

Request for Qualifications

RFQ 23-0427

**Pre-Application Comprehensive Planning Services for
2023 Choice Planning Grant
NOFO**

Issued by:

Housing Authority of Kansas City, MO

3822 Summit

Kansas City, MO 64111

816-968-4100

April 27, 2023

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RFQ 23-0427

THE ABOVE NUMBER MUST APPEAR ON ALL RESPONSES AND RELATED CORRESPONDENCE.

REQUEST DATE: April 27, 2023

THIS IS NOT AN ORDER

Responses Due Date:

Pointer

May 12, 2023 by 2:00 p.m. CST

Karen

Manager of Procurement/Contracts

kpointer@hac.org

Pre-Proposal Conference:

May 4, 2023 at 10:00 a.m. CST

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 238 870 842 007

Passcode: j7sMdK

[Download Teams](#) | [Join on the web](#)

I. INTRODUCTION

The Housing Authority of Kansas City, Missouri (HAKC) is seeking proposals from urban planning firms or other architectural, planning or development entities to 1) provide technical assistance to HAKC in support of an application for the Choice Neighborhoods Planning (CNP) Grant due by June 6 (the NOFO was issued by HUD on April 6, 2023), and 2), if HAKC is awarded a CNP grant, serve as the Planning Coordinator to create a Transformation Plan as defined in the NOFO for the West Bluff public housing site and a portion of the Westside neighborhood in Kansas City, Missouri. Additional planning services will include the evaluation of potential replacement housing sites and development of concept plans. HAKC intends to consider qualified firms that possess the professional capabilities to provide the services listed herein.

HAKC Mission Statement: *It is the primary mission of the HAKC to develop, rehabilitate and manage decent, safe and sanitary quality affordable housing in a manner that promotes the preservation of its housing assets and ensures the effective delivery of essential supportive services. The HAKC also supports and promotes equal opportunity, fair housing and the de-concentration of race and poverty. In accomplishing this goal, the Authority is committed to promoting resident economic self-sufficiency and improving community quality of life and economic viability.*

The Housing Authority of Kansas City, Missouri (HAKC) is a municipal corporation organized under the laws of the State of Missouri in 1941. HAKC is overseen by a seven-member Board of Commissioners. HAKC owns and operates over 1,700 units of conventional public housing in multi-family and scattered sites throughout the city. HAKC also provides rental assistance subsidies to approximately 8,000 households under the Housing RFP: 22-1202 Acres in Columbus Park Neighborhood

Choice Voucher (Section 8) Program and administers contracts for approximately 600 units in 20 privately-owned Project-Based Voucher and Rental Assistance Demonstration (RAD) sites. HAKC oversees a variety of supportive service programs for its residents in partnership with over twenty community agencies. These programs are focused on achieving family self-sufficiency through successful health, education, and employment outcomes.

Over the past twenty-five years, HAKC has overseen the development of fifteen LIHTC and mixed-income affordable housing sites in Kansas City, Missouri totaling over 900 units. HAKC has developed these sites itself, or through its non-profit affiliate, or in partnership with private developers. Public and private investments in these developments have totaled over \$160 million.

HAKC previously received Choice Neighborhoods Planning and Implementation grants for the replacement of the Chouteau Courts public housing site in the Paseo Gateway District. HAKC and its master developer Brinshore Development have successfully completed six phases of mixed-income replacement housing. The seventh and final phase will be completed in 2023.

II. SITE BACKGROUND

A. West Bluff Townhomes

West Bluff Townhomes were built in 1964, as a townhome-style family public housing development. It is located at 1212 West Bluff Drive just off 23rd Street/Cesar Chavez Avenue in Kansas City, Missouri. The site is approximately 12 acres on hilly terrain. The site is bordered by industrial manufacturing and railroad tracks to the West, and medium-low density residential and commercial zoning to the East, North, and South, however the terrain and wooded portions of the site create a sense of isolation.

