

Instructions to Respondents

In responding, please provide the following information:

A. Firm and Individual Qualifications

In responding, please provide the following information:

- The history of the firm including the year it was founded.
- The educational background of owner and key personnel.
- The experience of owner and key personnel.

B. Proximity to the project site

In responding, please provide the following information:

- Location and mailing address of the main office and any field office.
- Proximity to project site, in distance.

C. Capacity to Perform Work

In responding, please provide the following information:

- A narrative describing the firm's experience with the specific nature of the project.
- A narrative of the firm's equipment and facilities.
- Availability of staff to start and complete design and provide technical oversight.
- Preliminary schedule showing the availability of staff to meet design and construction schedule requirements.

D. References

In responding, please provide the following information:

- A minimum of three references on similar types of projects. If you cannot provide references on similar projects, please provide references on other types of projects. Please include telephone numbers, contact persons, and mailing address.

E. Past Performance for Public Authority

In responding, please provide the following information:

- Any previous work performed for the Athens County Commissioners, Hocking Athens Perry Community Action, the City of Nelsonville, or the Village of Glouster
- Any familiarity that your firm has with the requirements of CDBG funding.

F. Affirmative Action

In responding, please provide the following information:

- Additional points may be awarded to small businesses and businesses owned or controlled by socially and/or economically disadvantaged groups. Please indicate if your firm fits into one of the abovementioned categories.