

SRDP PROJECT INFORMATION

SRDP Project Name: _____

Project Address: _____

Owner Name: _____ **Contractor Name:** _____

Contact Person: _____ **Contact Phone:** _____

Contact E-mail: _____

1. Documentation must be provided with this form that demonstrates the construction company been in business for at least five years of continuous operation, operating under the same business name. Submit the following:

- ____ Documentation company is in good standing with the SC Secretary of State
- ____ Copy of most current license issued by SC Department of Licensing, Labor and Regulations
- ____ Completed W-9
- ____ How many years has the construction company been in continuous operation? _____
- ____ Debarment Certification Exhibit 8

2. Provide a list of similar projects the construction company has successfully completed during the last five (5) years that are similar in nature to the scope and nature of the proposed SRDP project (i.e., New Construction, Rehabilitation, and number of Units). Include the following information for each project :

- ____ Project Name
- ____ Project Owner
- ____ Project Address
- ____ # of Units and Type (affordable, market rate)
- ____ Construction Start/End dates
- ____ Project Type (New Construction, Rehab, Adaptive Re-Use, Conversion)
- ____ Description of Funding Sources
- ____ Color Photos of Completed Projects

3. Provide the construction company's organizational chart (including employee names and titles) and employee roster. Construction company must have full-time permanent employees, including full-time on-site job superintendents/project managers. Provide the following information for each employee:

- ____ Employee Name
- ____ Job Title
- ____ Resumes of all key staff members and principles
- ____ Description of responsibilities and job duties
- ____ Type (i.e. full-time/part-time)

4. If use of the construction company is permitted by SC Housing, the construction company will be required to meet all bonding and insurance requirements as described in the SRDP Application and Implementation Manuals prior to executing the construction contract.

Does the construction company have the required financial capacity to meet the bonding and insurance requirements?

_____yes _____ no

Person Completing IOI Request Package:

Name: _____ Title: _____

Signature: _____ Date: _____