

RFQ-XXX-2025-0X



Village of Sugar Mountain

Request for Qualifications: Engineering, Design and Construction Services for Repairs to Sugar Mountain Golf Club resulting from Tropical Storm Helene (NC-DR-4827).

Date of Issue: March 12, 2025

Proposal Due Date: *March 21,2025*

Direct all inquiries concerning this RFQ to:

Susan Phillips Village Manager

Phone: (828) 898-9292

Email: Manager.finance@seesugar.com

PURPOSE

The Village of Sugar Mountain is soliciting sealed qualifications to provide Engineering, Design and Construction Services for the repair of damage to Sugar Mountain Golf Club as a result of Tropical Storm Helene. The Village of Sugar Mountain is applying for grant funds from the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Program including 404 & 406 Hazard Mitigation Support; North Carolina Department of Public Safety's (NCDPS) Emergency Management Division (NCEM); United States Department of Agriculture's (USDA) Natural Resources Conservation Service's Emergency Watershed Protection Grant (NRCS-EWP) to fund the engineering, design, and repair scope of this project. The RFQ's Scope of Services required include assisting the Village with Grant Application documentation, Project Damage Inventory, Project Estimation, and Project Design. This will require developing a Scopes of Work, Plans & Specifications, and Permits for each damage element that the successful respondent will execute repairs.

The Construction phase of the project will require the respondent to execute the FEMA Consolidated Resource Center's (CRC) approved repairs to the Golf Club. The respondent is responsible for contractor oversight, Project Administration and Documentation, and establishing Maintenance Programs as may be required as part of Grant Agreements or as may be requested by the Village of Sugar Mountain. The selected firm will work in conjunction with the Village's authorized Public Assistant Grant consultant to ensure the scope and work is executed in accordance with the FEMA Public Assistance Grant's approved scope and all supporting documentation for reimbursement is provided. The Village is trying to fully recover as quickly as possible from the effects of Tropical Storm Helene, so time is of the essence regarding execution of this project.

It is the intent of the Village of Sugar Mountain to seek all eligible reimbursement costs from FEMA PA and NCDPS NCEM to include FEMA funded 404 and 406 Mitigation projects, USDA's NRCS-EWP Grants, and/or other federal or state grants that are currently or may become available to Non-Federal Entities (NFE) during the contract term. All documentation, administrative policies, and procedures required by current or future grant awards are explicitly incorporated into this contract.

The federal government is not a participant in the resulting contract between the Village of Sugar Mountain and the successful firm(s) and as such is not subject to any obligations or liabilities to the Village of Sugar Mountain, engineer/contractor, or any other party pertaining to any matter resulting from the contract.

INSTRUCTIONS TO PROPOSERS

A mandatory on-site prebid meeting will be held at the Village of Sugar Mountain Village Hall (251 Dick Trundy Lane Sugar Mountain, NC 28604) on Monday March 17, 2025 at 10:00 am.

Any questions resulting from the mandatory site visit shall be submitted in writing no later than 9:00 am on March 18, 2025 to:

Susan Phillips Village Manager

Phone: (828) 898-9292
Email: Manager.finance@seesugar.com

Answers to questions in response to the Mandatory Site Visit and any and all addendums, if required, will be sent only to perspective respondents identified on the official Monday March 17, 2025 at 10:00 am. Site Visit Sign-In Sheet.

Firms or companies desiring to provide services described in the Scope of Work shall submit sealed proposals clearly marked “RFQ-OC-2025-0X” with an original, and three (3) complete copies, no later than 2:00 p.m., on March 21, 2025, to:

Village of Sugar Mountain
251 Dick Trundy Lane
Sugar Mountain, NC 28604

Offers by telephone or email shall not be accepted. Also, respondents are instructed NOT to fax their proposal. Faxed proposals shall be rejected as non-responsive regardless of whether the fax is received.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid, proposal, or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address. It is the sole responsibility of the respondent to ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response ensure and that his or her proposal reaches the Village of Sugar Mountain on time. The Village of Sugar Mountain shall not be responsible for late deliveries or mail delays.

The Village of Sugar Mountain strongly encourages all Minority and Women- Owned firms to participate and submit their Request for Qualifications.

