

Questions and Answers as of August 18, 2024, CHFA 274-Request for Qualifications for Field Observation Consulting Services:

Question: Is there a prescribed progress report format? If so, could you share with the bidders?

Answer: While CHFA does not have a sample report to share, each CHFA Field Observation Report should contain the following information:

1. Project Name & location
 2. Report number & date of site visit
 3. Weather during site visit
 4. List of attendees at the site meeting
 5. Observation notes/item listing which should contain the following including when an item is closed out if applicable:
 - a. Project Construction Signage
 - b. Meeting Location
 - c. Mobilization/Construction start date
 - d. Construction Schedule
 - e. Subcontractor Listing
 - f. Requisitions and Dates Submitted
 - g. Proposed Change Orders (PCOs) and Status
 - h. RFI's
 - i. Stored Materials, as required
 - j. Environmental Abatement, as required per project
 - k. Specific Topics, as needed per Division, e.g. Sitework/Demolition/Foundations/Doors/Windows/etc.
 - l. Project Architect Punchlist Status
 - m. Permission to Occupy (PTO) Status, if required
 - n. Next site meeting date
 - o. Percentage Complete
 - p. Various Site Photographs documenting work complete and underway
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