



RFP NO. 25-016

REQUEST FOR PROPOSAL

**FOR
REAL ESTATE BROKERAGE SERVICE**

March 24, 2025

REQUEST FOR PROPOSAL
FOR
REAL ESTATE BROKERAGE SERVICE

SECTION 1. INTRODUCTION

1.1 STATEMENT OF INTENT

Research Triangle Regional Transportation Authority D/B/A GoTriangle ("GoTriangle") invites qualified and experienced firms with recent and relevant experience to submit Bids for consideration to contract with GoTriangle to provide Real Estate Brokerage Service as set forth in this solicitation. Firms may express interest and request consideration by submitting bid material to GoTriangle as set forth in this Invitation for Bid.

To obtain a copy of the Request for Proposal (RFP) document, Contractors shall download the document from the GoTriangle's web site at <https://gotransitnc.org/procurement-opportunities>.

Proposals will be received until **4:00pm (EDST) on April 18, 2025**, at GoTriangle's Administrative Office located at 4600 Emperor Blvd., Suite 100, Durham, North Carolina, 27703. Questions regarding the Bids shall be directed to William Bryant, Procurement Manager at wbryant@gotriangle.org. GoTriangle reserves the right to reject any or all Bids.

1.2 BACKGROUND

Bidder hereby proposes to furnish all materials, tools, machinery, equipment, apparatus, labor, and all means necessary to perform all tasks detailed in the Scope of Work.

1.3 PRE-PROPOSAL MEETING

There will be a No Pre-Proposal meeting.

1.4 DISADVANTAGED BUSINESS ENTERPRISES

Pursuant to 49 C.F.R. Part 26, GoTriangle has established a Disadvantaged Business Enterprise (DBE) Program that states "GoTriangle shall not discriminate in any manner on the basis of race, color, sex or national origin, and shall take all reasonable steps to ensure that certified Disadvantaged Business Enterprises have the maximum opportunity to participate in the performance of contracts.

In conformity with North Carolina State law, it is the policy of GoTriangle to encourage and promote the use of minority contractors, physically handicapped contractors, and women contractors in the purchasing of goods and the provision of services. Proposers are encouraged to utilize minority, handicapped and women-owned businesses to the extent possible when assembling its team.

Jamila Ormond is, GoTriangle Director of Equal Opportunity Employment/Disadvantaged Business Enterprises may be reached at 919-485-7518 or jormond@gotriangle.org with questions about GoTriangle's DBE Program.

1.5 PERMITS

The Contractor is responsible to obtain, at their expense, any permits, certifications and/or licenses to complete the requirement. Copies of all inspections and permits shall be given to GoTriangle for record keeping. All work must comply with all safety, electrical, and building codes of the State of North Carolina and local ordinances.

1.6 USE OF BRAND OR TRADE NAMES

The use of brand names, trade names, types, styles, model numbers and serial numbers are intended to be descriptive only and not intended to restrict competition. Specific brand names will be used as a comparative measure of the safety, quality and performance against all Bid submissions. However, other brand names, types, styles, model numbers have to be "equal" and meet the minimum requirements of the OEM.

1.7 GOTRIANGLE PROJECT CONTACTS

Unless otherwise notified:

1. **Pre-Award Contact:** Prior to contract award all questions, comments, correspondence and Bid packages shall be transmitted to the attention of the following individual, serving as the Owner's Representative during Pre-Award:

William Bryant, Procurement Manager

Office: 919-485-7429

wbryant@gotriangle.org

2. **Post-Award Contact:** After the contract is awarded, the contractor and subcontractors shall transmit all project related questions, correspondence and other communications to the attention of the following individual, serving as the Owner's Representative during Post-Award:

Gary Tober

Office: 919-485-75770

gtober@gotriangle.org

GENERAL INSTRUCTIONS

1. The proposal must be submitted in a sealed envelope marked "Real Estate Broker Services" to William Bryant, Procurement Manager.
2. The Selection Committee will review the proposals and develop a list of finalists to interview. The Applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified. Late proposals will be returned unopened.
3. To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.
4. GoTriangle reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any bid if it is in the best interest of GoTriangle. All proposals, plans, and other documents submitted shall become the property of GoTriangle. Responses to this RFP are considered public information and are subject to disclosure.
5. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the GoTriangle, if any.

