

ATTACHMENT 5

Respondent Questionnaire

DEVELOPMENT TEAM INFORMATION

If the Respondent is a joint venture, a separate Respondent Questionnaire must be provided for each entity that comprises the joint venture, as identified below. If additional space is needed, please submit separate sheet(s), stating the question(s) being answered on each sheet.

1. RESPONDENT INFORMATION

Name of Respondent:

Address:

Name of Contact for Respondent Entity:

Address:

Telephone: _____

Fax: _____

E-mail Address: _____

2. COMPOSITION OF RESPONDENT ENTITY AND EXPERIENCE

a. Is the Respondent a joint venture? Yes () No ()

If yes, list below the name, address, telephone and fax numbers, and e-mail addresses of each individual and/or organization that comprises the joint venture, and the percentage of ownership of each joint venturer.

<u>Name of Individual/Organization</u> <u>Owners</u>	<u>Address/Telephone/Fax/E-mail</u>	<u>% of</u>
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- b. If Respondent is a joint venture, have the entities involved in the joint venture previously carried out another project? If so, state the name and location of the project(s).

Project Name

Project Location

3. CONSTRUCTION EXPERIENCE AND REFERENCES

- a. Identify architects, engineers, and/or other development professionals that you have worked with in the past and would plan to work with on the River Street development.

- b. Describe how your firm handles post-construction complaints by purchasers on completed projects. What is your firm's turn-around time for responding to complaints? How do you monitor service responses?

- c. Is your firm a minority or women-owned enterprise? Yes () No ()
Has your firm been certified as a Minority Based Enterprise (MBE)? Yes ()
No ()
Has your firm been certified as a Women Based Enterprise (WBE)? Yes ()
No ()
(This information is optional and for informational purposes only.)

- d. Provide the name, address, telephone and fax numbers, and email addresses of at least three business references whom we may contact regarding your business experience. For each, identify the property or properties about which the individual is informed. References may include building owners, architects, engineers, subcontractors, property managers, and other building or development professionals with whom you have worked in the past.
- f. Describe any procedures that relate to your ability to control costs and keep a project within budget.

4. FINANCIAL CAPACITY AND REFERENCES

- a. Provide the name, address, telephone and fax numbers, and email addresses of a contact at one or more financial institutions that is/are familiar with your current financial status and past experience. Provide contacts for lenders on all projects carried out within the last five (5) years, including all current projects.
- b. If required by the construction lender, would you be willing to personally guarantee the construction loan?
- c. Has any principal identified in this Questionnaire, or any organization in which the principal is or was a general partner, corporate officer, or owned more than 10% of the shares of the corporation, been the subject of any of the following:
- Arson conviction or pending case?
Yes () No ()

- Mortgage foreclosure or currently more than 90 days in arrears on any loan?
Yes () No ()
- Default on any contract obligation or agreement of any kind or nature entered into with the Town of Norwell or one of its agencies?
Yes () No ()
- In the past five (5) years, failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any governmental agency?
Yes () No ()
- In the last seven (7) years, filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings?
Yes () No ()
- In the last five (5) years, failed to file any required tax returns, or failed to pay an applicable federal, state or municipal taxes or other charges?
Yes () No ()
- Been convicted of fraud, bribery, or grand larceny?
Yes () No ()

If the answer to any question is yes, provide the following information about each instance: name of principal(s); name(s) of organization(s) or corporation(s); principal's status in the organization (e.g., officer); date of action; and current status and disposition.

NCHT reserves the right to request more final information, if needed.

Name of Entity:

Signature:

Print Name and Title: