



DWSRF Special Conditions Package (DWSRF SCP)



DBE (Disadvantaged Business Enterprise) Special Conditions Package for North Carolina Water Supply Projects that are funded by the Federal Drinking Water State Revolving Fund (DWSRF) Loan Program

Revised 25 August 2008

**The Owner must complete Items 1 through 3 below before including
this DWSRF Special Conditions Package in the bid documents.**

1. Project Owner: _____

2. Project and Contract Name/Number: _____

3. Project DEH Number(s): _____

DWSRF Special Conditions Package

The attached instructions and forms make up the DWSRF Special Conditions Package.

This Special Conditions Package helps Owners of and Contractors on DWSRF-Funded water infrastructure projects to document compliance with applicable Federal Statutes, Executive Orders, Rules and Policies regarding outreach to disadvantaged business enterprises (DBEs).

The Owner shall **include both this DWSRF Special Conditions Package and the appropriate State Special Conditions Package** in the technical specifications (or equivalently, in the bid documents) **for each project funded by the Federal Drinking Water State Revolving Fund (DWSRF) Loan Program.**

This Special Conditions Package shall supersede any conflicting provisions of this contract, including any conflicting provisions of the State Special Conditions Package.

Contents

This DWSRF Special Conditions Package includes the following sections:

- I. Instructions
 - a) General Instructions
 - b) Instructions for Owner
 - c) Instructions for Contractor
- II. Federal Attachments
 - a) Federal Special Provisions (Attachment No. 1)
 - b) Minority Business Enterprise Requirements for Federal DWSRF Loan Projects (Attachment No. 2) – including the "**six good faith efforts,**" and definitions
 - c) Bonds and Insurance (Attachment No. 3)
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 - e) Executive Order 11246 §202 Requirements (Attachment No. 5) - DELETED per 30 May 2008 Email

III. Forms

- a) Forms to be completed by both Owner and Prime Contractors:
 - A. *Resources Used to Identify DBE Contractors* (PWS001)
 - B. Instructions for PWS001
 - C. *Record of DBE Solicitation* (PWS003)
 - D. Instructions for PWS003

- b) Forms to be completed only by Contractors (including subcontractors, as applicable):
 - A. *DBE Subcontractor Utilization Form* (Form EPA 6100-4)
 - B. *Contractor's Subagreement Certification* (PWS005)
 - C. *Certification Regarding Debarment, Suspension and other Responsibility Matters* (PWS008), and
 - D. *Construction and Outlay Schedules* (PWS009)
 - E. *DBE Subcontractor Participation Form* (Form EPA 6100-2)
 - F. *DBE Subcontractor Performance Form* (Form EPA 6100-3)

IV. Checklists

- a) DWSRF SCP Checklist for Contractors & Subs (includes Subcontracting Scheme Table)
- b) DWSRF SCP Checklist for Owners

INSTRUCTIONS - General

1. Refer to Title VI of the Civil Rights Act of 1964, Pub. L. 88-352 as outlined in the EPA: Drinking Water State Revolving Funds Interim Final Rule, 40 CFR 9 and 35, August 2000, for more information.
2. Owners and all bidders are to read and thoroughly understand this DWSRF Special Conditions Package. Owners and bidders are responsible for fulfilling all the requirements herein.
3. Both the Owner and the Prime Contractor shall undertake the six good faith efforts (see Attachment No. 2) to utilize small and minority and women's business enterprises.
4. Both the Owner and the Prime Contractor who subcontracts shall complete the "*Resources Used to Identify DBE Contractors*" form (Form PWS001) showing the resources used to develop a solicitation list, and shall document the use of these resources.
5. Both the Owner and the Prime Contractor who subcontracts shall directly solicit firms identified in the solicitation list, shall provide documentation of each solicitation, and shall complete the "*Record of DBE Solicitation*" form (Form PWS003) showing the results of any direct solicitation.

INSTRUCTIONS – Owner

1. **The Owner shall not award contract without the written consent of Public Water Supply.**
2. In accordance with G.S. 143-128.2, **in addition to** all requirements listed in this DWSRF Special Conditions Package, the Owner shall follow each requirement listed in the **Owner's Compliance Package**, particularly the following:

In accordance with G.S. 143-128.2 (b) and (e), the Owner shall make ALL the good faith efforts described under "Owner's Good Faith Efforts - STATE" in the State Special Conditions Package.
3. The Owner shall complete Items 1 through 3 on the cover sheet of this DWSRF Special Conditions Package. Bidders will use this information to submit responsible and responsive bids. Instructions for completing these items appear below:
 1. "**Project Owner**" - List the name of the Owner of the project. If the Project Owner is not the same as the "applicant" that originally sought Public Water Supply (PWS) funding, please add the "applicant" name in parentheses
Example: *City of Metropolis (Smallville)*
 2. "**Project and Contract Name/Number**" – Assign a name to the overall project (the project for which the Owner originally sought PWS funding).

Assign a name or other identifier (e.g., "Contract C") to the portion of the overall project covered by the contract currently being bid.

Example: *Metropolis to Smallville Interconnect (Contract C, Booster Pump Station)*

3. **"Project DEH Number(s)"** – List **all** DEH numbers (pertaining to any part of the overall project – not just the contract currently being bid) of funding applications for which the Owner has sought PWS funding.
Example: *DEH-0629, DEH-0915, -0915A, -0915B*
 4. In accordance with G.S. 143-128.2(a), the Owner shall have a resolution establishing a "verifiable percentage goal." The Owner shall certify that the resolution applies to this project (this certification is generally included in the application for financial assistance).
 5. In accordance with G.S. 143-128.2 (e)(1), the Owner shall have a minority business participation outreach plan.
 6. The Owner shall **include both this DWSRF Special Conditions Package and the State Special Conditions Package** in the construction specifications **for each project funded by the DWSRF Loan Program**.
 7. The Owner shall undertake the six good faith efforts listed in 40 CFR 30.301 (see Attachment No. 2) to utilize small and minority and women's business enterprises.
 8. In addition to the usual advertisement in compliance with G.S. 143-129, the Owner shall use the following three resources to develop a solicitation list and/or advertise the opportunity for Prime Contractors:
 - Vendorlink – a state-operated website,
 - Department of Commerce's MBDA Phoenix Database, and
 - The Small Business Association (SBA).
- For additional information, including detailed instructions on the use of each resource, please see the instructions for "*Resources Used to Identify DBE Contractors*" form (Form PWS001).
9. The Owner shall complete the "*Resources Used to Identify DBE Contractors*" form (Form PWS001) showing the use of the three resources listed above to search for qualified DBE Prime Contractors to solicit or otherwise notify of the project. The Owner shall provide backup documentation as described in the instructions for "*Resources Used to Identify DBE Contractors*" form (Form PWS001).
 10. The Owner shall solicit at least three DBE Prime Contractors for each contract type. If the Owner's search of three resources identifies fewer than three DBE firms in a subcontract discipline, then the Owner shall solicit all identified DBE firms in that subcontract discipline.

11. The Owner shall complete the "*Record of DBE Solicitation*" form (Form PWS003) showing the results of solicitations for qualified DBE Prime Contractors:
 - a) The Owner shall document each solicitation. See the Instructions for Form PWS003 for information on acceptable documentation.
 - b) PWS strongly recommends that the Owner follow up each solicitation with at least one logged phone call. PWS suggests logging the phone call as a note on the documentation of solicitation (e.g., putting a note on the FAX confirmation sheet: "Called at 10:00 on 13th April, left message").
12. Within 14 days following bid opening, the Owner shall forward to the appropriate Public Water Supply Loans and Grants project review engineer, all the Owner's and Contractor's DBE documentation, including all those items described in the checklists. Note that the Owner is not a passive conduit for the proposed Contractor's DBE documentation. The Owner "shall require contractors to make good faith efforts". [G.S. 143-128.2(b)] **By submitting the proposed Contractor's DBE documentation to PWS for review, the Owner finds the proposed Contractor's documentation of good faith efforts adequate.**

Recall that the Owner shall also meet the requirements of the Owner's Compliance Package (State) and the State Special Conditions Package.

INSTRUCTIONS – Contractors (including subcontractors where noted)

1. In accordance with G.S. 143-128.2, in addition to all requirements listed in this DWSRF Special conditions Package, the Prime Contractor shall also follow each requirement listed in the State Special Conditions Package, particularly the following:

In accordance with G.S. 143-128.2(c), each bidder shall complete and submit the "Identification of Minority Business Participation" form, and Affidavits A and/or B (as applicable) with the bid. The proposed low bidder shall submit to the Owner Affidavits C and/or D (as applicable) within a time-frame to be established in the bid specifications (72 hours of being notified of being the low bidder, if not otherwise specified). [G.S. 143-128.2(c)(1)]
2. When awarded the contract, the Prime Contractor will complete and forward to the Owner the "*Construction and Outlay Schedules*" form (PWS009). The PWS009 enables the Owner to forecast the project's cash flow.
3. First tier subcontractors shall submit the following two forms to the Prime Contractor and have no other documentation requirements.
 - a) *Contractor's Subagreement Certification* (Form PWS005), and
 - b) *Certification Regarding Debarment, Suspension and Other Responsibility Matters* (Form PWS008).

The first step in documenting DBE compliance is to determine if the Contractor will further subcontract.

4. Any Contractor who chooses not to further subcontract shall provide the following two forms to the Owner, in duplicate, within 10 days of being informed of being the apparent low bidder:
 - a) *Contractor's Subagreement Certification* (Form PWS005) stating that the contractor will not subcontract, and
 - b) *Certification Regarding Debarment, Suspension and Other Responsibility Matters* (Form PWS008).

A Prime Contractor who chooses not to further subcontract needs only to submit the above forms and can ignore the remaining instructions.

The remaining steps apply only to Prime Contractors who further subcontract.

5. Any Prime Contractor who subcontracts shall make the six good faith efforts (see Attachment No. 2) to utilize small and minority and women's business enterprises.
6. Any Prime Contractor who subcontracts shall complete the forms listed above:
 - a) *Contractor's Subagreement Certification* (Form PWS005), and
 - b) *Certification Regarding Debarment, Suspension and Other Responsibility Matters* (Form PWS008).
7. A Prime Contractor who subcontracts shall list in the *DBE Subcontractor Utilization Form* (Form EPA 6100-4) each subcontract discipline (general type of work) that the Prime Contractor expects to further subcontract.

8. A Prime Contractor who subcontract shall use the following three resources to develop a solicitation list and/or advertise the opportunity for subcontracting:
 - Vendor-link – a state-operated website,
 - Department of Commerce's MBDA Phoenix Database, and
 - The Small Business Association (SBA).

For additional information, including detailed instructions on the use of each resource, please see the instructions for "*Resources Used to Identify DBE Contractors*" form (Form PWS001).

9. Any Prime Contractor who subcontracts shall complete the "*Resources Used to Identify DBE Contractors*" form (Form PWS001) showing the use of the three above-listed resources to search for qualified DBE subcontractors to solicit or otherwise notify of the project. The Contractor shall provide documentation as described in the instructions for "*Resources Used to Identify DBE Contractors*" form (Form PWS001).
10. A Prime Contractor who subcontracts shall solicit at least three DBE subcontractors in each subcontract discipline (general type of work) that the Prime Contractor

expects to subcontract (for example, at least the disciplines listed in the Form EPA 6100-4). If using three resources identifies fewer than three qualified DBE firms, then the Contractor shall solicit all qualified DBE firms identified.