SECTION 2. SCOPE OF WORK

The successful firm shall agree to contract with GoTriangle to provide the following:

1. Develop strategies for sale of identified property if deemed appropriate;
2. Identify properties and negotiate acquisition for lease or sale as directed by GoTriangle;
3. Develop marketing materials, electronic and/or hard copy, to advertise property for sale, distribute the materials to potential buyers via the appropriate form(s) of media and report results to the Director of Real Estate on an agreed upon frequency;
4. Advise the Director of Real Estate related to strategies to promote and sell identified property;
5. Participate in site tours of GoTriangle owned property that is for sale for potential buyers;
6. Analyze offers from potential buyers and advise the Director of Real Estate with respect to negotiations;
7. Represent GoTriangle in negotiations with a prospective buyer from the time of offer to, and including, closing;
8. Coordinate real estate transaction closings, and,
9. Handle all other customary activities and services associated with real estate transactions.

TERM OF CONTRACT

The contract period for the successful agent/firm will be one year from date of award. The contract may be renewed for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the agent/firm and GoTriangle. Alternative contract periods may be considered. GoTriangle may continue to sell properties without the assistance of a broker and would be under no obligation to pay a brokerage fee in the event the property is sold by owner.

EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit GoTriangle to award a contract. GoTriangle reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP. Firms are required to provide a copy of the professional services agreement you would propose to be entered into with GoTriangle.

SELECTION CRITERIA

Selection of a broker/firm will be made based on the following criteria:

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications, references;
3. Knowledge of regional real estate market and ability to market to prospects beyond the region;
4. Regional reputation and local presence/experience;
5. Fee schedule.

ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way change, the original proposal submitted. Interviews are optional and may or may not be conducted. If an interview is conducted, it is essential that the consultant's personnel to be assigned to the work, as well as key representatives, be present at and participate in the interview

SELECTION PROCEDURES:

Proposals will first be reviewed for completeness and inclusion of the uniform specifications outlined in this document. The absence of any required information will result in exclusion from further analysis.

GoTriangle will make the award to the responsible Contractor whose proposal is most advantageous to the GoTriangle and offer the "Best Value". Accordingly, GoTriangle may not necessarily make an award to the Contractor with the highest technical ranking nor award to the Contractor with the lowest Price Proposal if doing so would not be in the overall best interest of GoTriangle.

GoTriangle may waive any irregularities in any Proposal that does not prejudice other Contractors. GoTriangle further reserves the right to negotiate with any source whatsoever. A Purchase Order or Contract may be negotiated with the Contractor whose proposal is considered by GoTriangle in its sole discretion to be most advantageous to GoTriangle.

Proposals shall be submitted to GoTriangle on the most favorable of terms possible from the standpoint of cost, quality and technical capability. No Contractor shall have any cause of action against GoTriangle arising out of the methods by which Proposals are assessed. The selection of the successful Contractor shall be at the sole discretion of GoTriangle.

Submission of a Proposal indicates acceptance by the Contractor of the conditions contained in this RFP unless clearly and specifically noted in the Contractor's submittal and confirmed in the Purchase Order or Contract between GoTriangle and the selected Contractor.

Contractors should read and fully understand the circumstances and procedures under which a Contract will be awarded. A Contractor's signed response to this RFP on the Proposal Form signifies its acceptance of the obligations and rights specified herein.

GoTriangle reserves the right to reject any and all proposals.

EVALUATION CRITERIA:

The criteria outlined below are listed in order of importance and will be used in evaluating the Proposals.

No.	Criterion
2	Qualifications, Related Experience
3	Product Availability and Service Delivery
4	References

Consensus: After each member of the evaluation committee completes his/her independent evaluations, a meeting will be convened by the Chairperson to review the evaluations. This meeting is intended to obtain a clear understanding and consensus on the strengths and weaknesses of each offeror.