West Bluff is zoned high-density residential. The site consists of 100 units ranging in size from one bedroom to five bedrooms. The development is oriented around a cul-de-sac with several private parking pads for every grouping of townhomes. Since its development in 1964, it has not experienced any significant redevelopment or rehabilitation. Apart from updated roofing, and other minor repairs and replacements, the development is close to its original condition and still presents issues based on its original design and site infrastructure.

B. The Westside Neighborhood

West Bluff Townhomes is located within Kansas City, MO's historic Westside neighborhood. The boundaries of the neighborhood are generally considered to be I-670 on the North, Broadway and Summit Street on the East, 31st Street on the South, and the railroad tracks on the West. The final boundaries for the Choice Neighborhoods Transformation Plan have not yet been determined.

Historically this neighborhood has been home to individuals migrating from Mexico and some other Latin American countries, and their descendants, as early as the late 1860s. While the original settlers based their location on proximity to their employment with the railroads, it has now become much more than a place of convenience. It is a vibrant neighborhood, that highlights various Latin American cultures through, art, food, drink, music, and entertainment.

Though vibrant, there are areas within the neighborhood that remain neglected. Approximately 24% of the households fall below the poverty level. Housing sizes and conditions vary widely. West Bluff is within the greater downtown area and sits adjacent to the Crossroads and the Power and Light Districts. Both of these districts have experienced a substantial increase in development over the last decade which has impacted the housing market in the Westside. Much of the new residential development within the Westside neighborhood can be classified as gentrification. This has resulted in substantial concerns among long-time residents about rising rents, taxes, and preserving the neighborhood's historical and cultural context.

Some of West Bluff's neighborhood's existing anchor institutions include the Guadalupe Center, Tony Aguirre Community Center, and Samuel U. Rodgers Health Center. Within a mile of the subject site, there is a park and commercial business corridors at W 17th St, Southwest Boulevard and Broadway Boulevard. Many of the businesses are locally owned and operated with important ties to the community and more specifically the Westside.

Westside has a long history of neighborhood activism and involvement in planning efforts. In addition to the City of Kansas City, Missouri, a number of local organizations will expect to be involved in the Choice Neighborhoods planning process. These include the Westside Neighborhood Association, Westside Housing Organization, Mattie Rhodes Center, Guadalupe Center, and the Hispanic Economic Development Corporation.

There have been several requests made to the city for new developments and redevelopment within or in close proximity to the neighborhood including commercial, entertainment, hotel and residential projects. With this increasing development pressure, it is crucial to support access to affordable housing and sustain the quality of life within the neighborhood.

III. RESPONDENT QUALIFICATOINS

Qualified Respondents will have the following experience and expertise:

- Extensive knowledge and experience in urban planning and community engagement
- Experience in affordable housing planning and design
- Successful experience with HUD Choice Neighborhood Planning or Implementation Grants
- Experience and expertise in leading or supporting major community planning initiatives
- Skill in facilitating community participation in planning including public meetings, stakeholder meetings, and charrettes.
- Strong communication and moderation skills in working with multiple stakeholders including public housing and neighborhood residents with diverse backgrounds, City Hall, local agencies, politicians, and business and neighborhood organization.
- Sufficient administrative and financial capacity to dedicate the necessary staff time and resources to complete the assigned tasks in a timely manner.

IV. ROLE OF THE SELECTED FIRM

The selected firm will assume responsibility for working closely with HAKC staff and the City of Kansas City, Missouri to assist in the development of a Choice Neighborhoods Planning Grant application to be submitted before the **deadline of June 6**. Due to the pending deadline and the limited amount of available time, this will

be primarily a technical assistance and proposal editing role. Neighborhood and site assessment will be limited to the amount needed for a successful grant application. The site “distress” analysis required in the NOFO is being performed by a local firm.

If HAKC is awarded a Choice Neighborhoods Planning Grant, then the selected firm will operate as the Planning Coordinator as defined in the NOFO and Scope of Work below. The firm will assume primary responsibility for creating and implementing the Transformation Plan.

