

Sample Interview Checklist for Design Professionals

(Architects, Structural Engineers, Civil Engineers, Mechanical Engineers, Slab Engineers, Acoustical Engineers, Electrical Engineers, Geotechnical Engineers)

Capacity

1. Work load and availability.
2. Number of employees.
3. Would any portion of the work be subcontracted out to other design professionals.
4. Visit office.
5. Personnel who will staff job.
6. Management personnel who will be responsible.
7. Past working relationship with contractor candidates.
8. Past working relationship with construction manager candidates.
9. Can design professional develop project budget, or will association need alternative.
10. Will design professional furnish "value engineering".
11. Rapport and chemistry: reliable, honest, clear communications.

Experience

12. Number of years in the business.
13. References concerning similar work for homeowner association projects.
14. References for recently completed work.
15. Past working relationship with contractor candidates.
16. Past working relationship with construction manager candidates.

Legal

17. Name.
18. Entity (corporation, partnership, LLC).
19. Licenses: www.cab.ca.gov; www.dca.ca.gov/pels
20. Liability insurance carrier and limits; workers compensation coverage.

Sample Interview Checklist for Contractor
(General Contractor or Specialty Contractor)

Experience

1. Number of years in the business.
2. Specialty experience; techniques to save time and money.
3. References concerning similar work for homeowner association projects.
4. References for recently completed work.

Capacity

5. Work load and availability.
6. Number of employees.
7. Would any portion of the work be subcontracted out to other contractors.
8. Visit office.
9. Personnel who will staff job.
10. Management personnel who will be responsible: on jobsite; if problems.
11. Past working relationship with design candidates.
12. Past working relationship with construction manager candidates.
13. Will design professional furnish "value engineering".
14. Financial condition.
15. Rapport and chemistry: reliable, honest, clear communications.

Legal Issues

16. Name.
17. Entity (corporation, partnership, LLC): <http://kepler.ss.ca.gov/list.html>
18. License(s): www.cslb.ca.gov

Terms

19. Liability insurance carrier and limits; workers compensation coverage.
20. Payment options: on completion (ideal); installments (1 or 2 per month); advance deposits (discouraged).
21. Estimate time for completion of each work phase.
22. Will work be done on a flat fee, not to exceed or time and materials basis.
23. Form of contract: from permits to completion.
24. Contractors warranty concerning workmanship and materials.
25. Insist on binding arbitration? Is mediation acceptable?

Contractor Reference Letter Format
(prepared on agency letterhead stationary)

*Mr. D. U Know
Chief Facilities Officer
High Top University
1121 level Street
Hilltop, Virginia 45231*

RE: Construction Contractor Prequalification

Dear Mr Know:

The *XYZ Construction Company* has submitted a Statement of Qualifications to us which includes the statement that it has completed a construction contract for project *(identify by project number and title if possible)* at your property. Your written response to the questions below will be most helpful to us in determining if the *XYZ Construction Company* should be prequalified. Please take a moment to respond to the following questions, then return the completed letter to us in the enclosed self-addressed envelope by (*enter date*).

1. Did the Contractor complete the job?
Yes _____ No _____, if no please answer questions (a) and (b).
 - a) Was the Contractor terminated?
Yes _____ No _____
 - b) The basis for termination was **(i)** for cause _____ or **(ii)** for convenience of the owner _____.
 - c) If the basis for termination was cause, please, on a separate attachment, describe the project and explain the circumstances relating to the termination including the names and telephone numbers of the persons who might be contacted for additional information.
 - d) If the termination was for cause, are there documents in the project file evidencing and supporting the termination? Yes _____ No _____
If yes, please document the termination by attaching a copy of the letter of termination.
2. Did the Contractor complete the project by the contract completion date or by the end of the extended completion time, if any?
Yes _____ No _____
3. Were any liquidated damages assessed against the Contractor for this project? Yes _____ No _____

(If yes, please document the Contractor's payment of such damages by attaching a copy of an executed change order or other evidence of payment.)

4. Were any actual damages assessed against the Contractor for this project? Yes____ No____
(If yes, please document the Contractor's payment of such damages by attaching a copy of an executed change order or other evidence of payment.)

5. Did the Contractor achieve substantial completion of the project by the date specified? Yes____
No____

If not, was failure to do so the result of causes within the Contractor's control. Yes____
No____

If so, how many days beyond the specified date were required before substantial completion was achieved. _____ days

6. Did the Contractor finally complete the project within 90 days after achieving substantial completion?
Yes____ No____

If not, was failure to do so the result of causes within the Contractor's control. Yes____
No____

If so, how many days beyond the specified date were required before the project was finally complete.
_____ days

7. Did you, or the Architect/Engineer in your name, issue any written notices to the Contractor because installation and/or workmanship deviations exceeded the tolerances in the referenced standards?

Yes____ No____

a) If yes, for how many separate items were written notices issued? _____

b) Did the Contractor correct each deficiency? Yes____ No____

c) Were written notices issued more than once for any type or category of deficiency?

8. Did you, or the Architect/Engineer in your name, issue any written notices (cure notices) to the

Contractor because of progress delays or because the Contractor persistently or repeatedly refused or failed, except in cases for which an extension of time was provided, to supply enough skilled workmen or proper materials to complete the work? Yes _____ No _____

- a) If yes, for how many separate delays were written notices issued? _____
- b) Did the contractor rectify the conditions cited in the notice to the satisfaction of the Owner and within the time specified in the Owner's written notice? Yes _____ No _____
- c) Were written notices issued more than once for any type or category of delay?

We appreciate your assistance in our prequalification process. Please include the name and telephone number of the individual completing this reference sheet on the lower portion of the letter. Again, we request that the responses be returned no later than (*insert required date*).

If you have any questions please contact _____ at _____ .

Sincerely,

Name of individual completing reference sheet _____
Telephone number _____