Committee members are expected to share their reasons for their comments and may make changes to their own scores based on the discussions in this meeting. At the conclusion of this meeting, the Chairperson will have a consensus on the strengths, weaknesses of each offeror as well as relative ranks

and a recommendation for the most qualified offerors. If the committee cannot reach a consensus, individual scores shall determine the final scores and ranking.

SELECTION PROCEDURES:

Proposals will first be reviewed for completeness and inclusion of the uniform specifications outlined in this document. The absence of any required information will result in exclusion from further analysis.

GoTriangle will make the award to the responsible Contractor whose proposal is most advantageous to the GoTriangle and offer the "Best Value". Accordingly, GoTriangle may not necessarily make an award to the Contractor with the highest technical ranking nor award to the Contractor with the lowest Price Proposal if doing so would not be in the overall best interest of GoTriangle.

GoTriangle may waive any irregularities in any Proposal that does not prejudice other Contractors. GoTriangle further reserves the right to negotiate with any source whatsoever. A Purchase Order or Contract may be negotiated with the Contractor whose proposal is considered by GoTriangle in its sole discretion to be most advantageous to GoTriangle.

Proposals shall be submitted to GoTriangle on the most favorable of terms possible from the standpoint of cost, quality and technical capability. No Contractor shall have any cause of action against GoTriangle arising out of the methods by which Proposals are assessed. The selection of the successful Contractor shall be at the sole discretion of GoTriangle.

Submission of a Proposal indicates acceptance by the Contractor of the conditions contained in this RFP unless clearly and specifically noted in the Contractor's submittal and confirmed in the Purchase Order or Contract between GoTriangle and the selected Contractor.

Contractors should read and fully understand the circumstances and procedures under which a Contract will be awarded. A Contractor's signed response to this RFP on the Proposal Form signifies its acceptance of the obligations and rights specified herein.

GoTriangle reserves the right to reject any and all proposals.

Consensus: After each member of the evaluation committee completes his/her independent evaluations, a meeting will be convened by the Chairperson to review the evaluations. This meeting is intended to obtain a clear understanding and consensus on the strengths and weaknesses of each offeror. Committee members are expected to share their reasons for their comments and may make changes to their own scores based on the discussions in this meeting. At the conclusion of this meeting, the Chairperson will have a consensus on the strengths, weaknesses of each offeror as well as relative ranks and a recommendation for the most qualified offerors. If the committee cannot reach a consensus, individual scores shall determine the final scores and ranking.

SUBMITTAL REVIEW PROCESS

The Review and Selection Committee will be composed of key stakeholders identified by The Partners. The Committee will make such reviews and investigations, as it considers necessary and appropriate, for evaluation of the proposals. Following evaluation of the proposals, by the Committee, GoTriangle may invite Consultant Teams to make a presentation and participate in an interview. The Committee will be responsible for recommending an award of contract to the Chief of Transit Operations.

4.1 PERIOD OF PERFORMANCE

The contract period shall be for a period of five (5) years.

SECTION 3. BID REQUIREMENTS

3.1 INFORMATION REQUIRED FROM THE CONTRACTOR

Contractor's submission must include all of the following:

- 3.1.1** Signed and completed Bid Form (Attachment A)
- 3.1.2** E-Verify (Attachment C)
- 3.1.3** Iran Divestment Certificate (Attachment E)
- 3.1.4** Attachment F – Companies Boycotting Israel Divestment Act Certificate Form
- 3.1.5** Attachment G – Certificate Regarding Conflict of Interest
- 3.1.6** Attachment H – Non-Collusion
- 3.1.7** Attachment I – Responsive Checklist

3.2 GENERAL BID REQUIREMENTS

For a Bid to be considered, all documents required by this IFB must be submitted in the specified format. The Bid submission should follow the format and order set forth in Section 3.1 above. Submit one (1) original and three (3) additional copies of the Bid, and one USB Flash Drive. All Bids become the property of GoTriangle. GoTriangle will not photocopy your Bid documents for the purpose of complying with this provision requiring duplicate copies. Failure to provide the required number of complete duplicate copies may result in rejection of your Bid. GoTriangle will receive Bids only by personal delivery, courier/delivery service, or regular mail. Bids submitted by facsimile or email will not be accepted. Proposals **will be received by 4:00 p.m. on Friday April 18, 2025, EDST.**

