

	<b>City of Rocky Mount Addendum 1</b>	
	<b>Refer <u>ALL</u> Inquiries regarding this RFP to:</b> Ramona Plemmer Senior Purchasing Technician	<b>RFLOI #</b> 320-190522RP
		<b>RFLOI Due Date:</b> 6/23/2022 12:00 PM
<b>Contract Type:</b> Professional Service		

FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR PROPOSAL TO REJECTION ON THE AFFECTED ITEM(S):

**QUESTION AND ANSWERS**

1. **Question:** Do the following items count toward the page limit?

- Submittal Cover
- HUB Participation Form

**Answer:** The submittal cover does not count toward the page limit, but anything past that page does.

2. **Question:** We would like to be placed on the public correspondence list to ensure future updates regarding the RFLOI.

**Answer:** Vendor information will be forwarded to the appropriate department at the vendor’s request.

**\*\*\*PLEASE NOTE\*\*\***

**The Rocky Mount MPO requests all firms submit a digital copy of their Letters of Interest. This is to make it easier to share with the selection team for this contract**

Advertised: **June 9, 2022**



**City of Rocky Mount (CRM)**

**Rocky Mount MPO**

**REQUEST for LETTERS of INTEREST (RFLOI) 320-190522RP**

Rocky Mount MPO Metropolitan Transportation Plan

**TITLE: Rocky Mount MPO Metropolitan Transportation Plan**

**ISSUE DATE: June 9, 2022**

**SUBMITTAL DEADLINE: June 23, 2022**

**ISSUING AGENCY: Rocky Mount MPO**

**Direct all inquiries to:**

Ramona Plemmer

Sr. Purchasing Technician

Email: [ramona.plemmer@rockymountnc.gov](mailto:ramona.plemmer@rockymountnc.gov)

Phone: 252-972-1226

**SYNOPSIS**

**SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.**

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform **ANY COMBINATION of the Discipline Codes listed below**. Discipline Codes required are:

- 141 Multimodal Transportation Planning**
- 261 Long Range Transportation Planning**

**WORK CODES** for each primary and/or subconsultant firm(s) **SHALL** be listed on the respective **RS-2 FORMS** (see section ‘**SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**’).

This RFLOI is to solicit responses (LETTERS of INTEREST, or LOIs) from qualified firms to provide professional consulting services to:

**PROPOSED CONTRACT SCOPE SUMMARY.**

Rocky Mount Urban Area Metropolitan Planning Organization (RMUAMPO) has identified the need to update and create a Comprehensive, Multi-Modal Metropolitan Transportation Plan.

To prepare a regional, multi-modal, planning process suitable for implementation by local governments, RMUAMPO, public transportation providers and NCDOT that:

- Addresses the need for regional mobility and accessibility and provides the best strategies;
- Is coordinated with current and on-going transportation and land-use planning efforts and assures that they work in step with each other.
- Will enhance the current transportation system (inclusive of all modes) to meet the mobility and accessibility needs of the study area,
- Establishes a regional vision or improves on the current vision from locally adopted plans;
- Realizes and supports Performance Measures adopted by RMUAMPO and NCDOT;
- And coordinates with identified stakeholders and responds to all input.

**LOIs SHALL be received ONLY PHYSICALLY no later than 12:00 NOON on JUNE 23, 2022**

**The address for mailings is:**

**Sr. Purchasing Technician  
PO Box 1180  
Rocky Mount, NC 27802  
Attn: Ramona Plemmer**

**The address for hand-deliveries is:**

**331 S. Franklin Street  
Rocky Mount, NC 27802**

**LOIs received after this deadline will not be considered.**

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

**SCOPE OF WORK**

The **Rocky Mount MPO** is soliciting proposals for the services of a firm/team for the following contract scope of work:

**Proposed Contract Scope**

**SCOPE GUIDANCE**

The Rocky Mount Urban Area Metropolitan Planning Organization shall provide all available, existing, and pertinent documentation and data to the selected consultant. The consultant will

schedule, coordinate, and make all necessary arrangements for meetings conducted by the consultant or in partnership with RMUAMPO during the course of the project. This scheduling and coordination will make every effort to ensure that no discrimination occurs with the timing of public forums, workshops, meetings, and hearings. The consultant will take a lead role in all meetings, with RMUAMPO staff assuming a supporting role during this period. RMUAMPO has budgeted **\$115,000** for this project.

The final report should creatively and comprehensively identify land use and transportation issues, provide an appropriate level of analysis to substantiate the issues and make specific recommendations and strategies for change based on that analysis. The consultant will be expected, in the completed document, to include, at a minimum, professional maps, schematics, statistical analysis, renderings, strategies for addressing network performance and potential model simulations to make this report a comprehensive transportation congestion study with correlation to land use in the Study Area.

