

EXHIBIT A – RFQ QUESTIONNAIRE FORM

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	Firm's Qualifications: Please provide a statement on firm's qualifications to perform CM at Risk and general contracting . (Include company experience in green building, LIHTC, HUD 221d4 projects)(See Section 4 - statement of firm qualifications)					
2	Years of Experience: Please provide the number of years of general contracting and development experience. (Include a company resume and project list with photos and references) (See Section 4 - statement of firm qualifications and project experience)					
3	Residential Project Experience: Please provide the number of residential (New Construction) and site development projects constructed in the last 5 years (See Section 4 - statement of firm qualifications)					
4	Multi-Family Project Experience: How many of the projects were federally (HUD, Fannie Mae, Freddie Mac, LIHTC) financed?					
5	Multi-Family Project Experience: How many NCHFA Housing projects have you completed? Provide detailed project listing (See Section 4 - statement of firm qualifications)					
6	Contractor Experience: Evidence of previous General Contractor and CM at Risk experience (Include project list with photos and references) (See Section 4 - statement of firm qualifications)					
7	Triad Region Experience: Please provide the number of projects completed in the Triad region within the last 5 years (See Section 4 - statement of firm qualifications)					
PROJECT APPROACH						
8	Project Approach and Schedule: Provide work plan of action and schedule for this project. Indicate anticipated/potential project mitigates and proposed solutions. (See Section 4 - Specific Project Approach and Schedule)					
9	Additional Projects Project Team and Staff Experience: Provide information on project team experience and tenure with the firm. Indicate staffing plan for this engagement. (See Section 4 - project team and staff experience)					
10	FTE Staff: How many FTE staff do you plan on having on site during the construction period? (Please provide resumes for these professionals along with the proposed project manager as Exhibit II)					
11	Sub-Contractors: Of those projects, what is the average percentage of subs utilized from Greensboro? (See Section 4 - Project Team and Staff Experience)					
PHYSICAL AND FINANCIAL CAPACITY						
12	Current Projects: How many projects do you currently have under construction?					
13	Additional Projects: How many additional projects do you expect to take on within the next 6 months?					
14	Net Worth: What is the net worth of your company?					
15	Error and Omissions: Evidence that the firm carries Error and Omissions Insurance					
16	Bonding Capacity: What is the dollar amount of your total bonding capacity?					

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17	Payment and Performance Bond: Are you willing to Provide a Payment and Performance Bond for this project?					
18	Company Bond: Has a company bond been called to cover project obligations within the last 5 years? If yes, please provide details in the comments section.					
19	Litigation: Have you been involved in any litigation associated with previous projects within the last 5 years?					
20	Litigation: If yes to the prior question, is the litigation resolved? Please provide details in the comments section.					
FEE STRUCTURE						
21	Fees: Provide fee schedule including pre-construction fees, general conditions, overhead, and profit fees in the dollar amount and percentage of construction. (See Section 4 - Fees)					
MINORITY /WOMEN BUSINESS ENTERPRISE (MWBE)						
22	Program Experience: Do you have experience implementing MWBE programs? Provide demonstrated examples.					
23	MWBE Joint Venture: Joint Venture with qualified MWBE Firm.					
23	MWBE Program Goals: For projects with such goals, what was the average level of MWBE participation on your last 3 projects? Do you have plans to hire MWBE for this project and what percentage of the estimated construction?					
SECTION 3 PROGRAM						
24	Program Experience: Do you have experience implementing section 3 employment programs? Provide demonstrated examples.					
25	Program Experience: Do you have experience implementing section 3 subcontracting / business engagement programs? Provide demonstrated examples.					
26	Section 3 Program Goals: For projects with such goals, what was the average level of section 3 participation on your last 3 projects? Do you have plans to subcontract/hire a Section 3 business or persons, and at what percentage?					
A	Section 3 hiring (employment) participation					
B	Section 3 Business (joint venture / subcontract) participation					

Signature: _____

Date: _____