The Bid must be submitted to Mr. William Bryant, Procurement Manager by the time and date indicated above, marked “**Real Estate Brokerage Service - RFP # 25-016**”. **Please acknowledge receipt of any addendum received.**

Please note the different remit to addresses below, if Contractor chooses to send the Bid by personal delivery, courier/delivery service, or by US mail:

Delivered By US Postal Service	Delivered By Personal Delivery or Courier/Delivery Service
GoTriangle P.O. Box 13787 Research Triangle Park, NC 27709	GoTriangle 4600 Emperor Blvd, Suite 100 Durham, NC 27703

NO BIDS RECEIVED AFTER THE DATE AND HOUR SET FORTH BELOW WILL BE ACCEPTED OR CONSIDERED. BIDS SENT BY U.S. MAIL THAT ARE NOT RECEIVED IN HAND BY GOTRIANGLE BY THE DEADLINE SET FORTH BELOW WILL NOT BE CONSIDERED.

3.3 CHANGES TO IFB DOCUMENT(ADDENDA)

Any changes to this IFB document will be made by written addenda issued by GoTriangle. Upon issuance, the addenda will be considered part of the IFB document and will prevail over inconsistent or conflicting provisions contained in the original IFB document. Addenda will be sent electronically via email from the Procurement Administrator. This process will be repeated each time an addendum is posted to the GoTriangle website.

A valid e-mail address must be provided upon requesting the RFP documents in order for GoTriangle to notify Contractors of the availability of addenda. GoTriangle will not be responsible for Contractors failing to receive notification of the availability of addenda if an invalid e-mail address or no e-mail address was provided to GoTriangle.

Contractors shall acknowledge their receipt of all addenda in Bid Form (Attachment A) submitted with their Bid submission. As with other required documentation, Bids that fail to provide a detailed listing of addenda received may be excluded from further consideration for this solicitation.

A revised due date of Contractor's Bid (if applicable) shall be stated in each addendum. If you have received this solicitation from a source other than the GoTriangle, it is the Contractor's responsibility to ensure that all addenda have been received.

3.4 QUESTIONS

Any questions and approved equal requests regarding this RFP should be directed to William Bryant, Procurement Manager. All questions must be submitted in writing before 5:00 p.m. EDST on April 04, 2025, Questions will be emailed only to: William Bryant at wbryant@gotriangle.org. Responses to questions will be posted on the GoTriangle website (<https://gotransitnc.org/procurement-opportunities>) by 5:00 p.m. EDST on April 08, 2025. All Contractors that have requested previously RFP documents from the GoTriangle website will be notified of responses via e-mail.

3.5 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

Information relating to examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons, not initially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the processing of bids or award decisions may result in the rejection of the bidder's bid.

A substantially responsive bid is one that conforms to all the terms and conditions and specifications of the bidding document without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of the work and which limits in any substantial way. Inconsistent with the bidding documents, GoTriangle's rights or the bidder's obligations under the contract, or whose Rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

If a bid is not substantially responsive, it will be rejected by GoTriangle and may not subsequently be made responsive by correction or withdrawal and the non-conforming deviations or reservations.

SECTION 4. AWARD CRITERIA

4.1 SELECTION

Bids will first be reviewed for responsiveness and inclusion of the components specified in **Section 3** for this RFP document. The absence of any required information may result in exclusion from further analysis.

GoTriangle will make the award to the responsive responsible Contractor whose Bid is most advantageous to the GoTriangle.

GoTriangle may waive any irregularities in any Bid that does not prejudice other Contractors. GoTriangle further reserves the right to negotiate when bids exceed budget amount.

4.2 SELECTION PROCESS PROTEST PROCEDURES

Protests made with respect to this RFP shall be submitted to the Acting President & Chief Executive Officer not later than five (5) business days after the recommendation of award has been announced. The Acting President & CEO shall provide a written response within but not later than five (5) business days after receiving such protest. GoTriangle's written response and disposition of protest findings shall be deemed final. GoTriangle's Acting President & CEO shall report all such protests to the Board of Trustees prior to a Contract award.

