Memo

To: Traci Steen
From: Pat Wagner
Date: 12/1/2009
Re: RFQ Questions and Answers

1. Item H. Financial Capability requests our financial statement, an "audited report". Can we provide a "reviewed" statement in lieu of the "audited" report or a letter from our bonding company? We do not have our financials audited.
   - (The RFQ requires an audited report).
2. Please explain how item K, "Presence in the Community” will be scored in the initial screening criteria. Is there a distance calculation used to award the points?
   - (There are up to 10 points awarded for the proximity to the project of the office.)
3. What is the construction budget?
   - (This is a phased project with an initial budget of $8.5-9.0 Million over 3 or more phases).
4. What is the anticipated construction schedule? Start date, duration?
   Judging from your capital outlay plan, it looks like it will be phased over several years.
   - (We hope to begin some of the construction toward the end of 2010. We are now in programming.
5. Will the buildings be occupied during construction?
   - To be determined