A. Scope of Work

HAKC is seeking the services of a qualified architectural/ planning/ development firm or team ("Planning Coordinator") to provide the following services:

1. Preliminary site and neighborhood evaluation, technical assistance, graphics production, application guidance and editorial review in preparing a response to HUD’s 2023 Notice of Funding Opportunities (NOFO) for a Choice Neighborhoods Planning (CNP) Grant. Review the NOFO on [HUD’s Choice Webpage](#). Note: The selected firm will not be documenting the site distress and its design and structural deficiencies. This assessment will be performed by a local firm.

Link to HUD’s Choice Webpage:

https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/fundingopps/fy23_choice

2. Planning Coordinator services upon award of the CNP grant, including but not limited to:

- a. Coordinate the development of a Choice Neighborhoods Transformation Plan for the West Bluff public housing development and the Westside neighborhood (the full requirements for the Transformation Plan are described in the NOFO at the link above).
- b. Develop, oversee, and facilitate a community engagement process
- c. Assist HAKC in community outreach and a resident needs assessment
- d. Analysis of demographic, housing, and economic data and trends impacting the neighborhood.
- e. Site evaluation, building program statements and conceptual design for the redevelopment of the West Bluff site and potential replacement sites.
- f. Urban design, landscape architecture and open space planning for Critical Community Improvements in the Transformation Plan.
- g. Assessment of the findings and incorporation of key elements of past planning studies. Coordination with current planning efforts affecting the neighborhood including the DOT Reconnecting Communities Pilot Program grant recently awarded to the Westside.
- h. Planning support, presentation graphics, and local government, community and HUD meetings related to the CNP grant application and subsequent development of the Transformation Plan.
- i. Other related services required to engage the community and complete the Transformation Plan

All work including the Transformation Plan must be completed within the 2-year grant term, and in sufficient time to prepare a Choice Neighborhoods Implementation Grant application in 2025.

V. SUBMISSION INSTRUCTIONS

Minority and women-owned businesses are encouraged to respond to this solicitation.

A. Response Due Date

Responses must be received no later than **4:00 p.m. on May 12, 2023**. Respondents should make early submission of the materials to avoid any risk of loss of eligibility brought about by unanticipated delays or other delivery related problems. E-mail responses are accepted. Responses received after the deadline for receipt will be deemed unresponsive and will be disqualified. Responses that do not include all required information will be deemed unresponsive and will be disqualified.

B. Submission of Responses

An electronic submission of the response to this RFQ shall be submitted via email to Karen Pointer at kpointer@hac.org with the subject line indicated as **RFQ #23-0427 Planning Services for 2023 Choice Neighborhood Grant**.

A separate document of the fee proposal is to be submitted with the response.

C. Inquiries

All questions and inquiries regarding this RFQ must be submitted in writing via email to Karen Pointer at kpointer@hac.org no later than **4:00pm on May 3, 2023**.

Answers will be provided as written addenda to this RFQ for all interested parties and posted on HAC website.

D. Pre-Proposal Conference

A non-mandatory pre-proposal conference meeting will be held on **May 4, 2023 at 10:00am** via TEAMS meeting. Please see the following link in order to attend.

[Click here to join the meeting](#)

Meeting ID: 238 870 842 007

Passcode: j7sMdK

VI. SUBMISSION CONTENT

Responders must assemble submissions in the order described below.

1. Letter of Interest

The planning firm / team should provide a letter of interest listing the firm, team members and identifying the primary contact person. The letter should provide a brief summary of the respondent's understanding of the scope of work and highlights of the firm's / team's qualifications and experience. A statement of interest and willingness to commit the resources necessary for the successful and

timely completion of the project shall conclude the letter, with the indication this statement will remain valid for not less than ninety (90) days from the submission due date. The letter should be signed by an authorized principal of the leading firm with copies to all members of the team.

2. Separate Letter Indicating Fee Proposal

This letter will be in three parts:

- a. Hourly rates for all positions expected to be assigned to the project.
- b. Cost estimate for assisting HAKC in preparing the CNP NOFO response as discussed in the Scope of Work Items B.1.
- c. Estimated fees for major tasks in preparation of the Choice Neighborhoods Transformation Plan if HAKC receives the CNP grant. These tasks or phases can potentially include 1) neighborhood assessment, 2) resident engagement, 3) neighborhood plan development, 4) replacement housing site assessment and concept development. This should also include an estimate of ancillary fees including graphics and travel costs, and a total for all fees and costs.

