

FIRM REFERENCE CHECK – #BC-21376-J

FIRM: _____

REFERENCE CONTACT PERSON: _____

REFERENCE PROJECT: _____

REFERENCE ORGANIZATION/FIRM: _____

ROLE THAT REFERENCE CONTACT PLAYED IN PROJECT _____

TELEPHONE #: _____

DATE: _____

EMAIL: _____

1. CONFIRM DESCRIPTION OF PROJECT PROVIDED BY FIRM IN TECHNICAL PROPOSAL:

IS DESCRIPTION ACCURATE? ____ YES ____ NO

IF NOT, NOTE DIFFERENCES:

2. **PRIME CONTRACTING SERVICES:** WHAT SERVICES DID THE PRIME FIRM PROVIDE DURING THE CONSTRUCTION PHASE AND HOW WOULD YOU RATE THESE SERVICES? (EXCELLENT, VERY GOOD, ACCEPTABLE, MARGINAL OR POOR)

SERVICES	PROVIDED	RATING	COMMENTS
COST CONTROL			
PROJECT SCHEDULE			
PROJECT CONTROL SERVICES			
AWARD AND MANAGE TRADE CONTRACTS			
PROJECT SAFETY			
QUALITY ASSURANCE/INSPECTIONS			

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FIRM:

REFERENCE CONTACT PERSON:

CHANGE ORDER REVIEW/PROCESSING			
SHOP DRAWING/SUBMITTAL REVIEW PROCESSING			
PROJECT SITE DOCUMENTS			
CLAIMS AVOIDANCE/RESOLUTION			
PROJECT CLOSE-OUT			
MONTHLY WRITTEN REPORTS TO OWNER			

3. **KEY PERSONNEL ON YOUR PROJECT:** Project Executive: _____
Project Manager: _____ Field Superintendent _____

NOTE: If any of these people are proposed for UMBC's project, refer to more the applicable, more detailed, Key Personnel Reference Form.

3.1 WHAT OVERALL RATING WOULD YOU GIVE THE FIRM'S PERSONNEL?

___ EXCELLENT

___ ACCEPTABLE/SATISFACTORY

___ VERY GOOD

___ MARGINAL

___ POOR

COMMENTS: _____

3.2 WAS THERE A PROBLEM WITH GEOGRAPHICAL LOCATION OF THE KEY PERSONNEL VS. THE CONSTRUCTION SITE LOCATION? ___ YES ___ NO

IF YES, PLEASE COMMENT: _____

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FIRM:

REFERENCE CONTACT PERSON:

3.3 DID YOU HAVE ANY PROBLEMS WITH THE FIRM SAYING CERTAIN PEOPLE WOULD BE ON YOUR TEAM, AND THEN LATER, THESE PEOPLE WERE GIVEN OTHER JOB ASSIGNMENTS? YES___ NO

IF SO, WHO CHANGED AND HOW WAS THE SITUATION HANDLED?

4. WHAT OVERALL RATING WOULD YOU GIVE TO THIS PRIME FIRM ;

___EXCELLENT

___ACCEPTABLE

___VERY_GOOD

___MARGINAL

___ POOR

COMMENTS:_____

5. DO YOU HAVE ANY OTHER COMMENTS ABOUT THIS FIRM THAT WERE NOT CAPTURED ABOVE?

TAKEN BY: _____

KEY PERSONNEL REFERENCE – PROJECT MANAGER - PROCUREMENT #BC-21376-J

NAME OF PERSON:

PROPOSING FIRM:

CONTACT NAME:

NAME OF COMPANY:

PROJECT:

TELEPHONE NO.:

DATE: _____

EMAIL:

USING THE WORDS – EXCELLENT, VERY GOOD, ACCEPTABLE, MARGINAL, POOR - PLEASE RATE THE PERSON ABOVE FOR THE ROLE OF PROJECT MANAGER ON THE FOLLOWING PROJECT(S) _____

CONSTRUCTION PHASE:

AREA/SKILL/EXPERTISE	PERFORMED	RATING	COMMENTS
PROJECT SCHEDULE			
SHOP DRAWING/SUBMITTAL REVIEW AND PROCESSING			
COST CONTROL			
CHANGE ORDER MANAGEMENT AND PROCESSING			
CLAIMS AVOIDANCE/RESOLUTION			
MONTHLY REPORTS TO OWNER			
AWARD/MANAGE TRADE CONTRACTORS			
QUALITY ASSURANCE/INSPECTIONS			

KEY PERSONNEL REFERENCE – PROJECT MANAGER - PROCUREMENT #BC-21376-J

PROJECT SAFETY			
PROJECT SITE DOCUMENTS			
PROJECT CLOSE OUT			
PROBLEM SOLVING ABILITIES			
COMMUNICATION SKILLS WITH THE OWNER			
COMMUNICATION SKILLS WITH THE A/E TEAM			
TIMELINESS IN RESPONDING TO ISSUES			

DID THE PROJECT MANAGER DEVOTE ADEQUATE TIME TO THE PROJECT?

___ YES ___ NO

If no, please comment: _____

HOW WOULD YOU RANK THIS PERSON'S PERFORMANCE OVERALL? _____

ANY OTHER COMMENTS THAT YOU MAY HAVE ON THIS PERSON THAT WE DID NOT CAPTURE ABOVE?

TAKEN BY: _____

KEY PERSONNEL REFERENCE – PROJECT SUPERINTENDENT - PROCUREMENT #BC-21376-J

NAME OF PERSON:

PROPOSING FIRM:

CONTACT NAME:

NAME OF COMPANY:

PROJECT:

TELEPHONE NO.:

DATE: _____

EMAIL:

USING THE WORDS: EXCELLENT, VERY GOOD, ACCEPTABLE, MARGINAL, POOR -- PLEASE RATE THE PERSON ABOVE FOR THE ROLE OF **PROJECT SUPERINTENDENT** ON THE FOLLOWING PROJECT(S) _____

CONSTRUCTION PHASE:

AREA/SKILL/EXPERTISE	PERFORMED	RATING	COMMENTS
PROJECT SCHEDULE			
SHOP DRAWING/SUBMITTAL REVIEW AND PROCESSING			
COST CONTROL			
CHANGE ORDER MANAGEMENT AND PROCESSING			
CLAIMS AVOIDANCE/RESOLUTION			
MONTHLY REPORTS TO OWNER			
AWARD/MANAGE TRADE CONTRACTORS			
QUALITY ASSURANCE/INSPECTIONS			

KEY PERSONNEL REFERENCE – PROJECT SUPERINTENDENT - PROCUREMENT #BC-21376-J

PROJECT SAFETY			
PROJECT SITE DOCUMENTS			
PROJECT CLOSE OUT			
PROBLEM SOLVING ABILITIES			
COMMUNICATION SKILLS WITH THE OWNER			
COMMUNICATION SKILLS WITH THE A/E TEAM			
TIMELINESS IN RESPONDING TO ISSUES			

DID THE FIELD SUPERINTENDENT DEVOTE ADEQUATE TIME TO THE PROJECT?

___ YES ___ NO

If no, please comment: _____

HOW WOULD YOU RANK THIS PERSON'S PERFORMANCE OVERALL? _____

ANY OTHER COMMENTS THAT YOU MAY HAVE ON THIS PERSON THAT WE DID NOT CAPTURE ABOVE?

TAKEN BY: _____