TERMS AND CONDITIONS

1. The Village of Sugar Mountain reserves the right to award multiple contracts, and reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposals which, in its sole judgment, best serve the interest of the Village of Sugar Mountain, or to award a contract to the next most qualified respondent if a successful respondent does not execute a contract within thirty (30) days after approval of the selection by the Village of Sugar Mountain.

The Village of Sugar Mountain reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the Village of Sugar Mountain.

2. The Village of Sugar Mountain reserves the right to request clarification of information submitted and to request additional information about one or more respondents.

3. Any qualification submittal may be withdrawn by the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the Village of Sugar Mountain with the services set forth in this Request for Qualifications, or until one or more of the contracts have been awarded.
4. Qualification submittals shall be sealed, and respondents should indicate on their submittals the following:

Engineering, Design and Construction Services for Repairs to Sugar Mountain Golf Club
Date of Submittal – March 21, 2025
Name and Address of Respondent

5. The costs of preparing a response to this request for qualifications are solely those of the respondent. The Village of Sugar Mountain assumes no responsibility for any such costs incurred by the respondent. The respondent also agrees that the Village of Sugar Mountain bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
6. The respondent receiving the award will obtain or possess the following insurance coverages and will provide Certificates of Insurance to the Village of Sugar Mountain to verify such coverage.
 - a. Workers' Compensation in accordance with statutory requirements.
 - b. Commercial General Liability: The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and Personal Injury. With a limit of \$500,000 for each occurrence.
 - c. Business Automobile Liability: The vendor shall provide coverages for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000 per occurrence, Combined Single Limits (CSL) or its equivalent.
 - d. Professional Liability (Errors & Omissions): The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.
7. The firm awarded this contract must maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the latter of final grant closeout or final audit by OIG of any project work performed under contract resulting from this RFQ. The Village of Sugar Mountain shall have access to all records, documents and information collected and/or maintained by others during the administration of the agreement. This information shall be made accessible at the awardees' place of business to the Village of Sugar Mountain, including the Village Clerk's Office and/or its designees, for purposes of inspection, reproduction, and audit without restriction.

Furthermore, the successful respondent, their successors, transferees, assignees, and subconsultants acknowledge and agree to comply with applicable provisions governing

FEMA or other granting agency access to records, accounts, documents, information, facilities, and staff.

8. It is the intent of the Village of Sugar Mountain to enter into a one (1) year term contract.

PROPOSAL FORMAT

Respondents must respond in the format delineated below. The following information shall be tabbed to identify the required information. Failure to submit this information may render your proposal non-responsive.

Respondents shall not use the Department of Homeland Security (DHS) seal(s), logos, crest, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

1. QUALIFICATIONS OF THE FIRM

The Respondent shall provide a narrative of the firm's qualifications and capabilities that demonstrates how the firm will work with the Village of Sugar Mountain to fulfill the requirements of the various grant funded projects. Describe the firm's methods of providing engineering, engineering related services, and construction outlined within the Scope of Work. Firm qualifications must include, at minimum, the following:

- a. **Relevant Experience:** Recent experience demonstrating current capacity and current expertise in providing Engineering, Design, and Construction Services to local governments. Include any recent experience providing similar services in response to emergencies, or disaster damaged recreational facilities, and specifically golf course repair and restoration. Include if the respondent or any members of the respondent team has any experience in providing these services to local governments for state or federally funded projects and in pursuing reimbursement from state and federal agencies following disaster events.
- b. **Past performance on similar types of Golf Course or Recreational Projects:** Provide at least three references for which the firm has performed Engineering, Design, and Construction Services. Although not required, please list any experience providing disaster recovery related services and assisting a local government with providing documentation in support of grant reimbursement services that are similar to the requirements in the Scope of Work. Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.
- c. **Project Approach:** Describe the approach and methodology the respondent will use to accomplish the work herein. The project approach shall include information on availability of resources to allocate to the Village. Project Approaches that consider and address the need to expedite the required Engineering, Design, and Construction Services will be given preference.
- d. **Project Schedule:** Provide a proposed schedule for the execution of and completion of the project with defined milestones identified.

