

## Exhibit B - Reference Form

Company under Review: \_\_\_\_\_

RFP No.: \_\_\_\_\_

Reference (Name): \_\_\_\_\_

RFP Title: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Project: \_\_\_\_\_

Fax: ( ) \_\_\_\_\_

Project Manager: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Other Key Project Personnel: \_\_\_\_\_

Describe the scope of work of the contract awarded by your company/agency to this firm. Please include year of project completion:

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No.	Questions	Rating	Comments
1.	Rate the level of commitment of the firm to your project. Did they devote the time and management staff necessary for successful and timely work?		
2.	Rate the quality of customer service and the competence and accessibility of the personnel.		
3.	Rate how well the firm listened and understood the project specific needs of your organization.		
4.	Rate how well the firm met the major schedule milestones for the project		
5.	Rate the firm's success at minimizing and controlling potential mistakes		
6.	Rate the overall quality of the work.		
7.	Rate the technical competence of the firm and its consultants		
8.	Rate the integrity and professionalism of the firm		
9.	If you have a similar contract to undertake in the future, would the firm be considered?  Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Reference letters and/or this reference form should be included with submittal for each reference.**

**Rating: 1=Poor 2=Fair 3=Average 4=Good 5=Excellent**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_