11. Any Prime Contractor who subcontracts shall complete the "*Record of DBE Solicitation*" form (Form PWS003) showing the results of the solicitations for qualified DBE subcontractors.
 - a) The Contractor shall document each solicitation.
 - b) PWS strongly recommends that the Contractor follow up each solicitation with at least one logged phone call. PWS suggests logging the phone call as a note on the documentation of solicitation (e.g., putting a note on the FAX confirmation sheet: "Called at 10:00 on 13th April, left message").
12. A Prime Contractor who subcontracts shall provide the following to the Owner, in duplicate, within 10 days of being informed of being the low bidder:
 - a) Forms PWS005 and PWS008 completed by first tier subcontractors (as applicable),
 - b) *DBE Subcontractor Utilization Form* (Form EPA 6100-4),
 - c) *Resources Used to Identify DBE Contractors* (Form PWS001) and the backup documentation listed in the instructions for Form PWS001 showing the resources used to develop a solicitation list,
 - d) *Record of DBE Solicitation Form* (Form PWS003) and the backup documentation listed in the instructions for Form PWS003 showing the results of any direct solicitation,
 - e) *Contractor's Subagreement Certification* (Form PWS005),
 - f) *Certification Regarding Debarment, Suspension and Other Responsibility Matters* (Form PWS008),
 - g) DBE, MBE, and/or WBE certification for each proposed DBE, MBE, and/or WBE subcontractor. Registration in VendorLink as a HUB is sufficient. For more, see the definition of "DBE Certification."

FEDERAL SPECIAL PROVISIONS

- (a) The Capacity Development Program requirements codified in 15A NCAC 18C Section .0300 and .1304 apply. For additional information, please contact Public Water Supply at 919-715-2321 or visit <http://www.deh.enr.state.nc.us/pws/index.htm>
- (b) Under 40 CFR 33.302, the Prime Contractor shall pay subcontractors within 30 days of being paid by the Owner.
- (c) The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.
- (d) The Prime Contractor shall notify the Owner prior to terminating any DBE subcontractor
- (e) Under 40 CFR 33.302(c), if a DBE subcontractor fails to complete work under the subcontract for any reason, the Prime Contractor shall employ the six good faith efforts listed in Attachment No. 2 if soliciting a replacement subcontractor.

These special provisions shall supersede any conflicting provisions of this contract, including any conflicting provisions of the State Special Conditions Package.

**MINORITY BUSINESS ENTERPRISE REQUIREMENTS FOR
FEDERAL DWSRF LOAN PROJECTS**

Under 40 CFR 30.301, an Owner or Contractor, **including one exempted from applying the fair share objective requirements by § 33.411**, is required to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, **even if it has achieved its fair share objectives** (i.e., met the numerical goal). If the recipient has a law, ordinance, or executive order that establishes a goal for minority and/or women's businesses, the recipient may use that goal as the "fair share" objective for the project.¹

The "Six good Faith Efforts are as follows:

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process. *(i.e., provide alternative bidding scenarios)*
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually
- (e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

¹ Most public sector Owners in North Carolina will have a local ordinance pursuant to G.S. 143-128.2(a), which requires every local unit of government to establish a "verifiable percentage goal."

DEFINITIONS

Bidder is any party that submits a bid.

Contractor, Prime Contractor, Proposed Contractor – This DWSRF Special Conditions Package uses the terms Contractor, Prime Contractor, and "Proposed Contractor" interchangeably. After the bids are opened, the apparent low, responsible, responsive bidder is called the "Proposed Contractor" or "Contractor."

DBE and DBE Certification – Effectively, the class of DBEs (Disadvantaged Business Enterprises) is made up of WBEs (Woman Owned Business Enterprises) and MBEs (Minority Owned Business Enterprises). MBE and WBE are further defined in 40 CFR 33 Subpart B.

Under 40 CFR 33.204(e), a firm that holds a DBE, MBE or WBE certification from any state, local or tribal unit of government qualifies as a DBE. The following qualify as a DBE:

- a firm with a **HUB verified** status of **M**, **W** or **D** in VendorLink,
- a firm that provides a current DBE, MBE or WBE certification by any unit of government, or
- a firm listed as a DBE, MBE or WBE on a government's DBE, MBE, or WBE list.

A firm with a HUB status of "No" in VendorLink is not a DBE unless it has a DBE certification by another unit of government.

A small business that lacks certification as an MBE, WBE or DBE is not a DBE and does not count toward the three solicitation requirement.

Under 40 CFR 33.202, USEPA tracks DBE participation only for firms owned by citizens of the United States of America. Therefore, EPA Form 6100-4 *DBE Subcontractor Utilization Form* requires Prime Contractors to show the citizenship status of subcontractors.

Effective 25 May 2008, a WBE can no longer self certify.

First Tier – A first tier subcontractor is a subcontractor who contracts directly with the Prime Contractor rather than through an intermediate level subcontractor.

BONDS AND INSURANCE

- A. Bonding requirements for Contracts in excess of \$50,000 are as follows:
1. Bid guarantee equivalent to five percent of the bid price. The bid guarantee shall consist of a firm commitment such as cash, cashiers check, certified check or bid bond submitted with the bid.
- B. Bonding requirements for all contracts in excess of \$15,000 when the project involves two or more contracts whose sum exceeds \$50,000 includes both of the following:
1. Performance bond equal to 100 percent of the contract price and shall be valid for one year beyond date of acceptance of the completed project, and
 2. Payment bond equal to 100 percent of the contract price.

Bonds must be obtained from companies holding Certificates of Authority as acceptable sureties, issued by the U. S. Treasury.

Insurance requirements are contained in the General Conditions. In addition to this insurance, the Owner and the Contractor must acquire any flood insurance made available by the Federal Emergency Management Agency as required by 40 CFR 30.600 (b), if construction will take place in a flood hazard area identified by the Federal Emergency Management Agency.

OUTLAY MANAGEMENT

The Contractor must provide a contract progress schedule of percentage of work in place and costs against time and a schedule of projected payments (cumulative) for construction and for the architectural/engineering contract when the contract is awarded. The Contractor shall complete and submit the "*Construction and Outlay Schedules*" form (Form PWS009), to the Owner (recipient) for forwarding to the State when the contract is awarded, and whenever actual payments on a project vary beyond -5 percent and +10 percent from the schedule, as determined by the recipient.

