

REFERENCE QUESTIONNAIRE

ReWa RFQ# 428 – Indefinite Delivery Contract Services – Engineering

Instructions: Consultants will complete the top section of the reference questionnaire and **supply this form to their Reference to complete.**

Past Performance Survey of: _____
(Name of Company)

(Individuals who worked on this project)

Referenced Project Name: _____

Referenced Project Description: _____

Reference Name: _____ Date/Years of Project Activity: _____

Reference Phone: _____ Reference Email: _____

Instructions: References will complete the following section about the Consultant(s) and return this form directly to ReWa. Please email the completed survey to Stephanie Selman, StephanieS@re-wa.org. Thank you for your time and effort in assisting ReWa in this important endeavor.

ReWa is collecting past performance information on consultants and their key personnel. The information will be used to assist ReWa in the selection of consultants to perform various projects. The firm/individuals listed above have listed you as a client for which they have previously performed work on the identified project. We would appreciate you taking the time to complete this survey.

Rate each of the criteria on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individuals again) and 1 representing that you were very unsatisfied (and would never hire the firm/individuals again). Please rate each of the criteria to the best of your knowledge. If you do not have sufficient knowledge in a particular area, please leave it blank.

NO	CRITERIA	UNIT	RATING
1	Ability to meet customer expectations	(1-10)	
2	Ability to maintain project schedule (completed on time or early)	(1-10)	
3	Ability to manage project costs (minimal change orders)	(1-10)	
4	Ability to identify and minimize the users risk	(1-10)	
5	Ability to increase value	(1-10)	
6	Coordination of activities and documentation	(1-10)	
7	Accessibility and communication	(1-10)	
8	Leadership ability (minimize the need of Owner direction)	(1-10)	
9	Your comfort level in hiring the firm/individual again based on performance	(1-10)	
10	Overall customer satisfaction	(1-10)	

Signature of person completing this questionnaire: _____