3. Firm / Team Description:

- a. Name, address, telephone/fax numbers and email address of each firm / professional on the team.
- b. Location of the primary office which will coordinate the project.
- c. Identity the individual who will serve as Project Manager for the firm/team and who will direct and coordinate the project to completion.
- d. Indicate the role each member of the Planning Firm / Team will play.
- e. Provide a brief narrative description / history of previous collaboration among some or all members of the Planning Team on similar projects, with a focus on Choice Neighborhoods.
- f. For any proposed sub-contractors please provide similar information as described in a through e.

4. Firm / Team Qualifications:

- a. Summary descriptions of each firm's qualifications.
- b. Resume of firm / team member to be assigned as project manager
- c. Resumes of other personnel to play key roles in the planning process
- d. Supplementary information – may include relevant certifications, licenses, awards, and firm brochures.

5. Firm / Team Experience:

- a. A summary grid/spreadsheet/or listing of major planning, design, and re-development projects indicating team member(s) role, scope of project, number of units and configuration, financing/funding sources, total cost, public and private partners, location, and project contact information.
- b. A narrative should highlight three most successful planning / housing projects, particularly those which use federal, state or local subsidy, and their relevancy to this project. At least one of these should include a Choice Neighborhoods project.
- c. A minimum of three references must be submitted for the firm / team. The references should be familiar enough with specific projects listed above to comment on issues of design, cost and

schedule. Reference information should include name, title, organization name, phone number, fax, and email address, and the name of the development with which the reference is familiar. The HAKC will verify references as appropriate.

As addenda to the submission, the respondent may attach other promotional materials or sample work products that would demonstrate their experience and qualifications. Attaching sample work can assist HAKC in the evaluation of the firm/team's ability to work on the proposed project.

VII. EVALUATION CRITERIA

The following evaluation factors will be used to determine the Planning Firm / Team most qualified to meet the requirements of the project. Each submission will have a total possible score of 100 points.

- 1. Qualifications of the Firm / Team** **25 Points**
 - Qualifications of firm / team professionals, with focus on project leader
 - Choice Neighborhoods Planning and Implementation Grant Experience
 - Community Engagement and Facilitation Experience
 - Architectural/Urban Design Team Experience

- 2. Experience of the Firm / Team Members** **35 Points**
 - Experience with comprehensive planning involving housing in an urban context
 - Experience with urban mixed-income and mixed-use re-development
 - Experience with facilitating community input in major planning efforts
 - Evidence of team members' experience with design of high-quality multi-family housing, particularly in affordable markets
 - Experience with public owners/clients

- 3. Capacity of the Design Team** **15 Points**
 - Evidence of a sufficient qualified professionals and staff to complete the project requirements
 - Evidence of sufficient resources and capability to perform within project schedule and budget

- 4. Quality of References** **10 Points**
 - Strength and favorability of recommendations
 - Relevance and credibility of sources

- 5. Fee Proposal** **15 Points**

VIII. SELECTION PROCESS

HAKC urges all interested parties to carefully review the requirements of this RFQ. All responses will be initially reviewed to determine compliance with the submission requirements specified within this RFQ. Responses that are not complete and accurate; and do not comply with these requirements may result in disqualification from the solicitation without further review.

Responsive submissions will be evaluated by an Evaluation Committee that will rank/score all submissions individually on their technical merits according to the criteria established in Section 12 Evaluation Criteria

outlined in this RFQ.

Based on the rankings of the evaluation committee, respondents whose proposals are in the competitive range may be asked to participate in negotiations to discuss factors to ensure a mutual understanding of both HAKC's requirements and the bidder's proposal. Negotiations may be conducted either in person or by telephone.

However, HAKC may determine that negotiations are not necessary and make an award based on the initial proposals received in response to this solicitation.

The responsive firm whose submission is most advantageous to the HAKC will be awarded according to the best value and services based on the evaluation criteria.