Contractor will be required to review each of the above contract schedules during the month of June and to submit revised schedules, as necessary, no later than July 1st of each year.

To ensure timely achievement of the loan objectives the Owner (recipient) must provide the North Carolina Department of Environment and Natural Resources (NCDENR), Public Water Supply (PWS) Section with a loan activities schedule, contract construction schedules and corresponding payment outlay schedules for the loan and each contract under the loan. One copy of the "*Project Cash Flow Projection*" form (CFP-1) will be submitted for the loan schedule with the loan acceptance. A separate form will accompany each contract at the time of contract award.

- a. The loan activities schedule shall depict the period from loan award through loan close out and cover all major milestone dates. The loan activities schedule shall include Schedule I information items as well as other appropriate items necessary to monitor the loan. Schedule II shall be filled out to estimate the cumulative (all construction and architectural/engineering contracts) payment schedule to be requested by the recipient from the NCDENR, PWS during the award/ review period, and whenever actual outlays vary beyond -5% and +10% from the schedule.
- b. Individual Contractor's construction schedules for each contract will be submitted to support the loan activity schedule. The Schedule I shall be submitted prior to the date of bid advertisement of each contract. Schedule II along with the Contractor's construction schedule shall be submitted seven (7) calendar days prior to the date of the pre-construction conference. The Contractor's construction schedule shall depict the Contractor's plan for completing all contract requirements and show work placement in dollars versus contract time. Schedule II shall depict the contract payment outlay by month or quarter. The contract schedule will be coordinated with all parties at the pre-construction conference.
- c. The loan activities schedule and the Contractor construction schedules will be the basis for monitoring progress towards completion of the project. The schedules shall be maintained at the construction site available for inspection and updated at least monthly. The schedules shall be revised to incorporate approved change orders as they occur.
- d. The Owner shall submit all of the schedules to the NCDENR, PWS Section.

DBE Forms



Resources Used to Identify DBE Contractors



PUBLIC WATER SUPPLY

Owner	
Project and Contract Name / Number	
Project DEH No.:	
Name of Contractor	

Check which one applies:

- Certification by Owner:** The Owner does hereby certify that it has made good faith efforts to meet the goals established by resolution and in the DWSRF Special Conditions Package, and that the contracts meet the requirements of the Owner's minority business participation outreach plan. **OR**
- Certification by the Prime Contractor:** The Prime Contractor does hereby certify that it has made good faith efforts to meet the goals established in the DWSRF Special Conditions Package.

 Print name of authorized representative

 Signature of authorized representative / Date

Both the Owner and a Prime Contractor who subcontracts must use the following three resource to <u>advertise</u> the opportunity to bid, or to <u>identify</u> qualified DBEs to directly solicit	Date(s) resource utilized
VendorLink (http://www.ips.state.nc.us/ips/Vendor/srchven.asp)	
MBDA Phoenix Database (1-800-877-MBEC)	
At least one of the following: <input type="checkbox"/> <u>Advertising Option</u> SBA's SUB-Net (http://web.sba.gov/subnet/), or <input type="checkbox"/> <u>Search Option</u> DoD's Central Contracting Registration: http://www.ccr.gov/ or http://dsbs.sba.gov/dsbs/dsp_dsbs.cfm	
Continue to list any other resource used to <u>advertise</u> the opportunity to bid, or to <u>identify</u> qualified DBEs to directly solicit	Date(s) resources utilized

Instructions for "Resources Used to Identify DBE Contractors" Form PWS001"

This form provides information on the resources used to identify qualified DBE firms to directly solicit to participate in the project, and on resources (aimed at a DBE audience) used to advertise the opportunities to bid.

1. Public Water Supply Section (PWS) requires both the Owner and each proposed Prime Contractor who subcontracts to complete and submit this form. The Prime Contractor shall provide its forms to the Owner within 10 days of bid opening. The Owner shall submit forms to PWS within 14 days of bid opening.
2. If no resources were used, return the form marked "**Not Applicable**," and explain (for example write, "will not subcontract").
3. Add pages if needed.
4. The Owner and each Prime Contractor who subcontracts shall use and document the following three (3) resources to identify qualified DBE firms to directly solicit:

- **VendorLink** – The Owner shall search this website for each contract type that the Owner expects to put to bid. Each Prime Contractor who subcontracts shall search this website for each subcontract discipline that the Contractor considers subcontracting {for example, at least every subcontract discipline the Contractor lists on a *DBE Subcontractor Utilization Form* (Form EPA 6100-4)}. Vendorlink is located at the following website:

<http://www.ips.state.nc.us/ips/Vendor/srchven.asp>, under

<http://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>.

Only firms with "HUB verification = yes" status as MBEs and/or WBEs count as DBEs. Firms classified as Small Businesses without HUB verification as MBE or WBE do not count as DBEs.

A firm with a HUB status of "No" in VendorLink does not count as a DBE unless it has a DBE certification by another unit of government.

- **Department of Commerce's MBDA Phoenix Database** – The Owner and each Prime Contractor who subcontracts shall advertise the opportunity to (sub)contract by contacting Dan Stafford at one of the following:

<ul style="list-style-type: none"> • by email at dstafford@ncimed.com • by phone at one of the following: 919-287-3198 - local, 919-956-8889 - local, or 877-500-MBEC (6232) - toll free, • by FAX at 919-688-8478, or 	<ul style="list-style-type: none"> • by regular mail at Dan Stafford NC Minority Business Enterprise Center 114 W. Parrish Street, 5th Floor Durham, North Carolina 27701
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- **The Small Business Association (SBA)** – The Owner and each Prime Contractor who subcontracts shall **either:** 1) Advertising Option – use the SBA to advertise the opportunity to bid, **or** 2) Search Option – search SBA to identify qualified DBE firms to directly solicit.
 - To advertise opportunities for (sub)contracting, click on the "post solicitation" button at SBA's SUB-Net website: <http://web.sba.gov/subnet/>.
 - The search functionality of Pro-Net <http://pro-net.sba.gov/> has been absorbed by the Dynamic Small Business Search of the DoD's Central Contracting Registration (CCR) {<http://www.ccr.gov/>}. You will find the familiar Pro-Net search at a new location:
http://dsbs.sba.gov/dsbs/dsp_dsbs.cfm
 - The Owner exercising the Search Option shall use this website to search for DBE firms qualified to perform each contract type that the Owner expects to put to bid.

