

Construction Project Construction Management Consultant Questionnaire Form

Solicitation for Qualification Information

Greensboro Housing Authority

Firm's Name: _____

Name of Lead Team Member: _____

Address of Main or Corporate Office: _____

| Description | Yes | No | Response | Explanation / Comments | GHA Use Only |
|---|---|----|----------|------------------------|--------------|
| EXPERIENCE and CURRENT ACTIVITY | | | | | |
| 1 | <p>Project Experience: Does your firm or team members possess project and construction management experience completing tax exempt bond / 4% or 9% Low Income Housing Tax Credit (LIHTC) projects? Provide descriptions, locations, and photos of LIHTC, multifamily, residential projects completed in the past five years with statements on the scope of services provided.</p> | | | | |
| 2 | <p>How Many Projects : In regards to the question above, what are the total number of projects that were completed on time (at or under the original contract expiration date), within budget (based on project or construction budget) and based on the client's specifications (approved plans and specs, contractor scope related change orders under \$100,000, no local government inspection findings) in the past five years (List projects and provide supporting documentation)</p> | | | | |
| 3 | <p>Cost Proposal: Please provide Cost Proposal / Price Quote of Services (which include hourly rate schedule for all team members, and reimbursement fee schedule)</p> | | | | |
| 4 | <p>How Many Projects : What is the <u>total dollar value</u> of the properties developed / constructed in the projects listed in Question 3?</p> | | | | |
| | <p>In regards to the question above, how many projects contained multiple projects / properties occurring at the same time or similar timeframes?</p> | | | | |
| 5 | <p>LIHTC / HUD Experience: Does your firm have previous LIHTC, HUD project management or construction experience?</p> | | | | |
| 6 | <p>Approach: What is your firm's or team's approach to providing quality program and project management? What is your communication plan and method of project track on the previous listed projects (ie MS excel, custom software package, specialty applications (apps)?</p> | | | | |
| | <p>In regards to the question above, how many projects received positive written feedback through references, recommendations, bonuses, award of merit based on management approach?</p> | | | | |
| 7 | <p>Reporting: What is your firm's or team's reporting requirements and documents (daily, weekly, monthly, project close-out)? Please provide samples of reporting documents on active or recently completed projects with photos</p> | | | | |
| | <p>In regards to the question above, how many reports were submitted on time and based on client's expectations?</p> | | | | |
| FIRM'S CAPACITY and BUSINESS LIABILITIES | | | | | |
| 8 | <p>Capacity and Readiness: Does your team have the capacity to complete the requested services? Does your team have the capacity to procure construction subcontractors and vendors for ancillary construction activities</p> | | | | |
| 9 | <p>Financial Capacity of Developer - Do you have the financial strength and capacity to perform the requested services?</p> | | | | |

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|----|--|--|--|--|--|
| 10 | <p>Business Liability and other activity: Has your firm or principals of your firm been involved in any of the following activities:</p> <p>a) Current financial default of more than sixty (60) days duration</p> <p>b) Mortgage assignment or workout arrangement</p> <p>c) Foreclosure</p> <p>d) Bankruptcy</p> <p>e) Litigation relating to financing or construction of the project, which is pending or which was adjusted with a finding of liability against the developer, including mechanic's and material men's lien litigation</p> <p>f) Real Estate Tax Delinquencies</p> | | | | |
|----|--|--|--|--|--|

| FIRM'S CAPACITY and READINESS | | | | | |
|-------------------------------|---|--|--|--|--|
| 11 | <p>BONUS - MWBE: Is your firm or team member a City, NC recognized Minority/ Women Owned Business (MWBE) firm? Does your firm have the capacity or plan to procure/ partner with registered (City, State recognized) MWBE? Please provide explanation and detailed plan.</p> | | | | |
| 12 | <p>BONUS - Section 3: Is your firm a Section 3 Business concern? Does your firm have the capacity or plan to procure Section 3 subcontractors or employment for this procurement? Please provide explanation and detailed plan.</p> | | | | |

Name of Authorized Representative - Please Print _____

Signature: _____

Date: _____