

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

<i>TIP No. and/or Type of Work (Limited Services)</i>	
<i>(Consultant/Firm Name and Federal Tax Id)</i>	
<i>(Subconsultant/Firm Name and Federal Tax Id)</i>	
SERVICE / ITEM DESCRIPTION	Anticipated Utilization
TOTAL UTILIZATION:	
SUBMITTED BY: SUBCONSULTANT:	RECOMMENDED BY: CONSULTANT:
*BY:	*BY:
TITLE:	TITLE: <input style="width: 40px; height: 15px;" type="text"/>
SPSF Status: Yes <input type="checkbox"/> No <input type="checkbox"/>	

“SUBCONCONSULTANT” (FORM RS-2)
RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

1. Complete a Subconsultant Form RS-2 for each Subconsultant firm to be utilized by your 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. Complete the Subconsultant/Sub Firm name and Federal Tax ID Number for the sub firm information.
5. Enter Service/Item Description – describe work to be performed by the Sub Firm
6. Enter Anticipated Utilization – Insert dollar value or percent of work to the Subconsultant/Sub Firm
7. *Signatures of both Subconsultant and Prime Consultant **are required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
8. Complete “SPSF Status” section - Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

In the event the firm has **no** subconsultant, **it is required that this be indicated on the Subconsultant Form RS-2 form by entering the word “None” or the number “ZERO” and signing the form.**