



**WOLF TRAIL™**  
ENGINEERING  
NC P-1817 | SC 5872

January 28, 2025

Mr. Patrick Jones  
Planning, Design, and Construction  
UNC Charlotte  
9151 Cameron Boulevard  
Charlotte, NC 28223

ID# 23-27270-01A

**Re: Addendum #1 – UNC Charlotte – Wallis Residence Hall Roof  
Envelope Renovations**

Sealed bids will be received by the University of North Carolina at Charlotte in Charlotte, NC, up to 2:00 p.m. Tuesday, February 11, 2025, in Room 206 of the Facilities Management Building. If not delivered in person, the envelope shall be enclosed in a second envelope for posting to the location indicated for receipt of bids. Address outside envelope as follows:

**UNCC - WALLIS HALL ROOF RENOVATION**  
**Facilities Management | Planning Design & Construction**  
**9151 Cameron Blvd.**  
**Charlotte, NC 28223-001**

**Label Packages “URGENT– TIME SENSITIVE BID ENCLOSED**

Please find the following revisions and clarifications for the Wallis Residence Hall Roof Envelope Project:

- ❖ Please see the attached updated HUB documents and forms. These are the forms that should be submitted with the contractors' bid package.
- ❖ Section 00 41 13 Form of Proposal:  
*Added two add / deducts for alternates #1 & #2.*  
Please see the attached revised Section 00 41 13 Form of Proposal. This is the form that should be submitted with the contractors' bid package.
- ❖ Section 01 11 00 Summary of Work:  
*Corrected 1.2 C. 1. a. to read as follows.*
  - a. **Main Building 01.01: Consists of one layer of three-tab asphalt shingles and one layer felt and ~~three~~ five low sloped fully adhered EPDM areas.**

Please see the attached revised Section 01 11 00 page 1 Summary of Work.

❖ Section 01 23 00 Alternates:

*Added Alternates for Open Valleys (2/R-9) and reusing the existing railings in lieu of railings (R-8).*

Please see the attached revised Section 01 23 00 Alternates.

Drawing R-3

*Relabeled Detail 2/R-3 to Cut Valley & 3 in 12 Section*

Please see the attached revised Drawing R-3.

❖ Drawing R-9:

*Relabeled Detail 2/R-8 to 1/R-9. (Alternate #1 – Open Valley) Added Detail 2/R-9 (Alternate #2 – Existing Railing Detail)*

Please see the attached revised Drawing R-9.

NOTE: Question should be submitted ten days prior to Bid Opening.

These changes should be considered in assembling your proposal.

Please let me know if you have any comments or questions.

Regards,

*Jerel Burris*

Jerel Burris | VP Building Enclosures

Attachments: 2024 HUB documents  
Section 00 41 13 Form of Proposal – pages 1-3  
Section 01 11 00 Summary of Work- page 1  
Section 01 23 00 Alternates - pages 1-2  
Drawing R-3  
Drawing R-9

**GUIDELINES FOR  
RECRUITMENT AND SELECTION OF MINORITY BUSINESSES  
FOR PARTICIPATION IN THE UNIVERSITY OF NORTH CAROLINA  
CONSTRUCTION CONTRACTS**

In accordance with G.S. 116-31.11 and G.S. 143-128.2 these guidelines establish goals for minority participation in single-prime bidding, separate-prime bidding, construction manager at risk, design-build, public-private partnership, and alternative contracting methods, on University of North Carolina construction projects in the amount of \$100,000 to \$4,000,000. The legislation provides that the State, including the University of North Carolina System, shall have a verifiable ten percent (10%) goal for participation by minority businesses in the total value of work for each project for which a contract or contracts are awarded. These requirements are published to accomplish that end.

**SECTION A: INTENT**

It is the intent of these guidelines that the State through The University of North Carolina, its constituent institutions, and/or affiliates (hereafter The University of North Carolina) as awarding authorities for construction projects, and the contractors and subcontractors performing the construction contracts awarded shall cooperate and in good faith do all things legal, proper, and reasonable to achieve the statutory goal of ten percent (10%) for participation by minority businesses in each construction project as mandated by GS 143-128.2. Nothing in these guidelines shall be construed to require contractors or awarding authorities to award contracts or subcontracts to or to make purchases of materials or equipment from minority-business contractors or minority-business subcontractors who do not submit the lowest responsible, responsive bid or bids.

**SECTION B: DEFINITIONS**

1. Minority business, minority person, and socially and economically disadvantaged individual - G.S. 143-128 (g) includes the following definitions. Any changes to G.S. 143-128 (g) are incorporated herein upon enactment:
  - (1) The term "minority business" means a business:
    - a. In which at least fifty-one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
    - b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.
  - (2) The term "minority person" means a person who is a citizen or lawful permanent resident of the United States and who is:
    - a. Black, that is, a person having origins in any of the black racial groups in Africa;
    - b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
    - c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;
    - d. American Indian, that is, a person having origins in any of the original Indian peoples of North America; or
    - e. Female.
  - (3) The term "socially and economically disadvantaged individual" means the same as defined in 15 U.S.C. 637.
2. Public Entity – The State of North Carolina and all public subdivisions and local governmental units.
3. Owner - The State of North Carolina, through the constituent institution named in the contract.

4. Designer – Any person, firm, partnership, or corporation, which has contracted with the State of North Carolina to perform architectural or engineering, work.
5. Bidder - Any person, firm, partnership, corporation, association, or joint venture seeking to be awarded a public contract or subcontract.
6. Contract - A mutually binding legal relationship or any modification thereof obligating the seller to furnish equipment, materials, or services, including construction, and obligating the buyer to pay for them.
7. Contractor - Any person, firm, partnership, corporation, association, or joint venture which has contracted with the State of North Carolina to perform construction work or repair.
8. Subcontractor - A firm under contract with the prime contractor, construction manager at risk, design-builder, or private developer under public-private partnerships for supplying materials or labor and materials and/or installation. The subcontractor may or may not provide materials in his subcontract.

### **SECTION C: RESPONSIBILITIES**

1. Office for Historically Underutilized Businesses, Department of Administration (hereinafter referred to as HUB Office). The HUB Office has established a program, which allows interested persons or businesses qualifying as a minority business under G.S. 143-128.2, to obtain certification in the State of North Carolina procurement system. The information provided by the minority businesses will be used by the HUB Office to:
  - a. Identify those areas of work for which there are minority businesses, as requested.
  - b. Make available to interested parties a list of prospective minority business contractors and subcontractors.
  - c. Assist in the determination of technical assistance needed by minority business contractors.

