

## THE REFERENCE CHECK

Owner \_\_\_\_\_ Project Description \_\_\_\_\_

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

### Reference Information:

Owner \_\_\_\_\_ Project Referenced \_\_\_\_\_

Address \_\_\_\_\_ Person Contacted \_\_\_\_\_

Phone \_\_\_\_\_

*(Based on references provided in firm's Letters of Qualification or through networking with other owners who have worked with the firm.)*

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Sample Questions</b>	<b>Excel.</b>	<b>Good</b>	<b>Avg.</b>	<b>Fair</b>	<b>Poor</b>
1. What is your project?					
2. When was it completed?					
3. Did the firm above do the work?					
4. What did they do for you? Design work, studies, construction, coordination, other (specify) _____					
5. Who was the staff person assigned to work with you on this project? _____ Were you satisfied with his/her work? _____					
6. Did the project start 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. Did the firm and (you) the owner work well as a team as it related to the project?					
10. Did the firms personnel work well with the committee/boards and staff on all the project's specific requirements?					
11. What is your overall evaluation of the firm based on your experience?					

GRAND TOTAL \_\_\_\_\_

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