2. QUALIFICATIONS OF THE STAFF

Describe the composition and structure of the firm and include the names of people with an interest in the firm. Project staff assigned to the Village of Sugar Mountain projects must have experience in the requirements described within the Scope of Work.

- a. Key Staff: The Respondent shall include a list of the proposed staff that will perform the work required if awarded this contract and a summary of staff qualifications.
- b. Provide resumes of staff that will be assigned to this project.
- c. An organizational chart and management plan should be included in this section. Include any subconsultants, subcontractors, or other specialized professional or trade personnel proposed to be utilized on this project.

3. SUB-CONSULTANT(S)

If any sub-consultants are used for the project, the successful firm shall provide to the Village of Sugar Mountain a list of names of any of the intended sub-consultants, their applicable license number(s) and a description of the work to be done by each sub-consultant. The successful firm shall not substitute other sub-consultants without the written consent of the Village.

The successful firm shall be responsible for all services performed by a subconsultant as though they had been performed by the successful firm. Responsibilities include, but are not limited to, compliance with applicable licensing regulations.

If at any time the Village determines that any subconsultant is incompetent or undesirable, the Village shall notify the successful firm accordingly, and the successful firm shall take immediate steps for termination and replacement of the subconsultant.

Nothing contained in any contract resulting from this RFQ shall create any contractual relationship between any subconsultant and the Village of Sugar Mountain.

It shall be the successful firm's responsibility to ensure that all terms required in the attached contract are incorporated into all subcontracts.

4. TECHNICAL APPROACH

Provide a description of the respondent's approach to the project, to include startup procedures, documentation control, engineering quality assurance/quality control system, and schedule deviation avoidance plan.

5. RELEVANT EXPERIENCE

The respondent should demonstrate experience and skills related to the following:

- a. Golf Course Repair and Restoration to include Design/ Engineering/Construction
- b. Environmental permitting to include compliance with the current or future requirements of FEMA Public Assistance Grant Policy and Procedures Guide (PAPPG)
- c. Golf Course Agronomy & Turf Management
- d. Plans, Specifications & Graphic Production of golf course components that are included in the scope of work requiring repair

- e. Cost Estimating for each of the components included in the scope of work anticipated in the repair of the course
- f. Ability to both visually and verbally communicate the progression of the scope of work required to restore the Village of Sugar Mountain Golf Club. Presentations will be provided by the selected proposer to the Village Council, Village Manager, and Golf Club Superintendent as to the firm’s recommendations regarding repair and construction methods used to execute repairs. Final plans, specifications and cost estimates developed by the firm and stamped by the firm’s engineering representative will be submitted to FEMA Public Assistance staff at the Consolidated Resources Center (CRC) for their review and acceptance of the proposed scope of work prior to execution of any work

RATE

Each respondent must provide a Standard Fee Schedule for project staff. Indicate any reimbursable expenses and their rates.

SELECTION CRITERIA

This is not a bid. There will not be a public bid opening. Proposals will be evaluated based upon but not necessarily limited to the following criteria utilized to select the consultant awarded this contract. The Village reserves the right to reject all responses and readvertise if deemed appropriate.

Criterion	Points
Firm scope of services offered, capacity, proposed schedule	25
Firm qualifications on similar projects, including references	25
Staff qualifications and experience including demonstration of knowledge of funding agencies regulations and procedures	15
Project understanding and approach	15
Knowledge of/past work experience for the community and/or local resources	15
MWBE/SDVOSB/VOSB	5
TOTAL	100

SCOPE OF SERVICES

The Village seeks to protect its interests and meet the requirements of the funding agencies by securing the services of a qualified design build engineering/contractor firm. The Village of Sugar Mountain Golf Club has experienced a wide range of damages as a result of the recent Federally Declared Disaster, DR 4827 NC. These damages include but are not limited to fairway souring and sediment, coble, and rock deposition, waterway slope failures, culvert washouts, asphalt golf cart path washouts, bunker, tee box, and green drainage system damage. As required by the federal and state agencies providing grant funds to the Village of Sugar Mountain, the

services of a qualified (North Carolina Registered Engineer/Architect as provided for in North Carolina General Statutes Chapters 83A and 89C) engineer are necessary to provide detailed damage estimates, design, provide specifications, plans, drawings, and construction quality Assurance/Quality Control oversight on projects utilizing public funds. The “Construction Phase” Contractor, shall have the appropriate and adequate license as required by the North Carolina General Contractors Licensing Board to execute the project.

The scope of services provided under this contract will be initiated by the Village of Sugar Mountain by a duly authorized and executed Task Order (TO) for each project element. The cost of each TO shall be negotiated with a Not To Exceed (NTE) lump sum amount. The selected firm, in close collaboration with Village staff and its designated representative, will support the development of damage estimates and project scopes, provide engineering and construction cost estimates, plans & specifications, construction oversight, and construction repairs to the damaged project elements, to include documents required for all federal and state disaster grant programs related to Tropical Storm Helene, DR 4827 NC.

SCOPE OF WORK

The firm will provide experienced personnel and resources to complete the following activities:

1. Provide technical assistance services including but not limited to:
 - a. Develop and support project activity associated with the Village Golf Club disaster elements repairs, including providing detailed damage estimates, project elements scopes, and cost estimating in support of the FEMA Public Assistance process.
 - b. Provide engineering, design, and construction technical assistance to the Village and disaster recovery team as may be requested and participate in project element damage and repair -specific formulation strategies and meetings.
 - c. Provide engineering, design, and construction technical assistance as requested in support of damaged elements, development of contractor methods and scopes of work, and engineer’s cost estimate for presentation to the various funding agencies to include but not limited to State of North Carolina, FEMA and USDA.
 - d. Providing the Village project element design, plans and specifications, drawings, and other project documents in support of repair/construction projects, permits, proposed project construction cost and schedules as may be requested through a duly executed Task Order.
 - e. Provide engineering technical assistance (responses) to project reviews/requests for information from FEMA’s Consolidated Resource Center (CRC).
2. Provide a “Repair Identification and Proposed Solution Plan” produced by the successful respondent’s team of professionals that locates and describes golf course repairs within the Tropical Storm Helene identified damage area and proposed repair solutions.
3. Development of geospatial and topography information to include property boundaries, location of existing drainage pipes, irrigation system layout and all existing infrastructure within the project repair area.

4. Prepare Preliminary Repair Scope and Cost Estimate to identify any scope and cost that are not identified or are outside scope and the budget requirements of the funding authority (FEMA).
5. Prepare permit documents as may be required and obtain all regulatory permits to execute repairs to all approved damage elements of the Golf Club.
6. Preparation or modification of design plans, construction documents and Final Cost Estimate to correspond to the FEMA PA (CRC) agreed upon and approved repair scope and cost.
7. Development of a project specific Quality Assurance/Quality Control Plan to be utilized from the project development phase through project completion. Plan should include Inspection intervals, construction schedules and reporting requirements.
8. Establish a project timeline/schedule that addresses construction milestones, budget milestones (funding requirements), and length of course closure. Establish any proposed after actions/maintenance requirements including scope, length of time (results milestone) and responsible party.
9. Establish a mutually agreed upon completion milestone for “Project Closeout” as required by the funding authority.
10. Provide an industry recognized or manufacturer maintenance plan and expected life cycle for the repaired components taking into consideration utilizing components that will not result in excessive maintenance cost for the Golf Club.
11. In conjunction with the Village, memorialize what the “completed and accepted” Golf Club repair project result should be.
12. Meetings: Attend meetings as may be requested by the Village of Sugar Mountain.
13. Correspondence: Prepare biweekly reports to the Village as to the status of all project elements, including but not limited to schedule and cost.
14. Provide the Village Golf Club Manager/Public Works Director and his authorized representative an up-to-date database of eligible labor, equipment, materials, contractor and sub-contractor costs on an as needed basis.
 - a. Project Worksheets: Assist the Village of Sugar Mountain in review of FEMA/State developed Golf Course Project Worksheet element scopes and costs regarding engineering standards, industry standards, and state and local building codes for FEMA Category G.
15. Repair and Restoration: Review the scope of work and cost schedules of proposed damage repair/reconstruction work for compliance with state and local requirements. Ensure that scopes of work are complete, accurate and comprehensive.
16. Documentation: Provide an aerial representation (drone reconnaissance) of the project area at a minimum pre-construction, once per month during construction to document construction progress, and post construction. Review, memorialize, maintain and ensure accuracy of

documentation provided to the Village of Sugar Mountain Administration and Public Works Departments that will be used to support grant reimbursement.

