 'Follow-Form' basis.

- Worker's Compensation & Employers Liability – Contractor agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 and with Employer Liability limits of no less than \$1,000,000 each accident, each employee and policy limit. This policy must include a Waiver of Subrogation.
- Additional Insured – Contractor agrees to endorse the City as an Additional Insured on the Commercial General Liability. The Additional Insured shall read 'City of Durham as its interest may appear'.
- Certificate of Insurance – Contractor agrees to provide City of Durham a Certificate of Insurance evidencing that all coverage's, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Contractor's insurer. If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify the City within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder address should read:

City of Durham

Attn: Laura Biediger, Neighborhood Improvement Services

101 City Hall Plaza

Durham, NC 27701

All insurance companies must be authorized to do business in North Carolina and be acceptable to the City of Durham's Risk Manager.

For small community organizations that do not have the financial capacity to maintain the level and type of insurance coverage required to serve as a vendor for the City of Durham, please specify and include the cost of insurance coverage in your proposal's line item budget.

Discretion of the City

1. The City of Durham reserves the right to reject any or all proposals.
2. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the contrary provision refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any applicant with respect to any term, condition, or provision in this document and/or in any proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for some or all of the work with one or more persons, firms, or corporations that do not submit proposals. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion. This subparagraph applies to the entire RFP, including the UBE portions.
3. Where the City asks or tells applicants to do stated things, such as that a proposal should follow a stated format or that the applicant should do stated things in seeking the contract, the City may reject a proposal because it does not comply with those requests, so the applicant is adding

to its risk of rejection by non-compliance. Still, the City may, in its discretion, waive non-compliance. This subsection (3) does not limit subsections (1) and (2).

4. Of course, once a contract is signed, the parties to the contract may enforce the contract according to its terms as allowed by applicable law.

Applicant to Bear Expense; No Claims against City

No applicant will have any claims or rights against the City arising out of the participation by an applicant in the proposal process. No applicant will have any claims or rights against the City for the City's failure to award a contract to it or for awarding a contract to another person, firm, or corporation, regardless of whether the other person, firm, or corporation participated in the RFP process or did not submit a proposal that complied with the RFP. A notice of award will not constitute acceptance by the City; the City's only method of acceptance is the City's execution of a formal contract in accordance with law.

State Treasurer's lists regarding Iran and Boycott of Israel

If the value of the contract is \$1,000 or more, the following applies unless the applicant otherwise states in its proposal: the applicant affirms (by submitting a proposal) that (1) its name does not appear on the list of companies that are engaged in a boycott of Israel developed by the N. C. State Treasurer under N.C.G.S. 14786.81(a)(1) or on a list created by the Treasurer pursuant to N.C.G.S. 14786.58 as a company engaging in investment activities in Iran, and (2) it has no reason to expect that its name will appear on either of those lists. Take notice that a contract between a company named on either list and the City may be void.

Notice under the Americans with Disabilities Act

A person with a disability may receive an auxiliary aid or service to effectively participate in city government activities by contacting the ADA Coordinator, voice (919) 560-4197, fax 560-4196, TTY (919) 560-1200, or ADA@durhamnc.gov, as soon as possible but no later than 48 hours before the event or deadline date.

Aviso bajo el Acto de Americanos Discapacitados

Una persona con una discapacidad puede recibir asistencia o servicio auxiliar para participar efectivamente en actividades del gobierno de la ciudad con ponerse en contacto con el Coordinador de ADA, buzón de voz (919) 560-4197, fax (919) 560-4196, TTY (919) 560-1200, o ADA@durhamnc.gov, lo más antes posible pero no menos de 48 horas antes del evento o fecha indicada.

Values of City of Durham regarding Treatment of Employees of Contractors

1. Statement of City EEO Policy. The City of Durham opposes discrimination in employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Therefore, it desires that firms doing business with the City:
 - not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
 - take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. This action includes employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
 - state, in solicitations or advertisement for employees, that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.

- include this Statement of City EEO Policy in every purchase order for goods to be used in performing City contracts and in every subcontract related to City contracts.
- 2. Livable Wage. The City of Durham desires that firms doing business with the City pay their workers a livable wage rate while working on City contracts. The livable wage rate is \$15.46 per hour through June 30, 2020.



EQUITY & INCLUSION

CITY OF DURHAM

EQUAL BUSINESS OPPORTUNITY PROGRAM

PROFESSIONAL SERVICES FORMS

Updated 06/19



Policy Statement

It is the policy of the City to provide equal opportunities for City contracting to underutilized businesses owned by minorities and women doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct the present effects of past discrimination and to resolve complaints of discrimination.

