

Exhibit A:
Scope of Work

In general, the project scope of work includes design and construction services to design and construct the park shown within the 35% bridging documents. The Elm Street Park project is a strategic downtown revitalization initiative in Graham, North Carolina, designed to transform a central site into a high-performance civic social space. The project aims to create an iconic "Public Square" that balances community gathering needs with efficient site planning to minimize parking loss. Key program elements include a flexible hardscape plaza, an informal lawn panel, and dedicated infrastructure for food trucks and seasonal vendors to support events like concerts and holiday markets.

A central feature of the construction is a permanent pavilion designed as a durable centerpiece with a steel structure, wood ceiling, and integrated lighting. This structure will be anchored by traditional brick piers and is intended to serve as a comfortable, all-season gathering space. The park's layout is defined by a powerful central axis and balanced geometry, featuring structured pathways flanked by brick seat-walls with precast caps and integrated garden beds.

Construction will utilize a palette of high-quality materials that respect the historic character of the downtown area while incorporating modern functional elements. Scope of work includes specialized concrete paving, brick masonry, and the installation of catenary lighting and pedestrian safety features. Detailed design documents and schedules will accompany this description to guide the final execution of the site.

Exhibit B:
Insurance Requirements and Instructions

Insurance requirements for the project shall be provided as follows:

The successful bidder shall be responsible for obtaining and maintaining adequate liability insurance to completely and fully protect City of Graham against all claims and actions arising out of any and all property damages or personal injury or death as shown in table below. The Contractor shall furnish proof of this liability insurance to be attached to the executed copies of the contract.

INSURANCE REQUIREMENTS LIMITS OF LIABILITY IN THOUSANDS (000)

	<u>Each Person</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
<u>GENERAL LIABILITY</u>			
Personal Injury (Including Bodily Injury)		\$ 1,000	
Property Damage		\$ 2,000	\$ 2,000
Or			
Personal Injury (Including Bodily Injury) and Property Damage Combined		\$ 2,000	\$ 2,000
<u>AUTOMOBILE LIABILITY</u>			
Bodily Injury	\$ 1,000	\$ 1,000	
Property Damage		\$ 1,000	
Or			
Bodily Injury and Property Damage Combined		\$ 1,000	\$ 1,000
<u>UMBRELLA LIABILITY</u>			
		\$4,000	\$4,000

** Note: THE CITY OF GRAHAM MUST BE NAMED AS AN ADDITIONAL NAMED INSURED ON THE CONTRACTOR'S POLICY. A WAIVER OF SUBROGATION SHALL ALSO APPLY TO THE ABOVE POLICIES.

WORKMEN'S COMPENSATION As required by law.

SPECIAL HAZARD Blasting (as required).

NOTE: WRITTEN NOTICE OF CANCELLATION MUST BE 30 DAYS AND STATED ON THE CERTIFICATE OF INSURANCE.
AGGREGATE AMOUNT MAY NOT INCLUDE EXCESS COVERAGES.

Exhibit C:
Corporate Structure Questionnaire

Design Build Firms shall complete the following information for the Proposed Design-Builder and all proposed Design-Build Team Members:

Legal Name	
Street Address	
Mailing Address	
Point of Contact	
Position	
Email	
Telephone Number	
Fax Number	
Type of Business	
D-U-N-S Number	
Federal Tax Identification Number	
State Contractor's Registration Number (if applicable)	
State Business License Number (if applicable)	

2. If the Proposed Design-Builder is a Joint Venture, Design Build Firms must:
 - a. Submit the above information the Joint Venture as well as for each member of the Joint Venture; and
 - b. Attach a copy of the Joint Venture Agreement to this form.

Exhibit D:
Sealed Proposal

Exhibit D is to be included within the overall response to qualifications within its own sealed envelope.
Exhibit D is to be completed fully and notarized as required below:

Name of Design Build Firm: _____

General Conditions Costs: \$ _____

General Construction Services: \$ _____

Design Services: \$ _____

Total Cost Proposal: \$ _____

Name of Design Build Firm Authorized Person: _____

Title: _____

Signature of Authorized Person: _____

Exhibit E:

ADDITIONAL REQUIREMENTS

- A. E-Verify:** The firm submitting a proposal should be prepared to comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if subcontractors are utilized, the Firm shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
- B. Iran Divestment Act:** Firm submitting the proposal must be able to comply with the Iran Divestment Act. The firm must certify it is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.
- C. Israel Boycott Act:** Firms submitting the proposal must be able to comply with the Israel Boycott Divestment Policy according to N.C.G.S. 147-86. 80.
- D. Conflict of Interest:** Firms should outline any ongoing *private* engineering work within the City of Graham or 5 miles of the city.
- E. EQUAL EMPLOYMENT OPPORTUNITY:** The City of Graham does not discriminate in administering any of its programs or activities. The Firm awarded the contract for work will be required to ensure that no person shall be denied employment, fair treatment or be discriminated against based on race, color, national origin, religion, sex, age, disability, or veteran's status.
- F. COLLUSION:** The Firm, by submitting a Qualifications Statement, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and in all respects, fair, and in good faith without any outside control, collusion, or fraud.
- G. MINORITY/WOMEN/SMALL BUSINESS ENTERPRISE:** It shall be the policy of City to provide minority-owned, women-owned, and small business enterprises (collectively "M/W/SBE") as well as other responsible vendors with fair and reasonable opportunity to participate in City business opportunities including but not limited to employment, construction development projects, and materials/services, consistent with the laws of the State of North Carolina. The policy of the City prohibits discrimination against any person or business in pursuit of these opportunities based on race, color, national origin, religion, sex, age, disability, or veteran's status. It is further the policy of the City to conduct its contracting and procurement programs to prevent such discrimination and to resolve all claims of such discrimination. The City's MWBE Goal for this project is 10%.

Discretion and Liability Waiver

The City of Graham reserves the right to reject all proposals, to waive any irregularities in the proposal, to revise the scope of the project, and to award the project to the consultant they believe to be the most qualified to perform the work. If a contract cannot be negotiated, the City reserves the right to terminate all negotiations and select one of the other finalists or issue a new RFQ.

The City reserves the right to request and obtain from firms submitting proposals, supplementary information or request clarification of information submitted as may be necessary for City staff pursuant to the selection criteria contained herein.

The City does not compensate for the cost of proposal preparation, and all materials submitted with the proposal become the property of the City.