In addition to being responsible for the certification/verification of minority businesses that want to participate in the State construction program, the HUB Office will:

- (1) Maintain a current list of minority businesses. The list shall include the areas of work in which each minority business is interested.
  - (2) Inform minority businesses on how to identify and obtain contracting and subcontracting opportunities through the University of North Carolina and other public entities.
  - (3) Inform minority businesses of the contracting and subcontracting process for public construction building projects.
  - (4) Work with the North Carolina trade and professional organizations to improve the ability of minority businesses to compete in the State construction projects.
  - (5) The HUB Office also oversees the minority business program by:
    - a. Monitoring compliance with the program requirements.
    - b. Assisting in the implementation of training and technical assistance programs.
    - c. Identifying and implementing outreach efforts to increase the utilization of minority businesses.
    - d. Reporting the results of minority business utilization to the Secretary of the Department of Administration, the Governor, and the General Assembly.
2. The University of North Carolina System Office: The University of North Carolina System Office will be responsible for the following:

- a. Reviewing the apparent low bidders' statutory compliance with the requirements listed in the proposal prior to award of construction contracts within their awarding authority. The State through The University of North Carolina, reserves the right to reject any or all bids and to waive informalities.
  - b. Assisting constituent institutions in monitoring of contractors' compliance with minority business requirements in the contract documents during construction.
  - c. Consulting and advising institutions and affiliates regarding changes in HUB statutes, executive orders, or state procedures.
  - d. Resolving any protest and disputes arising on projects within The University of North Carolina System Office award authority.
3. Constituent Institutions and Affiliates of The University of North Carolina: Before awarding a contract, the constituent institution shall do the following:
- a. Implement The University of North Carolina HUB plan.
  - b. Attend the scheduled prebid conference.
  - c. At least 10 days prior to the scheduled day of bid opening, notify minority businesses that have requested notices from the public entity for public construction or repair work and minority businesses that otherwise indicated to the Office for Historically Underutilized Businesses an interest in the type of work being bid or the potential contracting opportunities listed in the proposal. The notification shall include the following:
    1. A description of the work for which the bid is being solicited.
    2. The date, time, and location where bids are to be submitted.
    3. The name of the individual within the owner's organization who will be available to answer questions about the project.
    4. Where bid documents may be reviewed.
    5. Any special requirements that may exist.
  - d. Utilize other media, as appropriate, likely to inform potential minority businesses of the bid being sought.
  - e. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in its efforts to meet the goals.
  - f. Review, jointly with the designer, all requirements of G.S. 143-128.2(c) and G.S. 143-128.2(f) – (i.e. bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing good faith efforts, or affidavit of self-performance of work, if the contractor will perform work under contract by its own workforce) - prior to recommendation of award to the University of North Carolina.
  - g. Evaluate documentation to determine good faith effort has been achieved for minority business utilization prior to recommendation of award to University of North Carolina.
  - h. Review prime contractors' pay applications for compliance with minority business utilization commitments prior to payment.
  - i. Document evidence of implementation of Owner's responsibilities.
4. Designer  
Under the single-prime bidding, separate prime bidding, construction manager at risk, design-build, public-private partnership, or alternative contracting method, the designer will:
- a. Attend the scheduled prebid conference to explain minority business requirements to the prospective bidders.
  - b. Assist the owner to identify and notify prospective minority business prime and subcontractors of potential contracting opportunities.
  - c. Maintain documentation of any contacts, correspondence, or conversation with minority business firms made in an attempt to meet the goals.
  - d. Review jointly with the owner, all requirements of G.S. 143-128.2(c) and G.S.143-128.2(f), including the bidders' proposals for identification of the minority businesses that will be utilized with corresponding total dollar value of the bid and affidavit listing Good Faith Efforts, or affidavit of self-performance of

work, if the contractor will perform work under contract by its own workforce, prior to recommendation of award.

- e. During construction phase of the project, review “MBE Documentation for Contract Payment” – (Appendix E) for compliance with minority business utilization commitments. Submit Appendix E form with monthly pay applications to the owner.
- f. Make documentation showing evidence of implementation of Designer’s responsibilities available for review by The University of North Carolina System Office and HUB Office, upon request.

5. Prime Contractor(s), CM at Risk, Design-Builder, Public-Private Partnership developer and Its First-Tier Subcontractors: Under all construction delivery methods contractor(s) will:

- a. Attend the scheduled prebid conference.
- b. Identify or determine those work areas of a subcontract where minority businesses may have an interest in performing subcontract work.
- c. At least ten (10) days prior to the scheduled day of bid opening, notify minority businesses of potential subcontracting opportunities listed in the proposal. If there are more than three (3) minority businesses in the general locality of the project who offer similar contracting or subcontracting services in the specific trade, the contractor(s) shall notify three (3), but may contact more, if the contractor(s) so desires. The notification will include the following:
  - (1) A description of the work for which the subbid is being solicited.
  - (2) The date, time and location where subbids are to be submitted.
  - (3) The name of the individual within the company who will be available to answer questions about the project.
  - (4) Where bid documents may be reviewed.
  - (5) Any special requirements that may exist, such as insurance, licenses, bonds and financial arrangements.
- d. During the bidding process, comply with the contractor(s) requirements listed in the proposal for minority participation.
- e. Identify on the bid, the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit listing good faith efforts as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).
- f. Make documentation showing evidence of implementation of Subcontractor responsibilities available for review by the University of North Carolina System Office and HUB Office, upon request.
- g. Upon being named the apparent low bidder, the Bidder shall provide **one** of the following: (1) an affidavit (Affidavit B) indicating bidder’s self-performance of work, if the bidder will perform work under contract by its own workforce, as required by G.S. 143-128.2(c) and G.S. 143-128.2(f) and has all material and supplies required for the project. Bidder may be asked to provide additional documentation in support of the claim of self-performance and regarding the Good Faith Effort to utilize minority suppliers where possible. (2) an affidavit (Affidavit C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal; (3) if the percentage is not equal to the applicable goal, then documentation of all good faith efforts taken to meet the goal (Affidavit D). Failure to comply with these requirements is grounds for rejection of the bid and award to the next lowest responsible and responsive bidder.
- h. The contractor(s) shall identify the name(s) of minority business subcontractor(s) and corresponding dollar amount of work on the schedule of values. The schedule of values shall be provided for formal contracts (>\$500,000) as required in Article 31 of the General Conditions of the Contract to facilitate payments to the subcontractors.
- i. The contractor(s) on formal contracts (>\$500,000) shall submit with each monthly pay request(s) and final payment(s), “MBE Documentation for Contract Payment” – (Appendix E), for designer’s review. This documentation is also required for contracts under informal bidding, but these projects, typically of shorter duration, may have a single payment request at project completion.
- j. During the construction of a project, at any time, if it becomes necessary to replace a minority business subcontractor, immediately advise the owner, The University of North Carolina System Office, and the Director of the HUB Office in writing, of the circumstances involved. The prime contractor shall make a

good faith effort to replace a minority business subcontractor with another minority business subcontractor.

- k. If during the construction of a project additional subcontracting opportunities become available, make a good faith effort to solicit subbids from minority businesses.
- l. It is the intent that these requirements apply to all contractors and first tier subcontractor under any of the approved construction delivery methods permitted on state projects.

6. Minority Business Responsibilities: While minority businesses are not required to become certified in order to participate in the State construction projects, it is recommended that they become certified and should take advantage of the appropriate technical assistance that is made available. In addition, minority businesses who are contacted by owners or bidders must respond promptly whether or not they wish to submit a bid.

#### **SECTION D: DISPUTE PROCEDURES**

It is the policy of this state that disputes that involves a person's rights, duties or privileges, should be settled through informal procedures. To that end, minority business disputes arising under these guidelines should be resolved as governed under G.S. 143-128(g).

#### **SECTION E: EFFECTIVE DATE**

These guidelines shall apply upon promulgation on university construction projects. Copies of these guidelines may be obtained from The University of North Carolina System Office  
website:<https://www.northcarolina.edu/offices-and-services/finance-and-administration/capital-design-and-construction/>.

#### **SECTION F: FORMS**

In addition to these guidelines, there will be issued with each construction bid package provisions for contractual compliance providing MBE participation in State, through The University of North Carolina, building projects. An explanation of the process follows, titled "MINORITY BUSINESS CONTRACT PROVISIONS (CONSTRUCTION)" along with relevant forms for its implementation ("Identification of Minority Business Participation" form, Affidavits A, B, C, D, and Appendix E).