## **TRANSPORTATION**

- Evaluate traffic characteristics in the study area. Using the evaluations, develop guidelines to address safety, regional transportation issues, as well as existing and future transportation conditions.
- Review and assess current traffic conditions, existing small area Plans as well as other Transportation Plans that have been completed for the MPO and any jurisdiction within the study area, and planned infrastructure improvements. Examine current levels of service (LOS) of existing major and minor thoroughfares, collectors, and intersections and develop techniques and strategies that could apply to future roadway and intersection design and/or construction.
- Update and/or incorporate major/minor thoroughfares, connector streets, sidewalks, pedestrian and bicycle plans. Integrate design and connectivity for pedestrian modes of transportation with roadway planning, while utilizing Complete Streets and Access Management guidance.
- Develop an Implementation Plan for Policies related to transportation demands and levels of service, coordinating with the Study Area's multiple land use plans that will provide a threshold when transportation improvements would be necessary. This should be programmed as a tool to aid elected officials in the decision-making process related to transportation needs.
- Develop a Transit Element of the MTP for the Study Area, including potential bus service and passenger rail service.
- Develop corridor profiles for the major thoroughfares of the Study Area and address traffic congestion, access, and signalization management plans.
- Forecast transportation demands on the road network within the Study Area at 5, 10, and 20-year horizons based on current and future land use plans of the jurisdictions located within the Study Area and use performance measures as a means to address the demands.

## **LAND USE**

- Evaluate current land use patterns in the study area, with emphasis focused on developing and developable land along roads identified by RMUAMPO as having the greatest need for short-term and future improvements. Recommendations for future land use and development patterns should be addressed in detail.
- Examine and report on any major commercial or residential development expected (current and future) to occur in the Study Area and analyze the land use and traffic impacts that they will cause. Analyze whether these developments support existing land use plans from jurisdictions within the Study Area and provide strategies on how to better address development from a congestion standpoint moving forward.
- Identify pertinent physical environmental information within the Study Area (e.g. stream and wetland impacts, historic properties, community issues and hazardous waste sites) that may present challenges in congestion management.

## **ADDITIONAL REQUIREMENTS**

Methods and strategies of optimizing existing streets, roads and highways, through system operational improvements, access management, land use policy and transportation demand management strategies, must be investigated as a preferred alternative to expanding facilities. The assessment must also determine whether or not mobility needs of people and goods can be accommodated on alternative modes of transportation. Growth trends and travel patterns, including the interaction between land use and transportation, must be reviewed. The analysis of needs and deficiencies must also include intermodal terminals and connections, high occupancy vehicle lanes, park-and-ride lots and other facilities. Performance measures must also be considered, and potential strategies support these measures.

This scope of work only represents the minimum requirements. However, RMUAMPO expects the chosen consultant to exceed expectations by utilizing expertise and transportation planning experience to expand upon the minimum requirements.

Each interested consultant should include additional or more detailed tasks in the proposal. The Multi-Modal Congestion Management Plan should address planning factors mandated by the Fixing America's Surface Transportation Act (FAST), that are appropriate for metropolitan and regional transportation planning.

## **PUBLIC INVOLVEMENT**

Public Involvement strategies that address user benefits, public acceptance, and environmental suitability will be provided to RMUAMPO to verify that they are compatible with the need of all mode's users. Public meetings will be held throughout the development of the project to help identify concerns and desires of residents. Additionally, it is expected that the consultant will:

- Create an online survey to gauge the concerns and perceived needs of those located in the study area.
- Use collected public input from surveys and community meetings to develop objectives and implementation strategies.
- Develop and distribute public announcements and informational materials.
- Coordinate and conduct public outreach and local government meetings either virtually or in person.
- Summarize meetings, workshops and presentations and document with photography. Both hard copies and electronic versions should be made available to RMUAMPO following those meetings.
- Conduct Milestone briefings to local committees, boards, interest, and civic groups as well as RMUAMPO's Committees.
- Prepare for, and attend, a project kick-off meeting. The Project Manager shall confirm schedules for the Steering Committee Members and establish an acceptable date and time for the kick-off meeting. The consultant shall record the minutes of the kick-off meeting and prepare meeting minutes to be distributed to the Steering Committee within ten (10) business days of the meeting date.
- The Consultant shall prepare for, and attend, monthly project progress meetings for coordination and review of the Project status. The project progress meetings will be held in Rocky Mount, NC or virtually, with the Project Administrator and others as needed, and consist of up to ten (10) meetings. Where appropriate, the meeting will be coordinated with other scheduled meetings. The Consultant shall record the minutes of the project progress meetings and prepare meeting minutes to be distributed to the Steering Committee, Project Manager and Project Administrator within ten (10) business days of the meeting date.

