

Reference Check Form

Sample questions to be asked of references provided in the firm's Letter of Qualifications.

Firm Name: _____
(Architectural, Engineering, Survey)

Project Reference: _____

Person Contacted: _____

1. What was your project?
2. When was it completed?
3. What did the firm do for you on this project?
4. Who was the chief staff person assigned to work with you?
5. Were you satisfied with this person's work?
6. Was the project started and completed as scheduled?
7. Did the firm achieve the project's goals?
8. Did the firm demonstrate good problem solving skills?
9. Were budget and cost control measures handled effectively?
10. Did you and the design team work well together?
11. Would you hire the firm again for another similar project?
12. What is your overall evaluation of the firm based on your experience?