## MINORITY BUSINESS CONTRACT PROVISIONS (CONSTRUCTION)

### APPLICATION:

The **Guidelines for Recruitment and Selection of Minority Businesses for Participation in University of North Carolina Construction Contracts** are hereby made a part of these contract documents. These guidelines shall apply to all contractors regardless of ownership. Copies of these guidelines may be obtained from The University of North Carolina System Office website: <https://www.northcarolina.edu/offices-and-services/finance-and-administration/capital-design-and-construction/>

### MINORITY BUSINESS SUBCONTRACT GOALS:

The minimum goals for participation by minority firms as subcontractors on this project have been set at 10%.

The bidder must identify on its bid (by using the “Identification of Minority Business Participation” form provided in the bid document), the minority businesses that will be utilized on the project with corresponding total dollar value of the bid and affidavit (Affidavit A) listing good faith efforts **or** affidavit (Affidavit B) of self-performance of work, if the bidder will perform work under contract by its own workforce, as required by G.S. 143-128.2(c) and G.S. 143-128.2(f).

**Failure to submit these documents is grounds for rejection of the bid. Bid amounts from rejected bids shall not be read aloud at public bid openings.**

**The lowest responsible, responsive bidder must provide:**

**Affidavit C**, if the portion of work to be performed by minority firms is equal to or greater than 10% of the bidder’s total contract price. Affidavit C includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, and lists the participating minority firms with the dollar value of their contracts.

**OR**

**Affidavit D**, if the portion of work to be performed by minority firms is less than 10% of the bidder’s total contract price. Affidavit D includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, lists the participating minority firms with the dollar value of their contracts, and must include adequate **documentation of Good Faith Effort**.

**AND**

**Affidavit B** (with bid), if the bidder does not customarily subcontract work on this type project and has all material and supplies required for the project. Bidder may be asked to provide additional documentation in support of the claim of self-performance and regarding the Good Faith Effort to utilize minority suppliers where possible.

**The above information must be provided as required. Failure to submit these documents is grounds for rejection of the bid.**



**Summary of required submissions:** Use check boxes to assist in ensuring that all appropriate forms are submitted.

**ALL BIDDERS MUST SUBMIT TWO FORMS WITH THEIR BID:**

- “Identification of Minority Business Participation” form

**AND EITHER**

- Affidavit A – “Listing of Good Faith Efforts”

**OR**

- Affidavit B – “Intent to Perform Contract with Own Workforce”

**The above information must be provided as required. Failure to submit these documents is grounds for rejection of the bid. Bid amounts from rejected bids shall not be read aloud at public bid openings.**

=====

**IN ADDITION, THE APPARENT LOWEST RESPONSIVE, RESPONSIBLE BIDDER SUBMITS:**

- Affidavit C** – “Portion of the Work to be Performed by Minority Firms” if the percentage of work to be performed by minority firms is 10% or more. This form is to be submitted within 72 calendar hours of notification of being low bidder.

**OR**

- Affidavit D** – “Good Faith Efforts” if the percentage of work to be performed by minority firms is less than 10%. This form is to be submitted within 72 calendar hours of notification of being low bidder.

**The above information is mandatory. Failure to submit these documents is grounds for rejection of the bid.**

**MINIMUM COMPLIANCE REQUIREMENTS:**

All written statements, affidavits or intentions made by the Bidder shall become a part of the agreement between the Contractor and the State (The University of North Carolina) for performance of this contract. Failure to comply with any of these statements, affidavits or intentions, or with the minority business guidelines shall constitute a breach of the contract. A finding by the State (The University of North Carolina) that any information submitted either prior to award of the contract or during the performance of the contract is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the State (The University of North Carolina) whether to terminate the contract for breach.

In determining whether a contractor has made a Good Faith Effort, the University of North Carolina will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts. Good Faith Efforts include:

- (1) Contacting 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 or proposal date, and notifying them of the nature and scope of the work to be performed.
- (2) Making 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 bid or proposals were due.
- (3) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
- (4) Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- (5) Attending any prebid meetings scheduled by the public owner.
- (6) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
- (7) Negotiating in good faith with interested minority businesses and not rejecting 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) Providing 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. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- (9) Negotiating 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) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

Attach to bid

Attach to bid

Attach to bid

Attach to bid

Attach to bid

## Identification of HUB Certified/ Minority Business Participation

I, \_\_\_\_\_, do hereby certify that on  
(Name of Bidder)  
 this project ( \_\_\_\_\_ ), we will use the following HUB Certified/ minority  
(Name of Project)  
 business(es) as construction subcontractors, vendors, suppliers, or providers of professional services.

Firm Name, Address and Phone Number	Work Type	*Minority Category	**HUB Certified
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N
			Y / N

\*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 (\$)\_\_\_\_\_.

Attach to bid (as appropriate)

Attach to bid (as appropriate)

Attach to bid(as appropriate)

# AFFIDAVIT A

## Listing of Good Faith Efforts

(The University of North Carolina)

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_ for \_\_\_\_\_

(Name of Bidder)

(Name of Project)

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 GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

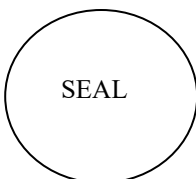
The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

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 \_\_\_\_\_

Attach to bid (as appropriate)

Attach to bid (as appropriate)

Attach to bid (as appropriate)

**AFFIDAVIT B**  
**Intent to Perform Contract with Own Workforce**  
(The University of North Carolina)

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_  
(Name of Bidder)

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

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

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

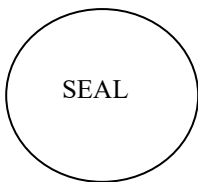
The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

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

Do not submit with bid

Do not submit with bid

Do not submit with bid

### AFFIDAVIT C

## Portion of the Work to be Performed by HUB Certified/Minority Businesses (The University of North Carolina)

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidder's 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.

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_ I do hereby certify that on the  
(Name of Bidder)

\_\_\_\_\_ contract.  
(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

Name and Phone Number	*Minority Category	**HUB Certified	Work Description	Dollar Value
		Y / N		
		Y / N		
		Y / N		
		Y / N		
		Y / N		
		Y / N		

\* 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 is required to be counted toward state participation goals.

Pursuant to GS143-128.2(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.

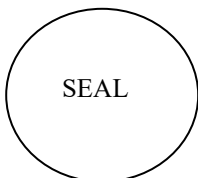
The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

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 \_\_\_\_\_

**AFFIDAVIT D**  
**Good Faith Efforts**  
(The University of North Carolina)

This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low 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:

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_ I do hereby certify that on the  
(Name of Bidder)

\_\_\_\_\_  
(Project Name)

Project ID# \_\_\_\_\_ Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with 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)

Name and Phone Number	*Minority Category	**HUB Certified	Work Description	Dollar Value
		Y / N		
		Y / N		
		Y / N		
		Y / N		
		Y / N		

\*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 GS143-128.2(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.

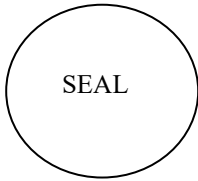
The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

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 \_\_\_\_\_



**\*\*THIS DOCUMENT MUST BE SUBMITTED WITH EACH PAY REQUEST & FINAL PAYMENT\*\***

**APPENDIX E  
MBE DOCUMENTATION FOR CONTRACT PAYMENTS**

Prime Contractor/Architect: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

Pay Application #: \_\_\_\_\_ Period: \_\_\_\_\_

The following is a list of payments to be made to minority business contractors on this project for the above-mentioned period.

