

# APPENDIX IV

## MWBE PARTICIPATION FORM

### IDENTIFICATION OF MWBE PARTICIPATION FOR PROFESSIONAL SERVICES

This Identification of MWBE Participation Form captures information regarding MWBE participation in the providing of professional services as defined by NCGS §143-64.31, *et seq.* MWBE participation is encouraged for all City of Raleigh contracting opportunities. Please refer to the City's MWBE Policy for any contract specific requirements. *Copy this Form as needed.*

<b>COMPANY NAME</b>			
<b>PROJECT NAME</b>		<b>CITY DEPARTMENT</b>	
<b>PROJECT NUMBER</b>		<b>RFQ SUBMITTAL DATE</b>	

**Section 1: PROFESSIONAL SERVICE PROVIDER—PRIMARY CONTRACTOR**

**CONTRACT IS FOR PROFESSIONAL SERVICES.** Please complete the following:

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Partnership Construction	<input type="checkbox"/> Design-Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk	
<input type="checkbox"/> <b>PRIMARY CONTRACTOR IS MWBE</b>	Classification: _____ <input type="checkbox"/> Certified with NCHUB <input type="checkbox"/> Certified with NCDOT-DBE	<b>RESIDENT FIRM</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>

\*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African-American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

**Section 2: PROFESSIONAL SERVICE PROVIDER—MWBE SUBCONTRACTORS**

Complete the chart below for all MWBE subcontractors that you intend to use for this Contract regardless of dollar amount.

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Partnership Construction	<input type="checkbox"/> Design-Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk	
<b>MWBE CLASSIFICATION</b>		<b>RESIDENT FIRM</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>

\*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African-American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Partnership Construction	<input type="checkbox"/> Design-Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk	
<b>MWBE CLASSIFICATION</b>		<b>RESIDENT FIRM</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>

\*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African-American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

<b>COMPANY NAME</b>			
<b>PROFESSIONAL SERVICES PROVIDED</b>	<input type="checkbox"/> Architectural <input type="checkbox"/> Engineering <input type="checkbox"/> Public-Private Partnership Construction	<input type="checkbox"/> Design-Build <input type="checkbox"/> Surveying <input type="checkbox"/> Construction Management at Risk	
<b>MWBE CLASSIFICATION</b>		<b>RESIDENT FIRM</b>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>

\*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African-American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)

**APPENDIX E- PROFESSIONAL SERVICES PAYMENT APPLICATION FORM**

Contractors must submit this form with each request for payment from the City of Raleigh, including any invoice or request for final payment. Requests for payment are limited to work that has been completed and approved for all subcontractors and suppliers in connection with the Contract. Copy this form as needed. The Contractor on the Prime Contract (i.e., prime) is responsible for collecting and submitting this Appendix E from all subsequent lowertier contractors.

**Section 1: PROJECT INFORMATION**

<b>Project Name</b>			<b>Contractor Name</b>		
<b>Total Contract Amount</b>	\$ _____		<b>Pay App #/Contract ID #</b>		
<b>Total MWBE Sub (\$/%)</b>	\$ _____	% _____	<b>Invoice Amount</b>	\$ _____	
<b>Payment Period</b>	___/___/20__ through ___/___/20__		<b>City Department</b>		
<b>FINAL PAYMENT</b> <input type="checkbox"/> Check <b>only</b> when submitting Final Pay Request.			<b>Project Completion Date</b>		

**Section 2: PAYMENTS TO PROFESSIONAL SUBCONTRACTORS**

Complete the chart below for all MWBE subcontractors used on the Project/Contract regardless of dollar amount.

Company Name	MWBE Classification	Work Performed	Percentage of Total Contract	Percent of Subcontract Completed	Payment this Period	Cumulative Payments to Date

\*MWBE Classifications: American Indian (AI), Asian American (AA), Black/African American (B), Hispanic (H), Non-Minority Female (NMF), Socially/Economic Disadvantaged (D)  
 \*\*Work Types: Architectural, Engineering, Public-Private Partnership Construction (P3), Design-Build, Surveying, Construction Management at Risk (CMAR)

The undersigned certifies the preceding chart is a true and accurate statement of all payments that have been made to subcontractors on this Project/Contract, and that all Suppliers providing goods under this contract have been listed in the Sales Tax Statements submitted to the City in connection with this Payment Appendix E. If no subcontractors or suppliers are listed on the preceding chart or Sales Tax Statements, the undersigned certifies that no subcontractors or suppliers were used in performing the Project/Contract for the payment period indicated. Failure to provide accurate and truthful information is a violation of the City of Raleigh MWBE Policy and may result in the sanctions prescribed therein.

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature _____		Print Name and Title _____	
<u>To be completed by City for FINAL PAYMENT</u>	MWBE Final: _____ %	Total Paid to Contractor \$ _____	<input type="checkbox"/> Prime Contractor MWBE
Total Paid to Subcontractors \$ _____	Total to MWBE Subcontractors \$ _____		