Goals

To increase the dollar value of all City contracts for goods and services awarded to minority and women business enterprises, it is a desire of the City that the contractor will voluntarily undertake efforts to increase the participation of minority and women individuals at higher skill and responsibility levels within non-minority firms engaged in contracting and subcontracting with the City.

The Equity & Inclusion Director shall determine participation goals based upon the availability of minority and women business enterprises (MWBES) within the defined scope of contracting, and the goals established for the contracting category.

Equal Business Opportunity Program UBE Participation Documentation

If applicable information is not submitted with your proposal, your proposal may be deemed non-responsive.

UBE Participation Documentation must be used to document participation of an underutilized business enterprise (UBE) on Professional Services projects. All UBEs must be certified by the State of North Carolina as a historically underutilized business, the North Carolina Department of Transportation as a minority-owned or women-owned business or the U.S. Small Business Administration's 8(a) Business Development Program prior to the submission date. If a business listed has not been certified, the amount of participation will be reduced from the total utilization.

Employee Breakdown must be completed and submitted for the location providing the service/commodity. If the parent company will be involved in providing the service/commodity on the City contract, a consolidated employment breakdown must be submitted.

Letter of Intent to Perform as a Sub-consultant/Subcontractor must be completed for UBEs proposed to perform on a contract. This form must be submitted with the proposal.

Post Proposal Submission UBE Deviation

Post proposal submission UBE deviation participation documentation must be used to report any deviation from UBE participation either prior to or subsequent to startup of the project. The Equity & Inclusion Department must be notified if the proposed sub-consultant/subcontractor is unable to perform and for what reasons. Substitutions of sub-consultants/subcontractor, both prior to and after awarding of a contract, are subject to City approval.

UBE Goals Not Met/Documentation of Good Faith Efforts

It is the responsibility of consultants/contractors to make good faith efforts. Good Faith Efforts means the sum total of efforts by a particular business to provide equitable participation of minority-owned and women-owned individuals or businesses as sub-consultants/subcontractors.

Whenever contract alternatives, amendments or extra work orders are made individually or in the aggregate, which increase the total value of the original contract, the consultant must make a good faith effort to increase UBE participation such that the amounts subcontracted are consistent with the established goals.

**PARTICIPATION DOCUMENTATION
(TO BE COMPLETED BY PRIME CONSULTANT/CONTRACTOR ONLY)**

Names of all firms

Project (including prime and subconsultants/sub - contractors)	Location	UBE Firm Yes/No	Nature of Participation	% of Project Work
		Yes () No ()		
		Yes () No ()		
		Yes () No ()		
		Yes () No ()		
		Yes () No ()		
		Yes () No ()		
		Yes () No ()		

TOTAL _____

Name - Authorized Officer of Prime Consultant/Contractor Firm (Print/Type)

Signature - Authorized Officer of Prime Consultant/Contractor Firm

Date

COMPLETE THIS FORM OR ATTACH COMPUTERIZE FORM

EMPLOYEE BREAKDOWN

(EEO-1 Report may be submitted in lieu of this form.)

Part A – Employee Statistics for the Primary Location

M— a — i — e — s F — e — m — a — i — e — s

Employment category	Total Employees	Total males	Total females	M— a — i — e — s					F — e — m — a — i — e — s				
				White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manager													
Professional													
Technical													
Clerical													
Labor													
Totals													

Part B – Employee Statistics for the Consolidated Company (See instructions for this form on whether this part is required.)

M— a — i — e — s F — e — m — a — i — e — s

Employment category	Total Employees	Total males	Total females	M— a — i — e — s					F — e — m — a — i — e — s				
				White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manager													
Professional													
Technical													
Clerical													
Labor													
Totals													

Letter of Intent to Perform as a Sub-Consultant

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

a UBE: Minority(African American, American Indian, Asian or Hispanic) Woman

The UBE status of the undersigned is certified if identified as HUB certified by the N.C Department of Administration HUB Office, minority or women certified by the N.C. Department of Transportation and 8(a) certified by the U.S. Small Business Administration.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

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

<u>ITEMS</u>	<u>PROJECTED COMMENCEMENT DATE</u>	<u>PROJECTED COMPLETION DATE</u>

The consultant will subcontract _____% of the dollar value of this contract to UBE sub- consultant.

The undersigned will enter into a formal agreement in the amount of \$ _____
 _____ for the above work with you, conditioned upon your execution of a contract with the City of Durham.

Name__
 Title___
 Company_____
 Telephone_____
 Address_____
 Signature_____