## **RECOMMENDATIONS AND IMPLEMENTATION**

- Recommendations and strategies shall be developed regarding future projects and planning with consideration given to different modes of transportation and how they will function together. The use of design standards, performance measures, policies, and ordinances to aid future implementation shall be addressed as well.
- The consultant shall also formulate an implementation program that addresses steps that need to be made with a timeline for actions and a list of responsible parties. This implementation program should include short, medium, and long-range proposals. Implementation for long range proposals shall have a horizon year of 2050.
- Update, where necessary, design standards and specifications to address roadway design, pedestrian travel, transit use and potential station(s), intersection design and signalization, connectivity requirements between all modes of transportation, travel lane, bike lane and pedestrian friendly designs and strategies, and access management criteria. Typical street cross-sections should be designed with consideration given to average daily traffic counts and projected traffic counts, utilizing complete streets guidance.

- Develop, with the assistance of RMUAMPO and associated jurisdictions, a priority list of strategies with supporting data (cost estimates, user benefits, environmental issues etc.) for application to the MPO (Rocky Mount Urban Area Metropolitan Planning Organization) and as requested TIP projects.
- The consultant will be expected to deliver formal presentations to the public as well as elected officials and government agencies associated with the project. Thirty (30) final hard copies of the plan shall be manufactured and distributed to those involved with the plan, with RMUAMPO also receiving a digital copy. All data gathered will be electronically submitted to RMUAMPO in a format of RMUAMPO's choice, including GIS layers and database files. All data, mapping and reports generated by the consultant for this Plan will become the property of RMUAMPO to use as it deems necessary.
- The consultant is expected to provide a financial planning chapter in the MTP to ensure that projects are fiscally constrained. The plan is required to include an estimated year of expenditure (YOE) for each project, with respect to reasonable NCDOT project costs.

**PROPOSED CONTRACT TIME: July 1, 2022, thru September 2023**

**PROPOSED CONTRACT PAYMENT TYPE:** This will be a LUMP SUM contract.

**SUBMITTAL REQUIREMENTS**

All LOIs are limited to **Fifteen (15)** pages (RS-2 forms are not included in the page count) inclusive of the cover sheet and shall be typed on 8-1/2" x 11" sheets, single-spaced.

LOIs containing more than Fifteen (15) pages will not be considered.

*Four Physical copies of the LOI should be submitted.*

**Firms submitting LOIs are encouraged to carefully check them for conformance to the requirements stated above. If LOIs do not meet ALL of these requirements, they will be disqualified. No exception will be granted.**

**SELECTION PROCESS**

Following is a general description of the selection process:

- The LGA's Selection Committee will review all qualifying LOI submittals.



- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

**6.1.1 IF APPLICABLE, questions must be submitted electronically to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later than June 13, 2022. The last addendum will be issued no later than June 17, 2022.**

## **EQUAL OPPORTUNITY RIGHTS**

The City of Rocky Mount does not discriminate in any of its projects and activities. The Consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, based on race, sex, religion, age, national origin, or disability.

## **CITY OF ROCKY MOUNT RIGHTS**

The City of Rocky Mount reserves the right to reject all or portions of any or all responses, to waive irregularities and technicalities, to re-advertise, or to proceed to provide the services otherwise, in the best interest of the City. The City may, at its sole discretion, modify or amend any and all provisions herein. The City will not pay for any information herein requested, nor is it liable for any costs incurred by the participating firm.

The City of Rocky Mount reserves the right to extend the Request for Letters of Interest submittal deadline, if needed. All changes and/or clarifications will be distributed to all firms indicating interest in the form of addendums. A list of firms and others who have been issued Request for Letters of Interest documents will be made available upon request.

## **HISTORICALLY UNDERUTILIZED BUSINESSES**

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the city invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFLOI. Any

questions concerning NC HUB certification, contact the **North Carolina Office of Historically Underutilized Businesses** at (919) 807-2330. The Vendor shall respond to question #1 and #2 below.

a. Is Vendor a Historically Underutilized Business?  **Yes**  **No**

b. Is Vendor Certified with North Carolina as a Historically Underutilized Business?  **Yes**  **No**

If so, state HUB classification:

## **MINORITY BUSINESS PARTICIPATION**

For professional service contracts, firms submitting responses to this solicitation have the responsibility to make a good faith effort to solicit minority sub-contracting proposals and to attain the aspirational ten percent (10%) goal. We encourage all firms even MWBE/DBE/HUB firms to obtain the ten percent (10%) goal where sub-contracting opportunities exist.