- Each Prime Contractor who subcontracts and who exercises the Search Option shall use this website to search for each subcontract discipline that the Contractor considers subcontracting {for example, at least every subcontract discipline the Contractor lists on a *DBE Subcontractor Utilization Form* (Form EPA 6100-4)}.
 - Only firms with "DBE Certification" (see definitions) count as DBEs. Small businesses that are not disadvantaged do not count toward the three required solicitations.
5. PWS also encourages the Owner or Prime Contractor to use other resources identified on the PWS Loans and Grants DBE Resources Webpage:
<http://www.deh.enr.state.nc.us/pws/srf/DBE/DBE-Resources.htm>. Include documentation of resource utilization (e.g., printouts of web-based directories).

In particular, PWS encourages each Prime Contractor who subcontracts to use the NCDOT directory, which is especially productive.

6. "Use of a recognized resource" is defined as follows:
- For a resource that allows advertising an opportunity for (sub)contracting, "Use of a recognized resource" means documenting the posting of an advertisement meeting all the elements laid out below: [adapted from G.S. 143-128.2 (e)(3) a through e]
 - A description of the work for which the bid is being solicited.
 - The date, time, and location where bids are to be submitted.
 - The name of the individual within the contracting body who will be available to answer questions about the project.
 - Where bid documents may be reviewed.
 - Any special requirements that may exist.
 - For a resource that allows the user to search for firms doing different types of work, "Use of a recognized resource" means documenting the search for each subcontract discipline that the Contractor considers subcontracting {for example, at least every contract discipline the Contractor lists on a *DBE Subcontractor Utilization Form* (EPA Form 6100-4)}.
7. Each advertisement of an opportunity to (sub)contract posted to a recognized resource shall count as one solicitation in each subcontract discipline listed in the solicitation.
8. The Owner and each Prime Contractor who subcontracts shall provide documentation of the use of the resources as follows:
- **The Small Business Association (SBA)**
 - Provide the printout of the solicitation from the SBA's SUB-Net website, and/or
 - Owner - Provide the printouts of the search results of the DoD's CCR for each project type that the Owner expects to bid.
 - Prime Contractor - Provide the printouts of the search results of the DoD's CCR for each subcontract discipline that the Contractor considers subcontracting (for example, at least every subcontract discipline the Contractor lists on a DBE Subcontractor Utilization Form (EPA 6100-4) form).
 - **Department of Commerce's MBDA Phoenix Database**
 - Show the confirmation email from Dan Stafford or a copy of the solicitation posted on the MBDA website. The solicitation must mention each subcontract discipline that the Contractor considers subcontracting {for example, at least every contract discipline the Contractor lists on a *DBE Subcontractor Utilization Form* (EPA Form 6100-4)}.
 - **VendorLink -**
 - Owner - Provide the printouts of the search results of **VendorLink** for each contract type that the Owner expects to bid.
 - Prime Contractor - Provide the printouts of the search results of **VendorLink** for each subcontract discipline that the Contractor considers subcontracting {for example, at least every contract discipline the Contractor lists on a *DBE Subcontractor Utilization Form* (EPA Form 6100-4)}.

- **Other Resources** – Provide written documentation of the use of any other resources:
 - Show the affidavit of publication for any advertisement in a newspaper.
 - Show the search results for searches of other databases.
 - Print out the online advertisement for on-line postings.



Record of DBE Solicitation



Both the Owner and each Prime Contractor shall complete this form.

PUBLIC WATER SUPPLY

Project Owner: _____ DEH #: _____

Project and Contract Name / Number: _____

Total Contract Amount: \$ _____

(Sub)contract Discipline, Product or Service: _____

Contractor Name: _____

Firm: _____		Ownership? <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Complete this section only for (sub)contractors that will be used. (Sub)contract Amount: \$ _____ % of total Contract: _____ % Expected Start date: _____ Expected End date: _____
Address: _____		Responded? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone: _____		To be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Firm: _____		Ownership? <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Complete this section only for (sub)contractors that will be used. (Sub)contract Amount: \$ _____ % of total Contract: _____ % Expected Start date: _____ Expected End date: _____
Address: _____		Responded? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone: _____		To be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Firm: _____		Ownership? <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Complete this section only for (sub)contractors that will be used. (Sub)contract Amount: \$ _____ % of total Contract: _____ % Expected Start date: _____ Expected End date: _____
Address: _____		Responded? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone: _____		To be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Firm: _____		Ownership? <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Complete this section only for (sub)contractors that will be used. (Sub)contract Amount: \$ _____ % of total Contract: _____ % Expected Start date: _____ Expected End date: _____
Address: _____		Responded? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone: _____		To be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Print Name and **Title** of Authorized Person

Signature of Authorized Person

Date

Instructions for "Record of DBE Solicitations" Form PWS003

This form provides information about each DBE (sub)contractor notified of project.

1. Both the Owner and each proposed Prime Contractor who subcontracts shall complete this form. The Prime Contractor shall provide this form to the Owner within 10 days of bid opening. The Owner shall submit this form to Public Water Supply Section (PWS) within 14 days of bid opening.
2. Use a separate page for every subcontract discipline or type of contract for which you solicited bids. Add pages as needed. Sign each page
3. If no solicitations were made, return the form marked "Not Applicable," and explain (e.g., write "will not subcontract").
4. The Owner shall use three resources (identified on PWS001) to find qualified DBE firms to directly solicit to bid on the prime contract. The Owner shall directly solicit no less than three qualified DBEs to bid on the prime contract, unless the documented search of three resources identified fewer than three qualified DBE firms – in which case the Owner shall directly solicit all identified qualified DBE firms in that expected contract type.
5. See the definition of DBE.