<b>MBE FIRM NAME</b>	<b>* INDICATE TYPE OF MBE</b>	<b>AMOUNT PAID THIS MONTH</b>	<b>TOTAL PAYMENTS TO DATE</b>	<b>TOTAL AMOUNT COMMITTED</b>

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

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

Approved/Certified By: \_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

Signature certifies that any minority firms not previously verified in the bid/award process have been appropriately verified, services have been rendered, and payment is due as processed.

# FORM OF PROPOSAL

Wallis Hall Roof Renovations

University of North Carolina at Charlotte

SCO-ID # 23-27270-01A

Contract: \_\_\_\_\_

Bidder: \_\_\_\_\_

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

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed. The bidder further declares that he and his subcontractors have fully complied with NCGS 64, Article 2 in regards to E-Verification as required by Section 2.(c) of Session Law 2013-418, codified as N.C. Gen. Stat. § 143-129(j).

The Bidder proposes and agrees if this proposal is accepted to contract with the University of North Carolina at Charlotte in the form of contract specified below, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of the Wallis Residence Hall Roof Renovation Project in full in complete accordance with the plans, specifications and contract documents, to the full and entire satisfaction of the University of North Carolina at Charlotte, and Wolf Trail Engineering, PLLC. with a definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and the contract documents, for the sum of:

## SINGLE PRIME CONTRACT:

Base Bid: \_\_\_\_\_ Dollars(\$)

Alternate #1 Add / (Deduct) : \_\_\_\_\_ Dollars(\$)

Alternate #2: Add / (Deduct) : \_\_\_\_\_ Dollars(\$)

Project to start May 12, 2025 and be completed by August 1, 2025.

General Subcontractor:  
\_\_\_\_\_ Lic \_\_\_\_\_

Plumbing Subcontractor:  
\_\_\_\_\_ Lic \_\_\_\_\_

Mechanical Subcontractor:  
\_\_\_\_\_ Lic \_\_\_\_\_

Electrical Subcontractor:  
\_\_\_\_\_ Lic \_\_\_\_\_

GS143-128(d) requires all single prime bidders to identify their subcontractors for the above subdivisions of work. A contractor whose bid is accepted shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except (i) if the listed subcontractor's bid is later determined by the contractor to be non-responsible or non-responsive or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or (ii) with the approval of the awarding authority for good cause shown by the contractor

## **MINORITY BUSINESS PARTICIPATION REQUIREMENTS**

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*Provide with the bid* - Under GS 143-128.2(c) the undersigned bidder shall identify **on its bid** (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. **Also** list the good faith efforts (Affidavit **A**) made to solicit minority participation in the bid effort.

**NOTE:** A contractor that performs all of the work with its own workforce may submit an Affidavit (**B**) to that effect in lieu of Affidavit (**A**) required above. The MB Participation Form must still be submitted even if there is zero participation.

*After the bid opening* - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low bidder, the bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

An Affidavit (**C**) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the 10% goal established. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort and Affidavit **D** is not necessary;

**\* OR \***

If less than the 10% goal, Affidavit (**D**) of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

**Note:** Bidders must always submit **with their bid** the Identification of Minority Business Participation Form listing all MB contractors, vendors and suppliers that will be used. If there is no MB participation, then enter none or zero on the form. **Affidavit A**, as applicable, also must be submitted with the bid. Failure to file a required affidavit or documentation with the bid or after being notified apparent low bidder is grounds for rejection of the bid.

## Proposal Signature Page

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The undersigned further agrees that in the case of failure on his part to execute the said contract and the bonds within ten (10) consecutive calendar days after being given written notice of the award of contract, the certified check, cash or bid bond accompanying this bid shall be paid into the funds of the owner's account set aside for the project, as liquidated damages for such failure; otherwise the certified check, cash or bid bond accompanying this proposal shall be returned to the undersigned.

Respectfully submitted this day of \_\_\_\_\_

\_\_\_\_\_  
(Name of firm or corporation making bid)

WITNESS:

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
(Proprietorship or Partnership)

Name: \_\_\_\_\_

Print or type

Title \_\_\_\_\_

(Owner/Partner/Pres./V.Pres)

Address \_\_\_\_\_

ATTEST:

\_\_\_\_\_

By: \_\_\_\_\_

License No. \_\_\_\_\_

Title: \_\_\_\_\_

(Corp. Sec. or Asst. Sec. only)

Federal I.D. No. \_\_\_\_\_

Email Address: \_\_\_\_\_

(CORPORATE SEAL)

Addendum received and used in computing bid:

Addendum No. 1 \_\_\_\_\_ Addendum No. 3 \_\_\_\_\_ Addendum No. 5 \_\_\_\_\_ Addendum No. 6 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_ Addendum No. 4 \_\_\_\_\_ Addendum No. 6 \_\_\_\_\_ Addendum No. 7 \_\_\_\_\_

SECTION 01 11 00  
SUMMARY OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS and REQUIREMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and all Divisions of the Technical Specifications, apply to this Section.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: University of North Carolina at Charlotte  
Wallis Residence Hall Roof Renovation Project  
9002 Cameron Blvd.  
Charlotte, NC, 28223
- B. Consultant Identification: The Contract Documents, dated December 2024, were prepared for the Project by Wolf Trail Engineering, PLLC.

C. The work consists of:

1. Existing Conditions:

The buildings are occupied and will remain occupied during construction.

- a. Main Building 01.01: Consists of one layer of three-tab asphalt shingles and one layer felt and ~~three~~ **five** low sloped fully adhered EPDM areas.
- b. Passageway 01.02: Consists of a concrete deck, three layers of 1" extruded polystyrene and a fully adhered EPDM Membrane.
- c. Tower: Consists of a shingle roof the same as the Main Building with four low sloped paver areas. The paver areas consists of a concrete deck, three layers of 1" extruded polystyrene, an EPDM membrane covered with concrete pavers.

2. Demolition:

- a. Main Building 01.01: The existing shingles, ridge vent and felts are to be removed to the deck. Clean and inspect deck.

SECTION 01 23 00  
ALTERNATES

PART 1 – GENERAL

1.1 SCOPE

- A. The following items are to be included as Alternate Work under the Contract and a price for each item shall be entered in the Bid Form in the spaces provided for Bid Alternates.

1.2 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.3 SUMMARY

- A. This Section specifies administrative and procedural requirements for Alternates.
- B. Definition: An alternate is an amount proposed by Bidders and stated on the Bid Form for certain construction activities defined in the Bidding Requirements that may be added to or deducted from the Base Bid amount if the Owner decides to accept a corresponding change in either the amount of construction to be completed, or in the products, materials, equipment, systems or installation methods described in Contract Documents.
- C. Coordination: Coordinate related work and modify or adjust adjacent work as necessary to ensure that the Work performed by each accepted Alternate is complete and fully integrated into the Project.
- D. Include as part of each Alternate, miscellaneous devices, accessory object and similar items incidental to or required for a complete installation whether or not mentioned as part of the Alternate.
- E. The Bidder shall quote all-inclusive deductive or added costs for proposed Bid Alternates to the Project scope listed on the Bid Form. The Bidder shall provide a quote for all proposed Bid Alternates. Quoted Bid Alternates shall include the costs for all work, including Contractor's direct and indirect costs and fees, proposed to be added or deleted from the scope of the Project and all work, including all costs and fees, required to fully execute the proposed substitute Project scope.
- F. Owner reserves the right to accept or reject any Bid Alternate. The Owner may, at its option, exercise alternate(s) no later than **May 1, 2025. Add / Deduct** by Change Order(s) to the Work to be performed under the Contract Documents, the Work contemplated by the Alternates, any of them, or any combination of them, at the Alternate pricing as listed on the Bid Form – Section 00 41 00.
- G. Acceptance or non-acceptance of any Bid Alternates by the Owner shall have no effect on the Contract Period, Date of Substantial Completion, or Date of Final Completion.

