



### **NEEDS ASSESSMENT**

For Developing a Proper Scope of Work

1. **What needs/concerns do you have with the pavement at your property?** (i.e. general oxidation; alligator-cracking; tree root damage; ADA lawsuit; sinkhole, etc.)
2. **What are your goals for the property (short- and long-term)?** (Are you preparing to sell it and just need to enhance curb appeal? Do you plan to hold onto the asset long-term and need to maximize it?)
3. **What is your available budget for the paving project this year?** (Telling your contractors your budget enables them to develop an appropriate and usable scope from the start. Without a budget, their best recommendations may far exceed what you have available and all parties may have to rebid. If the scope you prefer significantly exceeds your available budget, consider having your contractor strategize an annual phasing plan to address each section of your property until your goal is achieved.)
4. **What do you want the end result to look like?** (Do you know what crack-sealing looks like? Do you know that asphalt patching may look like a 'quilt' throughout your property? Do you need the asphalt to look like new?)
5. **What has been your maintenance routine in the past?** (How often has the lot been seal coated? How often has it been overlaid? Has it ever had a Petromat overlay, etc.?)
6. **For this project, how many 'mobilizations/moves' do you need to allow the patrons/tenants to maintain proper access?** This is a critical piece since the project can impact traffic flow for a lot of people/businesses. (If this bid includes one move, plan for the entire property to be shut down for up to 24 hours; Two moves tends to mean half the property will be inaccessible each phase). **Ask how much each additional move would cost.**
7. **Does the project need to be performed on a Saturday or Sunday? 'Weekend' work is typically priced higher, but for many properties, it's necessary.**
8. **When do you need the bid in hands? When do you plan to start the project?** (The due date is helpful as contractors juggle many projects at once and they want to ensure prompt service for everyone. Quotes are typically valid for 30 days. It's good to ensure the contractors can meet your schedule requirement prior to signing the contract, but know that a schedule date cannot be confirmed without a signed contract).
9. **Do you already have a scope of work we can provide our pricing for?** This gives you a chance to get an apples to apples bid. White out the pricing and competitor's info before sharing it. **If not, let's walk the property to develop your ideal scope for others to bid on.** Additional recommendations can be listed as alternatives/options.
10. **Do you have any other needs or information to share for this project?**