## **TITLE VI NONDISCRIMINATION NOTIFICATION**

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender-neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

## **PREQUALIFICATION**

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and subfirm shall not

discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

### **DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT**

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

### **SELECTION CRITERIA**

**All prequalified firms who submit responsive letters of interest will be considered.**

In selecting a firm/team, the selection committee will take into consideration qualification information including such factors as:

1. **CRITERIA NUMBER 1 - 40%** = Past performance/ Demonstrated experience, proven record of success on similar projects. Firm's experience, knowledge, and familiarity with the desired services, including sub-consultants.
2. **CRITERIA NUMBER 2 - 30%** = Team Experience and qualifications - The team's experience and staff qualifications to perform type of work required including any subconsultants.
3. **CRITERIA NUMBER 3- 30%** = Technical Approach - The team's understanding of, and approach to accomplish objectives of the plan, including their envisioned scope for the work and any innovative ideas/approaches.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

### **SUBMISSION ORGANIZATION AND INFORMATION REQUIREMENTS**

The LOI should be addressed to

**Jordan Reedy, Principal Transportation Planner for the RMUAMPO** and must include the name, address, telephone number, and e-mail address of the prime consultant's contact person for this RFLOI.

The LOI must also include the information outlined below:

Chapter 1 - Introduction

The Introduction should demonstrate the consultant's overall qualifications to fulfill the requirements of the scope of work and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firm's(') possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Chapter 2 - Team Qualifications

This chapter should elaborate on the general information presented in the introduction, to establish the credentials and experience of the consultant to undertake this type of effort. The following must be included:

1. Identify recent, similar projects the firm, acting as the prime contractor, has conducted which demonstrates its ability to conduct and manage the project. Provide a synopsis of each project and include the date completed, and contact person.
2. If subconsultants are involved, provide corresponding information describing their qualifications as requested in bullet number 1 above.

Chapter 3 - Team Experience

This chapter must provide the names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and the professional credentials and experience of the persons assigned to the project, along with any unique qualifications of key personnel. Although standard personnel resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the Department is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the study/contract/project, do not list them. The submittal shall clearly indicate the Consultant's Project Manager, other key Team Members and his/her qualifications for the proposed work. Also, include the team's organization chart for the Project / Plan. A Capacity Chart / Graph (available work force) should also be included. Any other pertinent information should also be listed in this section.

**Note:** If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Chapter 4 - Technical Approach

The consultant shall provide information on its understanding of, and approach to accomplish, this project, including their envisioned scope for the work and any

innovative ideas/approaches, and a schedule to achieve the dates outlined in this RFLOI (if any project-specific dates are outlined below).

#### APPENDICES-

##### CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
  - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
  - Subconsultant Form RS-2 Rev 1/15/08.
  - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:

<https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx>

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)

All submissions, correspondence, and questions concerning this RFLOI should be directed to **Ramona Plemmer** at [ramona.plemmer@rockymountnc.gov](mailto:ramona.plemmer@rockymountnc.gov)

IF APPLICABLE, questions may be submitted electronically only to the contact above. Responses will be issued in the form of an addendum available to all interested parties. Interested parties should also send a request, by email only, to the person listed above to be placed on a public correspondence list to ensure future updates regarding the RFLOI or other project information can be conveyed. Questions must be submitted to the person listed above no later

than **3:00 p.m., June 13, 2022**. The last addendum will be issued no later than **5:00 p.m., June 17, 2022**.

### **SUBMISSION SCHEDULE AND KEY DATES**

RFLOI Release – **June 9, 2022, by 5:00 PM**

Deadline for Questions – **June 13, 2022, 3:00 PM**

Issue Final Addendum – **June 17, 2022, by 5:00 PM**

Deadline for LOI Submission – **June 23, 2022, by 12:00 NOON**

Firm Selection and Notification **\*\* - July 5, 2022, by 5:00 PM**

**Start Date – July 6, 2022**

**\*\* Notification will ONLY be sent to selected firms.**

### **ACCEPTANCE OF CONTRACT TERMS**

#### **City of Rocky Mount Sample Contract Terms**

Review Terms and Conditions:

<https://rockymountnc.gov/RockyMountNC/Documents/Finance/Vendor%20Registration/Vendor%20Instructions.pdf>

<https://rockymountnc.gov/RockyMountNC/Documents/Finance/Vendor%20Registration/terms-general.pdf>

<https://rockymountnc.gov/RockyMountNC/Documents/Finance/Vendor%20Registration/terms-federalugb.pdf>

<https://rockymountnc.gov/RockyMountNC/Documents/Finance/Vendor%20Registration/LocalPreferenceForm.pdf>

<https://rockymountnc.gov/RockyMountNC/Documents/Finance/Vendor%20Registration/affidavits2020.pdf>



## **VENDOR REGISTRATION**

New vendors must complete a vendor registration form using the link below. If you are a current vendor that has not completed the online vendor registration also complete the form. Once registration is complete email a copy of your W9 an E-Verify Affidavit to the contact person listed on the coversheet.

<https://rockymountnc.gov/services-finance-vendor-registration/>