A firm with a HUB status of "No" in VendorLink does not count as a DBE unless it has a DBE certification by another unit of government.

6. Each Prime Contractor shall use three resources (identified on PWS001) to find qualified DBE firms to directly solicit to bid in each expected subcontract discipline {for example, at least every contract discipline the Contractor lists on a *DBE Subcontractor Utilization Form* (EPA Form 6100-4)}. Each Prime Contractor shall directly solicit **no less than three qualified DBEs** to bid in each expected subcontract area, unless the documented search of three resources identifies fewer than three qualified DBE firms in an expected subcontract discipline – in which case the Prime Contractor shall directly solicit all identified qualified DBE firms in that expected subcontract discipline.

PWS strongly recommends that the Prime Contractor solicit at least four DBES in each subcontract discipline.

7. Each advertisement of an opportunity to (sub)contract posted to a recognized resource counts as one solicitation in each subcontract discipline listed in the solicitation.
8. Attach proof of each claimed solicitation. Such proof is generally a copy of the solicitation itself and can include the following:
 - FAX confirmation sheets – the preferred method,
 - copies of emails, or
 - certified letters (including return receipt).
9. PWS strongly encourages that the Owner or Prime Contractor follow up each solicitation with at least one logged phone call. PWS suggests logging the phone call as a note on the documentation of solicitation (e.g., putting a note on the FAX confirmation sheet: "Called at 10:00 on 13th April, left message").



EPA Form 6100-4 Subcontractor Utilization Form

Each Prime Contractor must complete this form.
Use additional sheets if necessary



Project Owner	DEH Number
Bid Proposal Number	Project Name
Name of Prime Bidder / Proposer	Email Address
Address of Prime Bidder / Proposer	
Telephone Number	FAX Number
Page _____ of _____	

The following subcontractors¹ will be used on this project:

Subcontract Discipline, product or service	Subcontractor Address	Subcontractor Phone	<input type="checkbox"/> Certified MBE? <input type="checkbox"/> Certified WBE? <input type="checkbox"/> US Citizen?
Name of Subcontractor, if known	Subcontractor Email	Estimated Dollar Amount	
Subcontract Discipline, product or service	Subcontractor Address	Subcontractor Phone	<input type="checkbox"/> Certified MBE? <input type="checkbox"/> Certified WBE? <input type="checkbox"/> US Citizen?
Name of Subcontractor, if known	Subcontractor Email	Estimated Dollar Amount	
Subcontract Discipline, product or service	Subcontractor Address	Subcontractor Phone	<input type="checkbox"/> Certified MBE? <input type="checkbox"/> Certified WBE? <input type="checkbox"/> US Citizen?
Name of Subcontractor, if known	Subcontractor Email	Estimated Dollar Amount	

I certify under penalty of perjury that the forgoing statements are true and correct. In the event of a replacement of a subcontractor, I will adhere to the replacement requirements set forth in 40 CFR Part 33 Section 33.302(c).

Signature of Prime Contractor Date

Print **Name** of Prime Contractor Print **Title** of Prime Contractor

¹ EPA defines "subcontractor" as a company, firm, joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.



Instructions for EPA Form 6100-4 Subcontractor Utilization Form



EPA Form 6100-4 (Subcontractor Utilization Form) replaces form PWS-012 (Expected Subcontracts).

Instructions:

1. Under 40 CFR 22.201(g), each Prime Contractor shall complete this form.
2. List each subcontract discipline you will consider subcontracting – regardless of whether a subcontractor is already chosen. If you will not subcontract, mark form "N/A."
3. The Prime Contractor shall provide this form to the Owner within 10 days of bid opening.
4. The Owner shall provide this form, completed by the Prime Contractor, to Public Water Supply Section (PWS) within 14 days of bid opening
5. Use additional sheets as necessary.
6. The "**US citizen?**" question is required because, under 40 CFR 33.202, USEPA tracks DBE participation only for firms owned by citizens of the United States of America. Show whether the referenced DBE firm's owner is a citizen of the United States.



Contractor's Subagreement Certification



PUBLIC WATER SUPPLY

Project Owner :	Project DEH Number :
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Project and Contract Name/Number :

Contractor's Name :	Contractor's Telephone Number :
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Contractor's Address :

SECTION I – INSTRUCTIONS

Prime Contractors must certify whether or not they plan to utilize subcontractors for any portion of work throughout the life of their contract. Prime Contractors must supply this certification to the Owner within 10 days after bid opening. Owners must provide the Prime Contractor's forms to Public Water Supply Section (PWS) within 14 days after bid opening.

SECTION II – CERTIFICATION

I, as the authorized representative of the above named contracting firm, certify that either

- 1. We plan to subcontract a portion of this project. As required by 40 CFR Part 33, prior to entering into any subagreement, we will submit to the State evidence of the good faith efforts taken to utilize minority and women's businesses, and
We have made good faith efforts to meet the goals established in this DWSRF Special Conditions Package; **OR**
- 2. We choose not to subcontract any portion of this project. We understand that if we later chose to subcontract a portion of this project, 40 CFR 33 requires us to provide evidence of the good faith efforts to meet the goals prior to entering into any subagreement. Failure to provide this evidence may result in costs associated with that subagreement being declared ineligible for SRF assistance.

Name and Title :	Signature:	Date :
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Certification Regarding Debarment, Suspension and Other Responsibility Matters



PUBLIC WATER SUPPLY

Project Owner _____ DEH No. _____
 Project and Contract _____
 Name / Number _____

Instructions

Within nine days of bid opening, each subcontractor shall complete this form and submit it to the Prime Contractor, **in duplicate**. Within ten days of bid opening, each Prime Contractor shall complete this form and submit it (and its subcontractors' forms) to the Owner, **in duplicate**.

- The prospective contractor certifies to the best of its knowledge and belief that it and its principals:
- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph b of this certification; and
 - d. Have not within a three years period preceding this application/ proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 U.S.C. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years or both.

- I am unable to certify to the above statements. Attached is my explanation.