IX. SCHEDULE

Key Descriptions	Date
Issue RFQ	April 27, 2023
Pre-Proposal Conference	May 4, 2023
Deadline for Questions	May 5, 2023
Proposal Due by	May 12, 2023
Interviews if applicable	May 17, 2023
Notification of Selection	May 18, 2023
MOU / Contract Negotiation	May 18-19, 2023
Notice to Proceed – NOFO Response	May 22, 2023
Awarded Firm to provide final product	June 2, 2023

X. ADDITIONAL BIDDING REQUIREMENTS

A. COMPLETE AND ACCURATE SUBMISSION

A Respondent's failure to provide accurate information in response to this Request for Qualifications may disqualify the Respondent from further participation in the selection process.

Qualifications may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the Respondent, in writing via email to Karen Pointer, Manager of Procurement & Contractors by e-mail at kpointer@hac.org prior to the date and time designated in the RFQ for final receipt of submissions.

B. CANCELLATION / WAIVER

HAKC reserves the right to cancel this RFQ or to reject, in whole or in part, any and all submissions received in response to this RFQ upon its determination that such cancellation or rejection is in the best interest of HAKC. HAKC further reserves the right to waive any minor informality in any submissions received, if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFQ, shall be at the absolute sole discretion of HAKC.

C. KEY PERSONNEL

The key personnel specified by the successful Respondent will be considered essential to the work to be performed by the successful Respondent. Prior to diverting any of the key personnel for any reason(s), the firm shall notify HAKC in writing, at least thirty (30) calendar days in advance, and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. The firm shall not change key personnel or hours to be devoted, before or after award, without written permission from HAKC.

D. AMENDMENT / ADDENDA

HAKC will endeavor to provide copies of applicable amendments or addenda to all potential respondents who have received this RFQ. However, it will be the responsibility of each Respondent to make inquiry as to the existence and content of amendment or addenda, as the same shall become part of this RFQ and all Respondents will be bound thereby, whether or not the amendment or addenda are actually received by the Respondent. The amendments or addenda shall be posted on the HAKC website at <http://www.hakc.org/procurement.aspx>.

E. HAKC OPTIONS

HAKC will consider as “non-responsive” any submission for which critical information is lacking, or any submission which represents a major deviation from the RFQ. HAKC reserves the right to request additional information from any respondent after the submission deadline. HAKC also reserves the right to reject any and all, or parts of any and all proposals; to not award a contract; to re-advertise this RFQ; postpone or cancel at any time.

HAKC will reject the qualifications of any Respondent who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the response of any Respondent who has previously failed to perform any contract properly for HAKC.

By submitting a response to this RFQ, Respondent acknowledges and agrees to the following conditions:

- All submissions in response to this RFQ become the property of HAKC. As such, all submissions are public records, subject to public review in compliance with HUD, State, and local laws. Submissions shall not be returned.
- No Respondent shall initiate contact with any member of the Board of Commissioners of the HAKC regarding this RFQ until after completion of the selection process and execution of a contract. If any Respondent has any reason, not related to this RFQ, to contact any of the above parties, they will be required to disclose to that party that they are a respondent in this solicitation. Failure to adhere to these requirements may result in disqualification from the solicitation.

Respondent shall not have employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure the execution of a contract with HAKC. Respondent certifies that they have not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the Respondent, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of or the making of a contract from this solicitation.

XI. CONTRACTING REQUIREMENTS

A. PROFESSIONAL LIABILITY INSURANCE

The firm must carry professional liability insurance with respect to the delivery of services. The contractor will agree to provide the HAKC with a copy of the certificate evidencing this insurance coverage and reflecting HAKC as an additional insured with respect to liability.

B. LAWS TO BE OBSERVED

The firm shall at all times observe and comply with all State and Local laws, ordinances and regulations of the State or City governments as related to the services described herein.

C. CHARACTER OF WORKMEN AND WORK

As applicable, the firm shall be responsible for the conduct and discipline of his employees and/or any subcontractor or persons employed by subcontractors. All employees must have sufficient knowledge, skill and experience to perform properly the work assigned to them. Any employee, who does not perform his work in a skillful manner or appears to be incompetent or to act in a disorderly or intemperate manner, shall be removed from the work site at the request of the HAKC.