17. Reporting: Compile and summarize each Golf Course (Category G) authorized project element cost and invoice in a mutually agreed upon format for presentation to FEMA, the State, and for inclusion in project closeout documentation.
18. Compliance: Ensure the Village meets all FEMA and state-imposed deadlines for project reporting, engineering and design documentation, permitting, closeout, and appeal responses. Assist in drafting engineering narratives for FEMA appeals. Additionally, review and provide guidance on contract drafts and terms to ensure compliance with local and state codes, as well as the requirements of the applicable grant-administering entity, while identifying any discrepancies. Any work authorized by the Village outside the CRC approved scope shall be executed by a separate Task Order and all associated cost invoiced separate from approved work.
19. Closeout: Preparation of project closeout packages including final funding reconciliation, copies of required permits, exemptions or waivers, Task Order documents, change orders, improved project filings, compliance monitoring, and other documents required or useful for grant closeout review. Prepare all documentation for, and if requested, assist the Village in exit conferences with the State, FEMA, USDA, or other grant agencies.
20. Mitigation: Assist as may be requested in identifying, developing, and evaluating the technical feasibility for hazard mitigation projects including, but not limited to, FEMA 404 (HMGP) and 406 (PA) programs. Develop hazard mitigation engineer's cost proposals and assist other Village's consultants with the development of cost benefit analysis (BCA).
21. FEMA Public Assistance (PA) Services
 - a. Attend meetings with relevant local, state, and federal officials to address element repair requirements, project construction cost and permit issues.
 - b. Provide knowledge, experience and technical expertise in dealing with federal and state engineering and construction regulations.
 - c. Proactively identify and resolve issues that may arise related to the design, construction and permitting of a project.
 - d. Provide engineering, cost estimating, hydrology evaluations regarding culvert and stream restoration/repair, geotechnical and landscape architectural support, among other types of technical assistance as may be required to design and execute an element repair.
 - e. Obtain, analyze and gather field documentation, including geotechnical evaluations and testing in order to evaluate pre-existing conditions that would impact design and development of the project, and, contractor quality assurance/quality control records, to ensure compliance of plans and specifications during construction phase.
 - f. Review all data and supporting field documentation to develop the engineer's cost estimate for the project.
 - g. Assist in the formulation of FEMA PA Emergency and Permanent Work Project Worksheets, to include Cost Estimating, developing Detailed Damage Descriptions and Dimensions (DDD) and project Scope of Work (SOW).

- h. Assist in the development of hazard mitigation proposals under Sections 406 and 404 of the Stafford Act.
- i. Evaluate alternate and/or improved projects approach to damage elements.
- j. Review Project Worksheets (PW) to determine final eligible costs.
- k. Reconcile eligible costs.
- l. Assist in preparing first and second appeals, and work with the Village through any arbitration.
- m. Monitor repair construction efforts, reconcile change orders with the Village.

22. Financial and Grant Management Support

- a. Meet with Village/State/Federal representatives in connection with the contracting and cost accounting related to this project.
- b. Assist in preparing required reports, including the Public Assistance Quarterly Progress Report, for the State and FEMA, as needed.
- c. Provide oversight of all billing to ensure that invoices are submitted in accordance with the Task Order and contract, and that all costs eligible for the disaster grant funding are documented and claimed.
- d. Develop a “Documents Control Plan” that memorializes Village/FEMA/State correspondence, Contracts, Agreements, Task Order Development, etc.
- e. Work with the Village in compiling construction and engineering documentation for FEMA Project Writers.
- f. Financial Tracking: Categorize, record, track and file costs on mutually agreed upon forms in support of the financial reimbursement process as prescribed by the grant administering entity. Invoices submitted by the firm must contain enough detail to enable the costs to be split up into different FEMA project elements. The Village’s public assistance consultant can assist the firm with this requirement. This requirement is vital in recovering the costs of these services from FEMA for each project element that is worked on.
- g. Audit: Upon completion of all projects and drawn down reimbursement for all eligible construction and engineering costs, finalize preparations for State and FEMA final inspections and audits. Respond to audit findings, as requested.