Any and all protests filed with GoTriangle General Manager shall be submitted in writing and:

- a) Include the name and address of the protester.
- b) Identify the procurement by solicitation number and then the current deadline date for receipt of Bids.
- c) Contain a statement of the legal and factual grounds for the protest and any supporting documentation. The grounds for the protest must be fully supported.
- d) Indicate the ruling or relief that protester desires from GoTriangle.

Violations of federal law or regulations will be handled by the complaint process stated within that law or regulation. Violations of state or local law or regulations will be under the jurisdiction of state or local authorities.

Date	Anticipated Activity
March 24, 2025	RFP distributed and posted to GoTriangle website
April 4, 2025 5:00 pm EDST	Inquires must be received in writing by (e-mail) to William Bryant at wbryant@gotriangle.org
N/A	Pre-Proposal Meeting via MS Teams
April 08, 2025 500 pm EDST	Responses to all questions received will be posted on the GoTriangle web site. All Contractors that have requested previously IFB documents from the GoTriangle web site will be notified of responses via e-mail.
April 18, 2025 3:00 pm EDST	Bids due at the GoTriangle Administrative Offices
TBD	Bids Evaluated
TBD	Issue Notice of Intent to Award
TBD	Go Triangle Operations and Finance (O&F) Committee Meeting
TBD	Go Triangle Board Approval

Note: GoTriangle has the right to deviate from this schedule as it deems necessary.

4.3 ACCEPTANCE OR REJECTION OF BIDS

Failure to respond to any of the requirements outlined in either the Request for Proposal (RFP) or a failure to enclose or submit any of the required documents may disqualify the Contractor's submission.

GoTriangle has the sole right to select the successful Contractor for award; to reject any and all Proposals and to re-solicit for new RFPs.

RFPs shall be submitted to GoTriangle on the most favorable of terms possible from the standpoint of cost, quality, delivery date and technical capability. No Contractor shall have any cause of action against GoTriangle arising out of the methods by which RFPs are assessed. The selection of the successful Contractor shall be at the sole discretion of GoTriangle.

Submission of a Bid indicates acceptance by the Contractor of the conditions contained in this RFP unless clearly and specifically noted in the Bid submitted and confirmed in the Contract between GoTriangle and the selected Contractor.

SECTION 5. GENERAL BID CONDITIONS

5.1 NOTICE OF FORMAL SOLICITATION

Notwithstanding any other provision of this RFP, all Contractors are hereby specifically advised that this RFP is a form solicitation for proposals only, and is not intended and it not to be construed as an offer to enter into an agreement or engage into any formal competitive bidding or negotiation pursuant to any statute, ordinance, rule or regulation.

5.2 METHOD OF RESPONSE

Responses to this RFP shall be made according to the scope of work and instructions contained herein. Failure to adhere to instructions may be cause for rejection of any Proposal.

5.3 ACCEPTANCE OF TERMS AND CONDITIONS

Contractors understand and agree that submission of a Proposal will constitute acknowledgment and acceptance of, and a willingness to comply with, all the terms, conditions, and criteria contained in this RFP, except as otherwise specified in the Proposal. Any and all parts of the submitted Proposal may become part of any subsequent Agreement between the selected Contractor and GoTriangle.

5.4 FALSE, INCOMPLETE OR UNRESPONSIVE STATEMENTS

False, incomplete, or unresponsive statements in connection with a Bid may be sufficient cause for rejection of the Proposal. The evaluation and determination of the fulfillment of the above requirement will be GoTriangle's responsibility and its judgment shall be final.

5.5 CLEAR AND CONCISE SUBMISSION

Bids shall provide a straightforward, concise delineation of the Contractor's capability to satisfy the requirements of the RFP. Each Bid shall be submitted in the requested format and provide all required information. **Each Bid shall be signed in ink by a duly authorized officer of the company.**

5.6 PRIME CONTRACTOR RESPONSIBILITIES

The selected Contractor will be required to assume responsibility for all requested deliverables as indicated in Section 2 regardless of who produces them. Further, GoTriangle will consider the selected Prime Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. Contractor and/or subcontractor shall give a copy of their State of North Carolina Contractor License and permits from governmental agencies as required upon notification of award.

