**Contractor Firm Experience and References**

**CONTRACTOR EXPERIENCE:**
- Provide relevant experience on separate pages.
- Two page limit – no smaller than 11 point font for text.

**CONTRACTOR (Firm) REFERENCES:**
- Provide at least three Firm references.
- Use below form. Fill one out for each Firm reference (fill in number blank – ie, ‘Firm Reference #1; Firm Reference #2, etc.)
- Form is expandable – be concise.
- Reference check evaluation criteria provided below

<table>
<thead>
<tr>
<th>Firm Reference Number:</th>
<th>#_____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client/Firm Name:</td>
<td></td>
</tr>
<tr>
<td>Project Name:</td>
<td></td>
</tr>
<tr>
<td>Project Cost (total $):</td>
<td></td>
</tr>
<tr>
<td>Name &amp; Title of Contact:</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address &amp; Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Provide a brief description of a recent relevant project for which they are serving to reference:</td>
<td></td>
</tr>
</tbody>
</table>

**Reference Evaluation Criteria:**
- Describe the nature of the project and the work that this vendor performed for you.
- What was the size of the effort (budget, duration, etc)?
- Was the work completed within budget?
- Did the vendor meet expected timeframes and deliverable deadlines?
- Was the vendor able to adapt to obstacles on the project?
- Was there continuity with the project staff proposed and assigned to the planning and execution phases of the project?
- How well did the vendor staff respond to your needs?
- How pleased are you with the work the vendor has performed/is performing for you?
- Would you contract with this vendor again?

March 23, 2015
SUBCONTRACTOR (Firm) REFERENCES:
- Provide at least two Subcontractor Firm references.
- Use below form. Fill one out for each Firm reference (fill in number blank – ie, ‘Firm Reference #1; Firm Reference #2, etc.)
- Form is expandable – be concise.
- Reference check evaluation criteria provided below

<table>
<thead>
<tr>
<th>Subconsultant Firm Reference Number:</th>
<th>#_____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client/Firm Name:</td>
<td></td>
</tr>
<tr>
<td>Project Name:</td>
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<td>E-Mail Address &amp; Telephone Number:</td>
<td></td>
</tr>
</tbody>
</table>

Provide a brief description of a recent relevant project for which they are serving to reference:

Reference Evaluation Criteria:
- Describe the nature of the project and the work that this vendor performed for you.
- What was the size of the effort (budget, duration, etc)?
- Was the work completed within budget?
- Did the vendor meet expected timeframes and deliverable deadlines?
- Was the vendor able to adapt to obstacles on the project?
- Was there continuity with the project staff proposed and assigned to the planning and execution phases of the project?
- How well did the vendor staff respond to your needs?
- How pleased are you with the work the vendor has performed/is performing for you?
- Would you contract with this vendor again?