D. TAXES

HAKC is a sales tax-exempt entity. At the successful respondent's request, copies of the sales tax exemption information will be provided. The contractor shall not include in the bid amount, any taxes chargeable against the performance of the work.

E. ASSIGNMENT OF THE CONTRACT

The contractor shall not enter into any sub-contracts, retain consultants, or assign, transfer, convey or otherwise dispose of the ensuing contract, or any or all of its rights, title or interest, or its power to execute such contract to any person, company, or corporation without the written consent of HAKC.

F. PROVISION FOR CHANGES OR AMENDMENTS

If at any time HAKC desires to expand, alter or terminate a portion of the Statement of Services, as defined herein, the contract will be amended to reflect these changes at costs/deductions acceptable to both parties. HAKC shall provide thirty (30) days prior written notice to the contractor for any changes to the Statement of work. The contractor shall not hold HAKC responsible for termination due to no fault of HAKC.

EXHIBITS

NON-COLLUSIVE AFFIDAVIT

_____ being first duly sworn, deposes and says:

That he is _____.
(Partner, Officer of Firm, Corp., etc.)

The party making the foregoing proposal or bid and attests to the following:

1. That such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix an overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Housing Authority of Kansas City, Missouri or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

(Name of Firm)

(Signature of Bidder)

Subscribed and sworn to before me this _____ day _____, 20__

NOTARY PUBLIC

My commission expires: _____

REFERENCE FORM
(Duplicate as needed – 3 Required*)

For: _____

Name of Reference: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: _____

Email: _____

Contract Value: _____

Dates of Contract: _____

Scope of Contract: _____

THIS SPACE FOR HAKC USE ONLY

***Failure to provide required references may result in removal from
consideration for contract award***

REQUEST FOR QUALIFICATIONS
RFQ 23-0427
COMPREHENSIVE PLANNING SERVICES FOR
2023 CHOICE NEIGHBORHOODS PLANNING GRANT

STATEMENT OF QUALIFICATIONS

All questions must be answered in a clear and comprehensive manner. If necessary, questions may be answered on separate attached sheet(s). This document must be notarized by a notary public.

1. Name of Company: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Email: _____

2. Name of Owner(s): _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Email: _____

3. Date Company was Established: _____

4. Are you a Sole Proprietorship?: _____

Partnership?: _____

Joint Venture?: _____

Corporation? _____

If a corporation, please enclose a copy of corporation papers and corporate seal.

5. How many years have you been engaged in business under your present firm or trade name? _____

REQUEST FOR QUALIFICATIONS
RFQ 23-0427
COMPREHENSIVE PLANNING SERVICES FOR
2023 CHOICE NEIGHBORHOODS PLANNING GRANT

JOINT VENTURE QUESTIONNAIRE

The following questionnaire must be fully completed and submitted concurrently with the Contractor's Occupation Statement by all Contractors submitted as a joint venture.

Names of Firms involved in the Joint Venture: _____

-
1. Specify the percent of Minority Business Enterprise/Women Business enterprise (MBE/WBE) ownership in terms of profit and loss sharing.
 2. Describe the Capital Contributions by each Joint Venturer.
 3. Describe the financial controls of the Joint Venture: Who will keep the books, how will expenses to be reimbursed what is the authority of each Joint Venturer to commit to obligate the others?
 4. Explain the relationship of ownership, options for ownership or loans between the Joint Venturers.
 5. How and by whom will the on-site work be supervised?
 6. Who will be responsible for material purchases and how will the purchases be financed?
 7. Who will provide the equipment, the estimated cost thereof and how will the equipment be financed?
 8. How and from whom will bonding be acquired; insurance; name of company(s) providing bonding and insurance.
 9. Describe the experience and business qualifications of each Joint Venturer.
 10. Submit copies of any Joint Venture Agreement.

Signature of Affiant

Date

Signature of Affiant

Date

Signature of Affiant

Date