PART 2 – SCHEDULE OF ALTERNATES

- A. Alternate #1 – Install open valleys in lieu of base bid cut valleys shown in Detail 1/R3.**
- B. Alternate #2 – Reuse four existing railings on the paver areas of the tower in lieu of new railings as shown on Drawing R-8.**

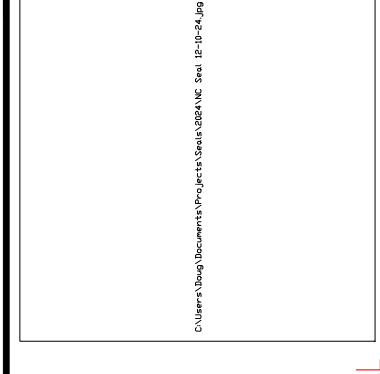
PART 3 – EXECUTION (NOT USED)

END OF SECTION 01 23 00



**WOLF TRAIL**  
ENGINEERING

P-1817  
1001 LANCASTER AVE.  
MONROE, NC 28112  
704-282-0826



SEAL

UNC-CHARLOTTE  
9201 UNIVERSITY CITY  
BLVD.  
CHARLOTTE, NC  
28223

OWNER

**UNC-CHARLOTTE**  
24-UNC-R1  
WALLIS RESIDENCE HALL  
ROOF RENOVATION  
PROJECT ID# 23-2720-01A

MARK	DATE	DESCRIPTION
A	01/29/2025	ADDITIONAL F.I.

