

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
PRIME CONSULTANT  
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY  
RACE AND GENDER NEUTRAL**

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*TIP No. and/or Type of Work (Limited Services)*

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*(Consultant/Firm Name and Federal Tax Id)*

<i>SERVICE / ITEM DESCRIPTION</i>	<i>Anticipated Utilization</i>
<b>TOTAL UTILIZATION:</b>	
<b>RECOMMENDED BY:</b>	
CONSULTANT:	
*BY:	
TITLE:	
SPSF Status:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**“PRIME CONCONSULTANT” (FORM RS-2)**  
**RACE AND GENDER NEUTRAL**

**Instructions for completing the Form RS-2:**

1. Complete a Prime Consultant Form RS-2 for the prime consultant firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Enter Service/Item Description – describe work to be performed by the Prime Firm
5. Enter Anticipated Utilization – Insert dollar value or percent of work to the Prime Firm
6. \*Signature of the Prime Consultant **is required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
7. Complete “SPSF Status” section - Check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF