

Granting Agency Questionnaire

Engineering Firm #1 , PLLC / Raleigh, NC

The following projects are listed as described by the above mentioned engineering firm.

Town of Forest City, NC - Mr. Wayne Johnson, Town Manager (828) 482-9643

Planning Grant - Capital Improvements

1. Was this grant **written** by the above named engineering firm and **funded** by the Rural Center?
 2. Was the project **completed on time** and to the **satisfaction** of the Rural Center?
 3. Provide, if available, the name of the grant writer, project manager, and any other key engineering firm personnel involved.
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City of Lenoir, NC – Mr. Jack Patterson, Town Administrator (919) 356-0347

Sanitary Sewer Improvements

1. Was this grant **written** by the above named engineering firm and **funded** by the Rural Center?
 2. Was the project **completed on time** and to the **satisfaction** of the Rural Center?
 3. Provide, if available, the name of the grant writer, project manager, and any other key engineering firm personnel involved.
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Engineering Firm #1 , PLLC / Raleigh, NC (continued)

Town of Seven Devils, NC – Mr. George Robertson, Mayor
Unsewered Communities Project

1. Was this grant **written** by the above named engineering firm and **funded** by the Rural Center?
2. Was the project **completed on time** and to the **satisfaction** of the Rural Center?

3. Provide, if available, the name of the grant writer, project manager, and any other key engineering firm personnel involved.

City of Winston – Mr. James Richardson, City Manager (704) 227-1952
Water Interconnect with City of Salem

1. Was this grant **written** by the above named engineering firm and **funded** by the Rural Center?
 2. Was the project **completed on time** and to the **satisfaction** of the Rural Center?
 3. Provide, if available, the name of the grant writer, project manager, and any other key engineering firm personnel involved.
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Town of Foxboro – Ms. Susan King, Town Clerk (919) 588-6201
Dupont Enterprise Sewer Project

1. Was this grant **written** by the above named engineering firm and **funded** by the Rural Center?
2. Was the project **completed on time** and to the **satisfaction** of the Rural Center?
3. Provide, if available, the name of the grant writer, project manager, and any other key engineering firm personnel involved.

The reference check

Owner _____ Project Description _____

Professional Design Firm on which the reference check is being conducted. _____

REFERENCE INFORMATION: (Based on references provided in firm's Statement of Qualifications or through networking with other owners who have worked with the firm.)

Owner _____ Project Referenced _____

Address _____ Person Contacted _____

Telephone _____ Date Contacted _____

Sample Questions To Be Asked	5	4	3	2	1
	Exc.	Good	Avg.	Fair	Poor
1. What was your project?					
2. When was it completed?					
3. Did the firm above do the work?					
4. What did they do for you? Design work, construction observation, studies, other (specify.)					
5. Who was the firm's staff person assigned to work with you on this project? Were you satisfied with his/her work?					
6. Was the project started as scheduled?					
7. Was the project completed as planned?					
8. Were the budget, cost control and financial administration within the planned controls and limitations?					
9. How did the firm relate to the owner during the project?					
10. Did the firm's personnel work well with the committee/boards and staff on all of the project's specific requirements?					
11. What is your overall evaluation of the firm based on your experience?					
12. Would you re-employ this firm for a similar project and with what added credentials?					

GRAND TOTAL: _____

Multiply number of questions by five (5) for maximum score as appropriate. Add each firm's score following the reference check, and then transfer to the Qualification Evaluation form as a line item on that firm's evaluation sheet.