3D DWG FILE:  
DRAWING BY: JB  
CHECKED BY:  
DATE: 11/12/2024  
COPYRIGHT

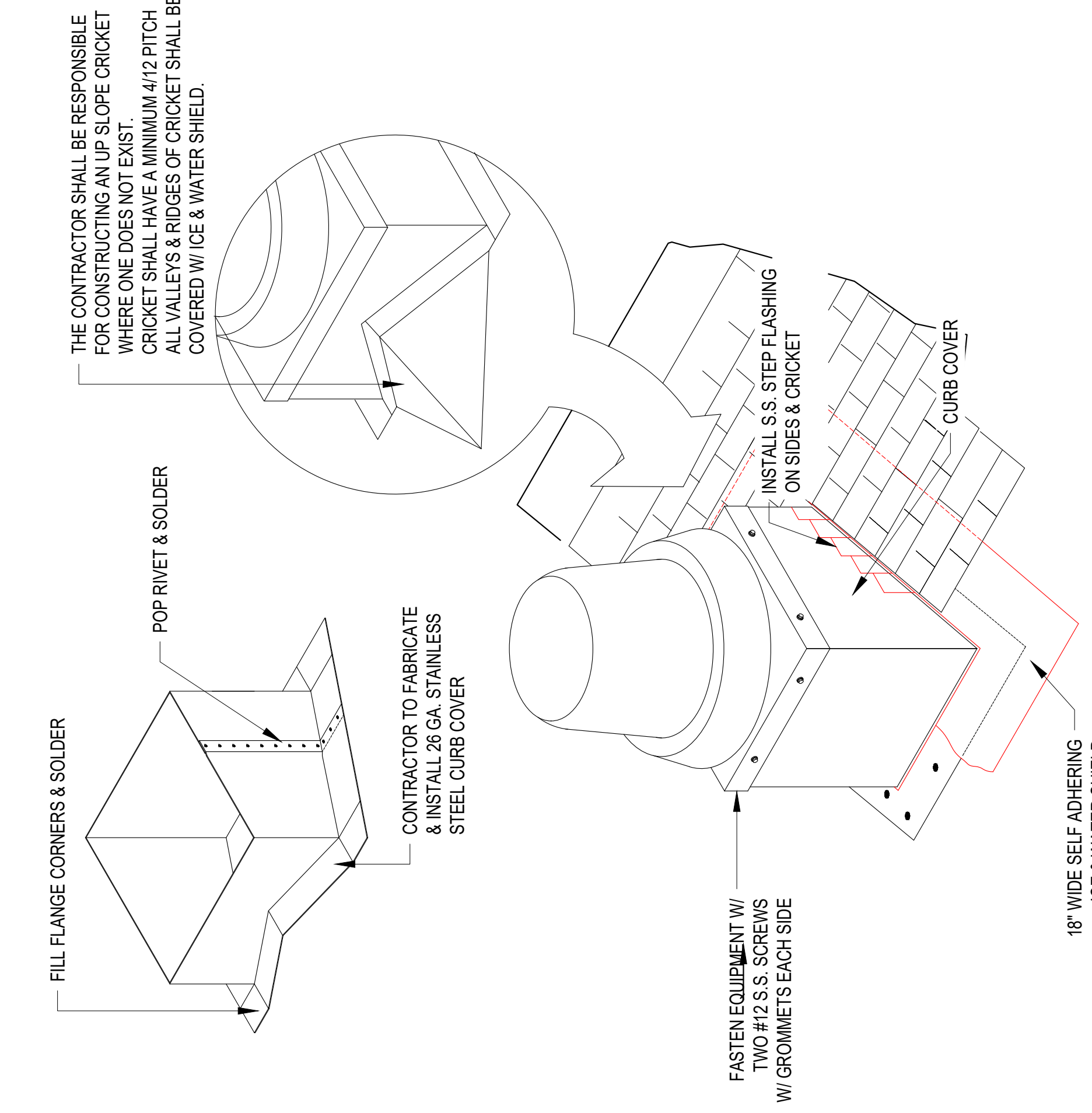
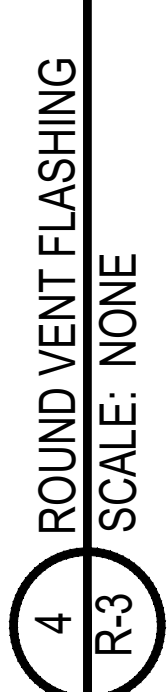
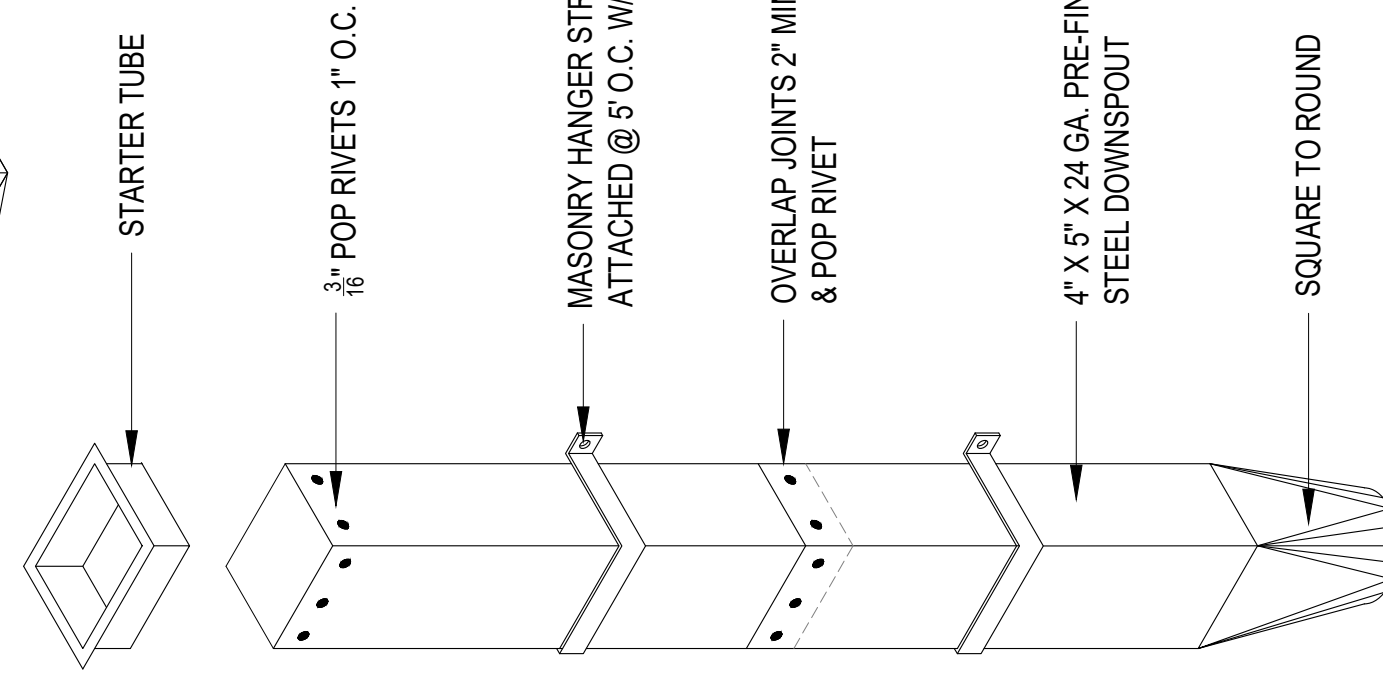
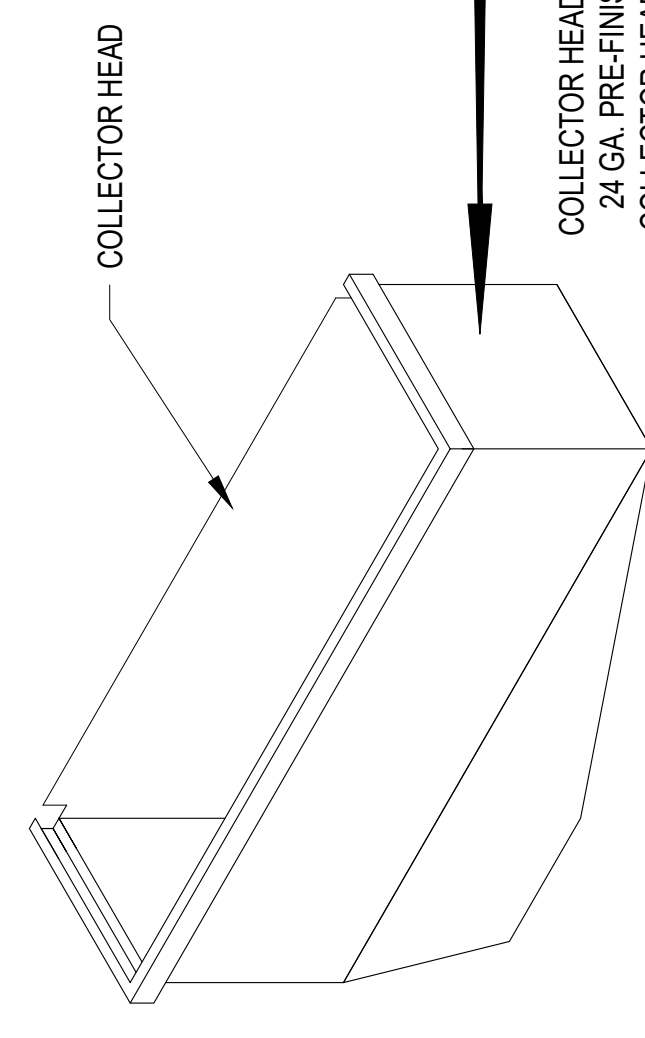
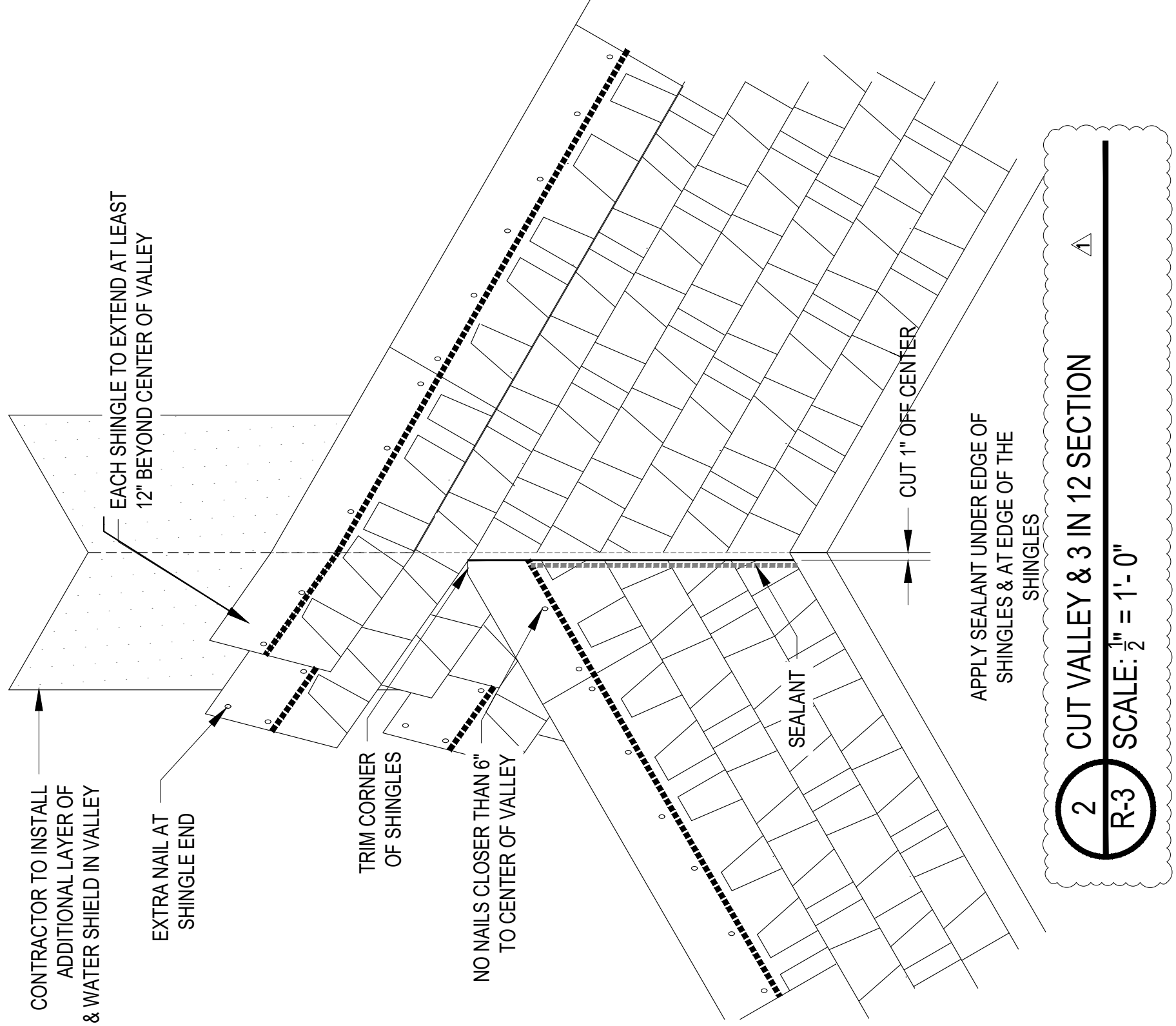
**STEEP SLOPE  
DETAILS**