Name of Prime Contractor: _____

 Print Name and Title of Authorized Representative of Prime Contractor

 Signature of Authorized Representative

 Date

Telephone Number: _____



Construction and Outlay Schedules



PUBLIC WATER SUPPLY

Instructions:

Within ten days of bid opening, each Prime Contractor shall complete this form and submit it to the Owner.

These forms provide the Owner with information to project the Project's Cash Flow.

Project Owner _____ DEH No. _____

Project and Contract Name / Number _____ Date: _____

Contractor's Name: _____

Contractor's Address: _____

SCHEDULE I - CONSTRUCTION SCHEDULE

Bid Advertisement Date:	
Bids Opening Date:	
Pre-construction Conference Date:	
Notice to Proceed Date:	
Contract Period (days)	
Projected Contract Completion Date:	
Total Contract Amount:	
Work Order Date:	
Actual Construction Start Date:	
% Contract Completed:	

SCHEDULE II - CUMULATIVE OUTLAY SCHEDULE - Projection Only for quarters that remain in the current Fiscal Year (FY) plus cumulative annual amount for the next FY.

Cum. Amount through 1Q Oct/Dec \$ _____

Cum. Amount through 2Q Jan/March \$ _____

Cum. Amount through 3Q April/June \$ _____

Cum. Amount through 4Q July/Sept \$ _____

Cum. Amount for next Fiscal Year \$ _____



Environmental
 Protection Agency

**Disadvantaged Business Enterprise Program
 DBE Subcontractor Participation Form
 Form 6100-2**

Name of Subcontractor¹		Project Name
Address		Contract No. (DEH No.)
Telephone No.		Email Address
Prime Contractor Name:		

Please use the space below to report any concerns regarding the above EPA-funded project (e.g., reason for termination by prime contractor, late payments, etc.).

Contract Item No.	Item of work or description of services received from the Prime Contractor	Amount Subcontractor was paid by Prime Contractor
<hr/> Subcontractor Signature		<hr/> Title / Date

¹ Subcontractor is defined as a company, firm joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.



Environmental
 Protection Agency

**Disadvantaged Business Enterprise Program
 DBE Subcontractor Performance Form
 Form 6100-3**

Name of Subcontractor¹		Project Name
Address		Bid/Proposal No. (DEH No.)
Telephone No.		Email Address
Prime Contractor Name:		

Contract Item No.	Item of work or description of services received from the Prime Contractor	Price of work Submitted to Prime Contractor

Currently certified as an MBE or WBE under EPA's DBE Program? ___ Yes ___ No

 Signature of Prime Contractor

 Date

 Print Name

 Title

 Signature of Subcontractor

 Date

 Print Name

 Title

¹ Subcontractor is defined as a company, firm joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.

Instructions for EPA Form 6100-2 *DBE Subcontractor Participation Form*

Under 40 CFR 33.302(e), the Prime Contractor will provide EPA Form 6100–2 *DBE Subcontractor Participation Form*, along with this instruction page, to all of its DBE subcontractors.

EPA Form 6100–2 gives a DBE subcontractor the chance to describe the work the DBE subcontractor received from the Prime Contractor, how much the DBE sub-contractor was paid and any other concerns the DBE subcontractor might have (for example reasons why the DBE subcontractor believes it was terminated by the Prime Contractor).

DBE subcontractors may send completed copies of EPA Form 6100–2 directly to the EPA Region IV DBE Coordinator:

Ms. Josephine Brown
USEPA, Region 4 DBE Coordinator
Atlanta Federal Center
61 Forsyth Street, SW
Atlanta, GA 30303-6960

brown.josephine@epa.gov
404-562-9634

Instructions for EPA Form 6100-3 *DBE Subcontractor Performance Form*

Under 40 CFR 33.302 (f) the Prime Contractor will provide EPA Form 6100–3 *DBE Subcontractor Performance Form*, along with this instruction page, to all of its DBE subcontractors.

EPA Form 6100-3 gives the DBE subcontractor the chance to report the scope and cost of the subcontract it received, providing a check for the information that the Prime Contractor put in EPA Form 6100-4.

The proposed DBE subcontractor shall complete EPA Form 6100–3 *DBE Subcontractor Performance Form*, and forward it to the Prime Contractor along with the subcontractor's quote. The Prime Contractor will include all completed 6100-3 forms as part of the Prime Contractor's bid.



DWSRF SCP Checklist for Contractors & Subs



PUBLIC WATER SUPPLY

1. A Prime Contractor who elects not to subcontract must submit the following three forms to the Owner:
 - a. *Contractor's Subagreement Certification* (Form PWS005).
 - b. *Certification Regarding Debarment, Suspension and other Responsibility Matters* (Form PWS008).
 - c. *Construction and Outlay Schedules* (Form PWS009).

2. A Prime Contractor who elects to subcontract must submit the following documentation to the Owner.
 - a. *The Certification Regarding Debarment, Suspension and Other Responsibility Matters* (Form PWS-008) for each first-tier subcontractor, whether DBE or not.
 - b. *Its own Certification Regarding Debarment, Suspension and other Responsibility Matters* (Form PWS008).
 - c. *Contractor's Subagreement Certification Form* (PWS005).
 - d. *Construction and Outlay Schedules* (Form PWS009).
 - e. *Subcontractor Utilization Form* (EPA 6100-4) showing all proposed subcontract disciplines (not just those disciplines where a DBE subcontractor is proposed).
 - f. *Resources used to Identify DBE Contractors* (Form PWS001). The Contractor must document the use of the three required resources listed on form PWS001. The acceptable documentation is discussed in the instructions for form PWS001.
 - g. *Record of DBE Solicitation* (Form PWS003). **Prime Contractors may find the attached "Subcontracting Scheme Table" helpful.**
 - i. The Contractor shall list on form PWS003 at least three DBE solicitations in each subcontract discipline. Use a separate PWS003 for each subcontract discipline.