E-VERIFY

Pursuant to Session Law 2013-418, Contractor shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors. The Village requires an affidavit attesting to Contractor’s compliance. Violation of the provision, unless timely cured, shall constitute a breach of contract.

RIGHTS TO SUBMITTED MATERIAL

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFQ, and all reports, charts, and other documentation submitted by the Respondents (other than materials submitted as and qualifying as trade secrets under North Carolina Law) shall become the property of the Village when received and the entire proposal shall be subject to the public records laws of the State of North Carolina except where a proper trade secrets exception has been made by the Respondent in accordance with the procedures allowed by North Carolina Law and marked in bold "Confidential".

The Village reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this Request for Qualifications.

FINAL SELECTION

A team, comprised of Village staff, will be responsible for the proposal evaluations. This team, in accordance with the criteria listed above, will evaluate all proposals received. The Village team members, in applying the major criteria to the proposals, may consider additional sub-criteria beyond those listed, as may come to light through the review of the various proposals. During the evaluation period, the Village reserves the right to interview the top selected firms or all the responding firms. The Village's final selection will be the firm which, in the Village's opinion, is the most responsive and responsible, meets the Village's requirements in providing this service, and is in the Village's best overall interest. The Village maintains the sole and exclusive right to evaluate the merits of the proposals received.

Firms will be objectively evaluated based on their responses to the project scope outlined in the RFQ. The written proposal should clearly demonstrate how the firm could best satisfy the requirements of Village.

The Village reserves the right to make an award without further discussion of the proposal submitted. The Village shall not be bound or in any way obligated until both parties have executed a contract. The Village also reserves the right to delay the award of a contract or to not award a contract. The RFQ may be awarded by individual task or total proposal, whichever is most advantageous to the Village.

The general conditions and specifications of the RFQ and the selected proposal, as amended by agreement between the Village and the Firm including e-mail or written correspondence relative to the RFQ, may become part of the contract documents. Failure of the Firm to perform as represented may result in elimination of the Firm from competition or in contract cancellation or termination.

Village of Sugar Mountain On Call Engineering Services

PROPOSAL CERTIFICATION

Proposers Signature: _____

Date: _____

By Signing above, I Certify that I have carefully read and fully understand the information contained in this RFQ; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Proposal being submitted and have the authority to sign Proposal on behalf of my organization. It is the offeror's responsibility to assure that all addenda have been reviewed prior to proposal submission.

BY (Printed): _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

The proposer supplies the information recorded below for use in the preparation of the contract documents, in event of contract award:

1. Please indicate type of business organization:

Proprietorship _____

Partnership _____

Corporation _____

Limited Liability Co. _____

2. If business is a Corporation, please provide the following:

Name and title of officers, authorized by Corporate Resolution, who will execute the contract on behalf of corporation (generally President and Secretary).

Firm is incorporated in what state?

If the firm is a foreign corporation, does the firm have a certificate of authority from the North Carolina Secretary of State? _____

3. If business is a Partnership, please provide the following:

Name in full or all general partners and addresses

Is this a limited or general partnership? _____

If a limited partnership, what is state of registration? _____

If business is a foreign limited partnership, does business have a certificate of authority from the North Carolina Secretary of State? _____

4. If business is a Proprietorship, please provide the following:

Name of Entity: _____

5. If the business is a Limited Liability Company, please provide the following:

List the names and titles of managers or member-managers who will execute the contract on behalf of the company.

What is the state of organization? _____

If business is a foreign limited liability company, does business have a certificate of authority from the North Carolina Secretary of State? _____

6. If the company has an assumed name, please answer the following:

If the business operates under an assumed name, what is the assumed name?

Has a certificate of assumed name been filed with the Register of Deeds? _____

If so, please provide the recording information:

Register of Deeds: _____

Deed Book: _____

at Page: _____.