SHEET TITLE

**R-3**

PAGE NUMBER

FOR CONSTRUCTION



THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONSTRUCTING AN UP SLOPE CRICKET WHERE ONE DOES NOT EXIST. ALL VALLEYS & RIDGES OF CRICKET SHALL BE COVERED W/ ICE & WATER SHIELD.

FILL FLANGE CORNERS & SOLDER

POP RIVET & SOLDER

CONTRACTOR TO FABRICATE & INSTALL 26 GA. STAINLESS STEEL CURB COVER

FASTEN EQUIPMENT W/ TWO #12 S.S. SCREWS W/ GROMMETS EACH SIDE

INSTALL S.S. STEP FLASHING ON SIDES & CRICKET

CURB COVER

18" WIDE SELF ADHERING ICE & WATER SHIELD

3 CURB FLASHING DETAIL  
R-3 SCALE: NONE

1 VALLEY TREATMENT  
R-3 SCALE: 2/3" = 1'-0"

5 COLLECTOR HEAD & DOWNSPOUT DETAIL  
R-3 SCALE: NONE





**WOLF TRAIL™**  
ENGINEERING

P-1817  
1001 LANCASTER AVE.  
MONROE, NC 28112  
704-282-0826

SEAL

UNC-CHARLOTTE  
9201 UNIVERSITY CITY  
BLVD.  
CHARLOTTE, NC  
28223

OWNER

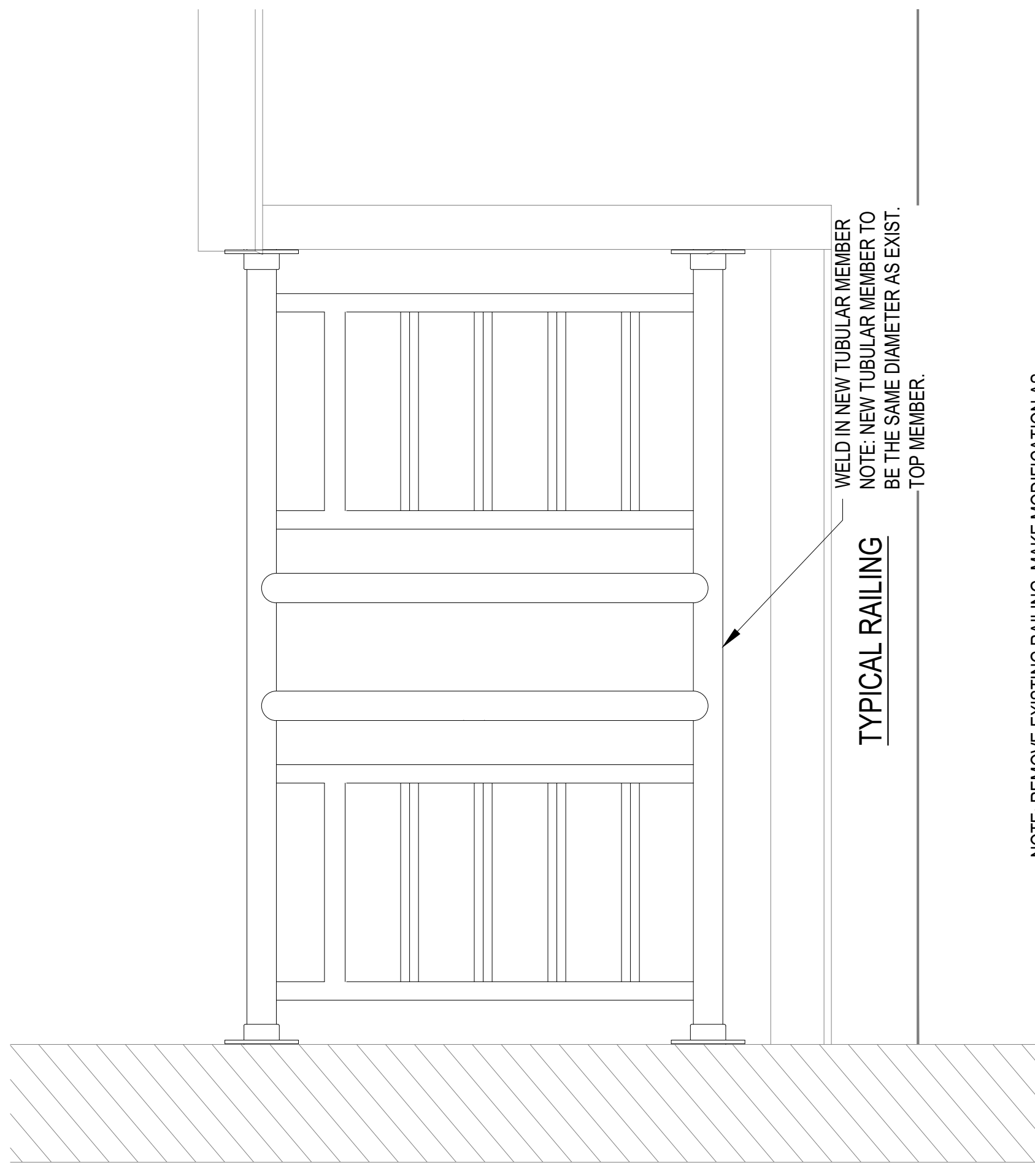
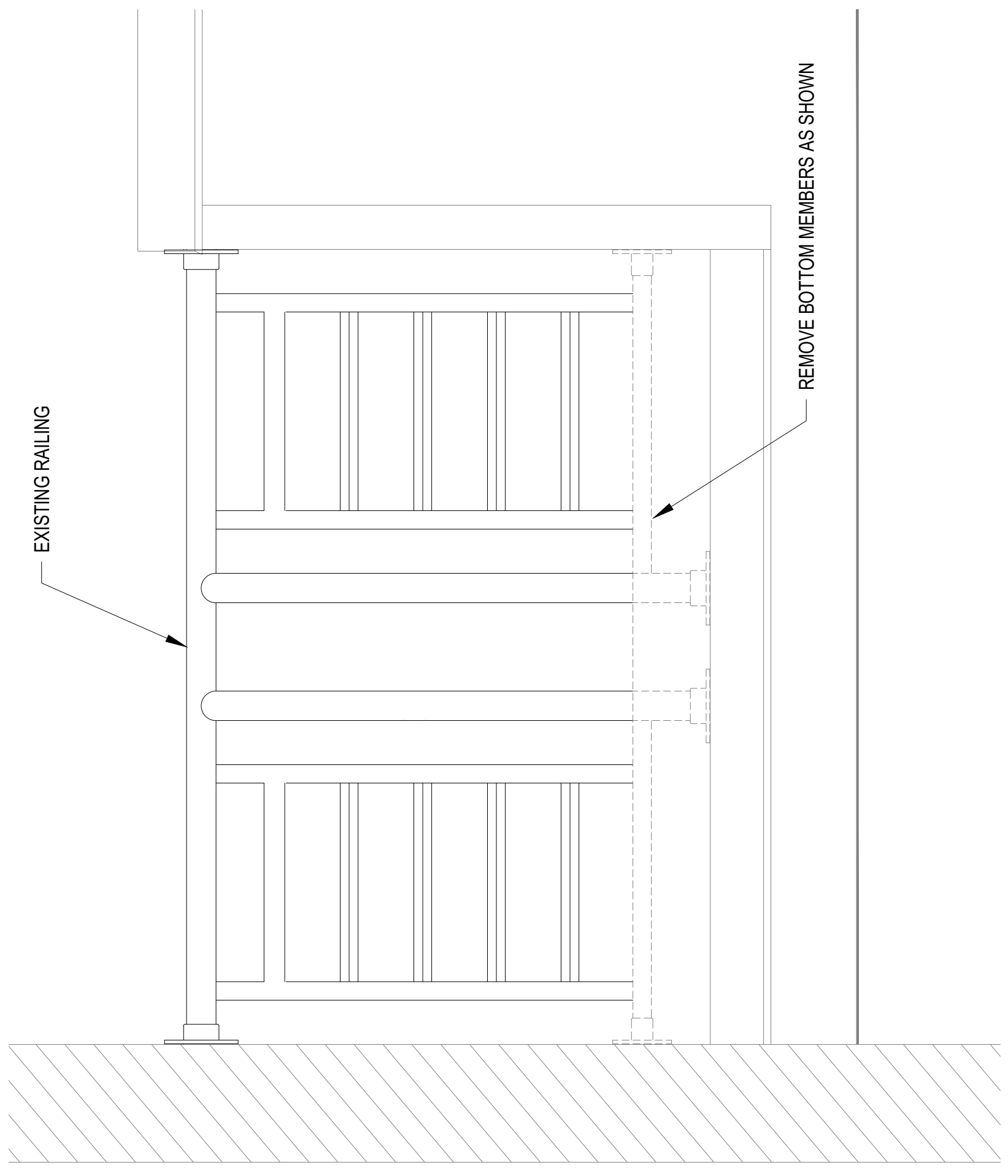
**UNC-CHARLOTTE**  
24-UNC-R1  
WALLIS RESIDENCE HALL  
ROOF RENOVATION  
PROJECT ID# 23-2720-01A