Only solicitations to firms with "DBE Certification" count toward this requirement. See the definition of "DBE Certification." A firm with a HUB status of "No" in VendorLink does not count toward the requirement to solicit three DBEs unless it has a DBE certification by another unit of government.

 - ii. The Contractor must document each solicitation claimed on form PWS003.
 1. The preferred documentation is the FAX confirmation sheet. The acceptable documentation is discussed in the instructions for form PWS003.
 2. If a Subcontractor does not respond to a FAXED solicitation, PWS strongly recommends that a the contractor document a follow up phone call by writing a note on the FAX confirmation sheet.
 - iii. "DBE Certifications" for any first tier DBE subcontractors proposed for use on the project in form PWS003. See the definitions of "DBE Certification" and "first tier."
 - h. *Subcontractor Performance Form* (EPA Form 6100-3). The Contractor must provide each subcontractor with this form and include each subcontractor's forms with the Contractor's bid.

Additional requirements (for example, any requirements under any applicable State Special Conditions Package) may also apply.



Instructions for Subcontracting Scheme Table



PUBLIC WATER SUPPLY

Prime Contractors who subcontract might find this form helpful to keep track of the required good faith efforts.

1. In column (1) list each subcontract discipline or specialty that you expect to subcontract (for example, at least every subcontract discipline that you list on a *DBE Subcontractor Utilization Form* (EPA 6100-4) form).
2. In column (2) note that you have attached copies of each of the solicitations tabulated in the PWS003 form. **The response must be "Yes."**
3. In column (3) note that you have completed form PWS003 for that subcontract discipline.

If the search of the three resources (VendorLink, MBDA and SBA) has identified fewer than three qualified DBEs to solicit in that subcontract discipline, then solicit all those qualified DBEs identified. Otherwise, solicit at least three qualified DBEs. **The response must be "Yes."**

Note the definition of "**DBE Certification.**"

A firm with a HUB status of "No" in VendorLink does not count as a DBE or contribute toward the required three DBE solicitations unless it has a DBE certification by another unit of government.

4. In column (4) note that you have attached the VendorLink search results for that subcontract discipline. **The response must be "Yes."**
5. In column (5) note that you have attached the MBDA advertisement or email for that subcontract discipline. **The response must be "Yes."**
6. In column (6) note that you have attached the SBA search results or advertisement for that subcontract discipline. **The response must be "Yes."**
7. In column (7) name the subcontractor to whom you expect to subcontract the specialty, if known.
If you have chosen a particular subcontractor, then the allowable response is the contractor's name; otherwise the response is "**not known.**"
8. In column (8) note whether you have attached a currently valid certification that the subcontractor is a DBE. Note the definition of "**DBE Certification.**"
If you have designated a particular subcontractor in column (7), then **allowable responses are "Yes" or "Not DBE;"** otherwise the response is "**NA.**"
9. In column (9) note that you have attached the proposed subcontractor's form PWS005.
If you have designated a particular subcontractor in column (7), then the **allowable response is "Yes;"** otherwise the response is "**NA.**"
10. In column (10) note that you have attached the proposed subcontractor's form PWS008.
If you have designated a particular subcontractor in column (7), then the **allowable response is "Yes;"** otherwise the response is "**NA.**"



DWSRF SCP Checklist for Owners



PUBLIC WATER SUPPLY

1. Materials to demonstrate the Owner's compliance with State Requirements (see checklists with State OCP and SCP).
2. All required forms and documentation submitted by the Prime Contractor and any First Tier Subcontractors (see *DWSRF SCP checklist for Contractors & Subs*).
3. Materials to demonstrate compliance with Federal Requirements:
 - a. Certified bid tabulations (or a copy of the tentative low bid) showing the proposed contract amount(s),
 - b. *Resources used to Identify DBE Contractors* (PWS001). The Owner must document each use of a resource claimed on form PWS001. The acceptable documentation is discussed in the instructions for form PWS001.
 - c. *Record of DBE Solicitation* (PWS003):
 - i. The Owner shall list on form PWS003 at least three DBE solicitations for each type of contract the Owner is bidding out. Use a separate PWS003 for each type of contract. Only solicitations to firms with "DBE Certification" (see definition) count toward this requirement. Firms that are classified as small businesses, but that are not an MBE, DBE or WBE do not count toward this requirement.

A firm with a HUB status of "No" in VendorLink does not count as a DBE or contribute toward the required three DBE solicitations unless it has a DBE certification by another unit of government.

- ii. The Owner must document each solicitation to a DBE firm claimed on form PWS003.
 1. The preferred documentation is the FAX confirmation sheet. The instructions for form PWS003 discuss the acceptable documentation.
 2. If a DBE Contractor does not respond to a FAXED solicitation, PWS strongly prefers that a follow up phone call be documented on the FAX confirmation sheet.
- iii. "DBE Certifications" for any DBE Prime Contractors proposed for use on the project in form PWS003. See the definition of "**DBE Certification.**"

- d. The DBE documentation and forms submitted by the proposed contractor (including subcontractors).

Note that the Owner is not a passive conduit of the Contractor's DBE information. By submitting the proposed Contractor's DBE documentation to PWS for review, the Owner is asserting that it has found the proposed contractor's documentation of good faith efforts adequate.¹

4. The Owner must submit all the required DBE information for Owner, Prime Contractor and any first-tier subcontractors to PWS at one of the following addresses.

¹ See G.S. 143-128.2(b) and the *Owner's Checklist and Affidavit of the Good Faith Efforts* Form PWS010 from the Owner's Compliance Package for more on the Owner's responsibility to review the Prime Contractor's DBE submittal.



DWSRF SCP Checklist for Owners



PUBLIC WATER SUPPLY

Regular Mail Address:

Public Water Supply Section
1634 Mail Service Center
Raleigh, North Carolina 27699-1634

Physical and Courier (e.g., FedEx) Address:

Public Water Supply Section
2728 Capital Boulevard
Room 1B501
Raleigh, NC 27604
919-733-2321

Address the materials to the project review engineer, citing the DEH Number, Project Name and Contract Name and Number in the cover letter.