The Prime Contractor agrees to pay each Subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the Prime Contractor receives from GoTriangle. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of GoTriangle. The clause applies to both DBE and non-DBE subcontracts.

Retainage:

The Prime Contractor agrees to return retainage payments to each subcontractor within 30 days after the Subcontractors work is satisfactory completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of GoTriangle. This clause applies to both DBE and non-DBE subcontracts

SECTION 6. ATTACHMENTS

PLEASE REFER TO THE FOLLOWING ATTACHMENTS:

Attachment A –Vendor Information Form

Attachment B – E-Verify Form

Attachment C – Iran Divestment Act Certificate

Attachment D – Companies Boycotting Israel Divestment Act Certification Form

Attachment E – Certificate Regarding Conflict of Interest

Attachment F – Non-Collusion

Attachment G – Checklist

Attachment-A

SUBMITTAL FORM PROPOSER INFORMATION AND SIGNATURE

Firm's Legal Name/Address: _____ Date Prepared: _____

Date Firm Established: _____

Principal to Contact/Title: _____

Business Telephone: _____

Business Email: _____

Is this address the: Main Office Regional Office Branch Office Other _____

Former Firm Name(s), if any. Year Established Name/Address/Telephone of Parent Company, if any

Corporate Structure:

Sole Proprietorship Corporation Joint Venture
 Parent Company Partnership Other (specify):_

Other offices of the firm:

City/State Telephone No. No. of personnel Identify home office with *

1. State of Incorporation: _____
2. State of North Carolina Registration#: _____
3. Federal Tax Identification#: _____
4. Acknowledge Addendum(a) by specifying Addendum(a) in spaces provided: _____

Certification

The undersigned prime proposer certifies that, to the best of his/her knowledge, the information presented in this Request for Proposals is a statement of facts and that the firm has the financial capability to perform the work being applied for. The undersigned prime proposer further certifies that it knows of no personal and/or organizational conflict of interest prohibited under federal, state, and local law.

I certify (or declare) under penalty of perjury under the laws of the State of North Carolina that the foregoing is true and correct.

Name: _____

Signature: _____

Title: _____

Date: _____

Place: _____

(City and State)

END OF FORM

Attachment B



E-Verify Form _____

**GOTRIANGLE
E-VERIFY EMPLOYER COMPLIANCE STATEMENT**

E-Verify for Public Contracts: HB 786 (S.L. 2013-418)

The legislation referenced prohibits governmental units from awarding to or entering into contracts unless the contractor and the contractor's subcontractors comply with the E-Verify requirements of Article 2 of Chapter 64 of the NC General Statutes.

Contractor, hereafter Employer, understands that E-Verify is a federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. Employer is defined as: Any person, business entity, or other organization that transacts business in

this State and that employs 25 or more employees in this State. This term does not include State agencies, counties, municipalities, or other governmental bodies.

Employer understands that Employers, as Defined Herein, Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).

Therefore, all employers must be in compliance with the E-Verify requirements to enter into contracts with Triangle Transit.

Below check the type of employer and complete the information.

A) **Employer with less than 25 employees**, not required to use E-Verify: _____

Company Name: _____

Name and title of Authorized Signer(s): _____

Date: _____

OR:

B) **Employer with 25 or more employees** required by NC S.L.213-418 to use E-Verify:

Yes, we comply:

Company Name: _____

Name and title of Authorized Signer(s): _____

Date: _____

Attachment C

RFP Number (if applicable): _____

Name of Vendor or Bidder: _____

**IRANDIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S. 143C-6A-5(a)**

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

Attachment - D

Companies Boycotting Israel Divestment Act Certification Form

RFP/RFQ Number (if applicable): _____

Name of Contracting Party or Bidder: _____

COMPANIES BOYCOTTING ISRAEL DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S. §147-86.81 *et seq.* *

Pursuant to N.C.G.S. §147-86.81, any person identified as engaging in a boycott of Israel, as defined by this Act. In addition, State agencies must divest from investments in such restricted companies, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.81, is ineligible to contract with the State of North Carolina or any political subdivision of the State.