MARK	DATE	DESCRIPTION
Δ	01/28/2025	ADDENDUM #1

3D DWG FILE:  
DRAWN BY: JB  
CHECKED BY:  
DATE: 11/12/2024  
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ALTERNATES

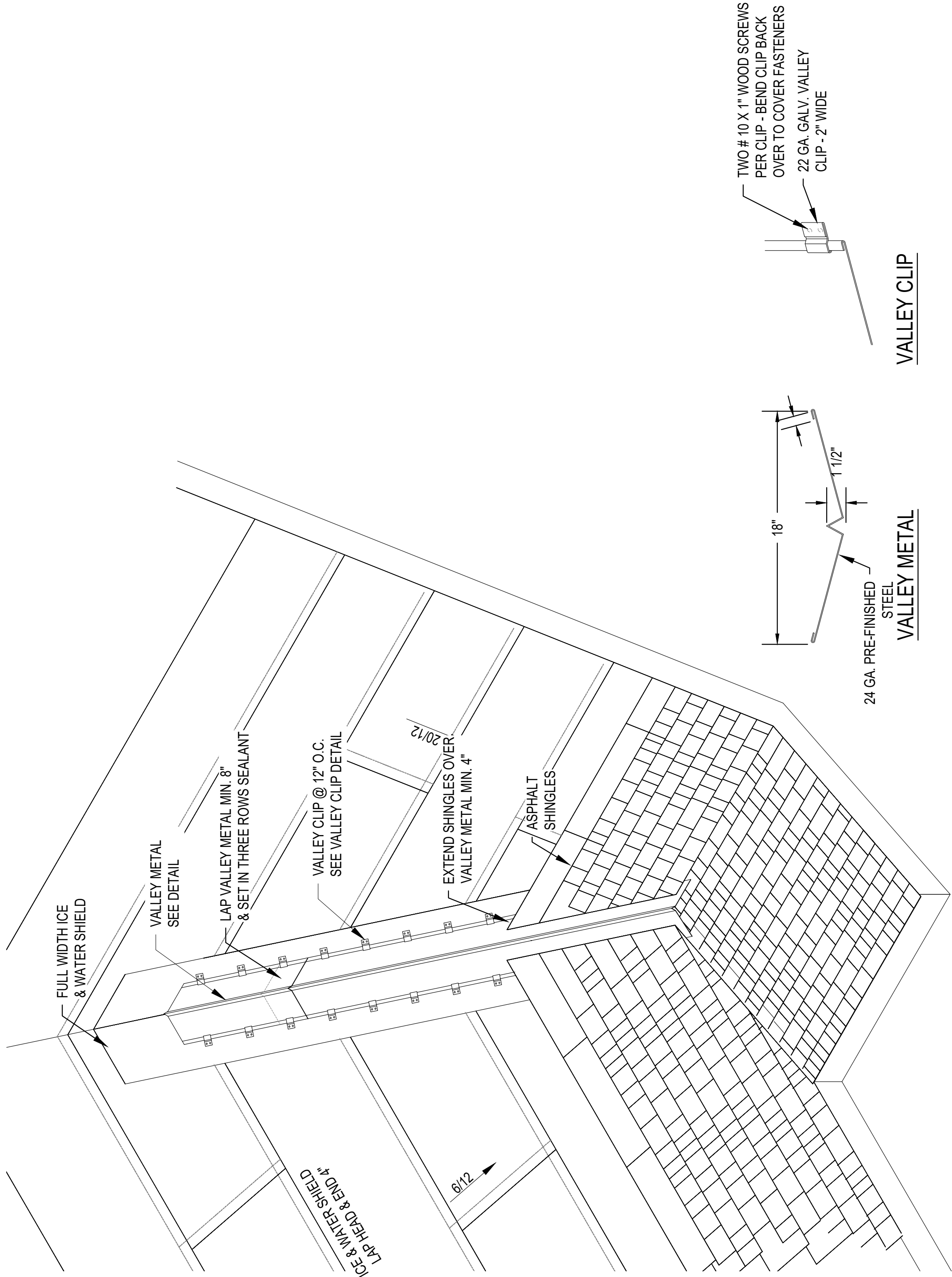
R-9  
PAGE NUMBER



NOTE: REMOVE EXISTING RAILING. MAKE MODIFICATION AS SHOWN. SAND BLAST AND POWDER COAT.

Δ 2 ALTERNATE #2 - EXISTING RAILING DETAIL  
R-9 SCALE: 1/2" = 1'-0"

FOR CONSTRUCTION



Δ 1 ALTERNATE #1 - OPEN VALLEY  
R-9 SCALE: 1/2" = 1'-0"