

Reference Check

The Selection Committee Members will use this form to check references of the five "shortlisted" firms competing to design the permanent exhibition in the Old State House.

Name of firm _____

Name of client _____

Project completed by the firm

Name of (client) person contacted _____

Phone _____

E-mail _____

Fax _____

Questions:

1) What was the scope of this firm's services (e.g., soil investigations, design work, construction phase services, research)?

2) Who was this firm's Project Manager or primary contact?

3) When was the project completed?

Comments: (Circle One)

4. Was the project completed on time? YES

NO

5. Was the project completed within the budget? YES

NO

6. Did this firm and you (the owner) work well as a team? YES NO

7. *Did this firm cover all of the project's requirements?* YES
NO

8. *How would rate this firm's qualifications and fee structure?*
EXCELLENT AVERAGE POOR

9. *What is your overall evaluation of this firm based on your experience?*

10. *Would you use this firm on a future project?*

11. *Other comments?*