

**ARCHITECTURAL & ENGINEERING (A&E) CONSULTANT REFERENCE AND VERIFICATION CHECK**

(Qualifications-Based Selection) (Rev 11/19/15)

ARCHITECTURAL & ENGINEERING CONSULTANT REFERENCE AND VERIFICATION CHECK

Caltrans Request for Qualifications (RFQ) Notice Number: \_\_\_\_\_ Name of Consultant: \_\_\_\_\_

Name of Key Member from Section G of the SF330: \_\_\_\_\_ Employee of Prime or Sub Consultant (Circle one)?

Contract Manager (CM) or Key Member? (Circle one)? Project Number, example project Title, and location from Section F or H of the SF330: \_\_\_\_\_

Name of Project Owner (Agency): \_\_\_\_\_

Please specify the roles and responsibilities that were performed by the Key Member on the example project named above (if necessary, please use additional sheets):

		Ranking
How did the CM or Key Member perform his/her job?	<b>Excellent</b> -took initiative, anticipated & solved issues, effective team work <b>(E)</b> <b>Satisfactory</b> -occasional unanticipated issues, few team mistakes <b>(S)</b> <b>Poor</b> -issues remained unresolved, frequent team mistakes <b>(P)</b>	
Was the product and/or milestones delivered timely?	<b>Excellent</b> -always on time <b>(E)</b> <b>Satisfactory</b> -almost always on time <b>(S)</b> <b>Poor</b> -consistently late <b>(P)</b>	
Were the products delivered within budget?	<b>Excellent</b> -always within budget <b>(E)</b> <b>Satisfactory</b> -almost always within budget <b>(S)</b> <b>Poor</b> -consistently over budget <b>(P)</b>	
What was the quality of the deliverables?	<b>Excellent</b> -minimal corrections, review comments resolved during 1 <sup>st</sup> review <b>(E)</b> <b>Satisfactory</b> -review comments & corrections resolved in 2 to 3 submissions <b>(S)</b> <b>Poor</b> -repeatedly submitted deliverables without adequately addressing issues <b>(P)</b>	
Describe the CM's or Key Member's willingness to cooperate and take directions from the owner.	<b>Excellent</b> -invoices & progress reports, with rare exception, on time & complete; rarely disputed invoices <b>(E)</b> <b>Satisfactory</b> -invoices occasionally late or disputed; Progress Reports occasionally incomplete or late <b>(S)</b> <b>Poor</b> -invoices consistently late, often inappropriately billed, progress reports often incomplete & late <b>(P)</b>	
What was the quality of the contract administration? (Applicable only if this is a reference check for a CM)	<b>Excellent</b> -always answered calls & correspondence promptly, flexible, open to suggestions <b>(E)</b> <b>Satisfactory</b> -answered calls & correspondence prompt most of the time, reasonably flexible & open when persuaded <b>(S)</b> <b>Poor</b> -frequently did not answer correspondence or return calls <b>(P)</b>	

Please comment on any Poor (P) ranking:

Signature of Project Owner Representative      Print Name      Phone      Email Address      Date

Project Owner Representative's role on project: \_\_\_\_\_

GUIDELINES AND SUGGESTED SCORING SYSTEM FOR  
**ARCHITECTURAL & ENGINEERING (A&E)**  
CONSULTANT REFERENCE AND VERIFICATION CHECK

An important part of the evaluation process is obtaining information about each Consultant's performance on other contract work. Included in the Statement of Qualifications (SOQ) is a reference/verification check filled out by the client. The reference/verification check and all scores must be completed and included in the SOQ.

All relevant experience, with Caltrans or other entities, shall be considered equally during the evaluation process. Caltrans experience will not be given more weight in the evaluation process.

Preferably, the reference/verification check will be filled out by the respective client Project Manager or by Staff who has the best knowledge of the Consultant's personnel work. A reference/verification check is to be conducted for both On-Call and Project Specific contracts.

**Suggested Scoring System**

The score from the reference/verification check will be referenced in the **INITIAL EVALUATION WORKSHEET - QUALITATIVE SCORING** by the panel members.

The following scoring system is provided as a guideline for scoring the reference checks. The reference check ratings are Excellent, Satisfactory, and Poor, please circle one response for each question.

- ✓ **Excellent** is 3 points    **Satisfactory** is 2 points    **Poor** is 0 points  
Add the points and enter the total in the space provided on the reference check form
- ✓ if the total score is 17-18, **10 points** are awarded
- ✓ if the total score is 14-16, **8 points** are awarded
- ✓ if the total score is 9-13, **5 points** are awarded
- ✓ if the total score is 4-8, **3 points** are awarded
- ✓ if the total score is 0-3, **0 points** are awarded