As of the date listed below, the supplier or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. §147-86.81.

The undersigned hereby certifies that he or she is authorized by the contracting party or bidder listed above to make the foregoing statement.

Signature _____ Date _____

Printed Name _____ Title _____

N.C.G.S. §147-86.81 requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. § 147-86.81(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Divestment-Acts-Resources.aspx> and will be updated every 180 days.

* Note: Enacted by Session Law 2017-193 as N.C.G.S. §147-86.81 *et seq.*

Attachment E



CERTIFICATION REGARDING CONFLICT OF INTEREST

The Submitter is required to certify that performance of the work will not create any conflicts of interest or disclose any actual or potential conflicts of interest by completing and signing one of the following statements:

The Submitter hereby certifies that to the best of its knowledge and belief, and in accordance with GoTriangle’s “Procedures and Guidelines for Preventing Organizational Conflicts of Interest and RFP Section 2 performance of the services described in the Scope of Work will not create any conflicts of interest for the Submitter, any affiliates, any proposed subconsultants, and key personnel of any of these organizations.

DATE: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

SUBMITTER/COMPANY NAME: _____

OR

The Submitter hereby discloses the following circumstances that could give rise to a conflict of interest for the Submitter, any affiliates, any proposed subconsultants, and key personnel of any of these organizations. (Attach additional sheets as needed.)

Name of the Individual/Company to which potential conflict of interest might apply:

Nature of potential conflict of interest:

Proposed Remedy:

DATE: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

SUBMITTER/COMPANY NAME: _____

Attachment F

PROPOSER STATEMENT OF NON-COLLUSION

BY SUBMISSION OF THIS PROPOSAL, PROPOSER AND EACH PERSON SIGNING ON BEHALF OF PROPOSER CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

- (1) The prices of this proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other Proposer or competitor, for the purposes of restricting competition or as to any matter relating to price.
- (2) Unless otherwise required by law, the prices quoted in this proposal have not been knowingly disclosed by Proposer and will not be disclosed by Proposer directly or indirectly to any other Proposer or competitor before proposals are opened.
- (3) No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a bid on any portion of the Project work.

IF, FOR ANY REASON, PROPOSER CANNOT CERTIFY AS SET FORTH ABOVE, PROPOSER SHALL SO STATE AND SET FORTH THE REASONS IN DETAIL BELOW:

Subscribed to under penalty of perjury under the laws of the State of North Carolina, this _____ day of _____, 20__ as the act and deed of said corporation or partnership.

Name (print):
Title:
Company:

ATTACHMENT- G

RESPONSE CHECKLIST

Table of Contents

1.0 Vendor Response Checklist	2
2.0 Vendor Attachments.....	3

1.0 Proposer Response Checklist

ALL FORMS AND REQUIRED INFORMATION BELOW MUST BE **COMPLETED AND INCLUDED** WHEN YOU SUBMIT YOUR PROPOSAL PACKAGE:

Table 1 Vendor Response Checklist

Item #	Proposal Response Item	Completed and Provided as Instructed	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
1	A. Cover Sheet	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	B. Table of Contents	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	C. Concise Letter of Interest	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	D. Statement of Judgments	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	E. Understanding of Scope of Work	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	F. Qualifications and Experience	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	G. Previous Experience of Similar Scope of Work	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8	H. References from Previous Clients	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9	I. Attachments	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2.0 Proposer Attachments

The Proposer must complete the following table identifying all the other documents that are being attached as part of the RFP response.

Table 2 Vendor Attachment Checklist

Item #	Attachment Name	Attachment Provided?	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
1	A. Proposal Submittal Form	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	B. E-Verify Form	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	C. Iran Divestment Act Form	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	D. Companies Boycotting Israel Divestment Act Form	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	E. Certificate Regarding Conflict of Interest	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	F. Non-Collusion Form	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	G. Responsive Checklist	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>