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?