**Professional Reference for Consultant candidates**

This confidential questionnaire is to be completed by persons who have direct knowledge of the Key Individual (listed in the form below) in the performance of design or engineering services;

The completed questionnaire is to be sent via e-mail to the Administrative Office of the Courts, Office of Court Construction & Management at this address: [occm\_solicitations@jud.ca.gov](mailto:occm_solicitations@jud.ca.gov) Subject line must include “Facilities Standards”

| **Question** | **Responses** |
| --- | --- |
| *Information and data* |  |
| The person and firm for which this Reference is provided (the Key Individual);   * Name of the Key Individual * Name of firm | *<to be filled in by prospective Consultant requesting a professional reference* |
| Reference Provider - the person providing information about the Key Individual (the Reference):   * Name and organization * current position or title * E-Mail address & phone number |  |
| Name of the building or project that the Reference and Key Individual worked on together. |  |
| What is or was the position of the Reference on the building or project on which the Key Individual was engaged? |  |
| Do you (the Reference) feel qualified to provide information about this Key Individual? |  |
| What is or was your relationship the Key Individual whose performance and experience is being checked?  e.g. consultant, employee, professional colleague |  |
| *Experience of Key Individual with the Reference Provider* |  |
| What was the Key Individual’s role on the building or project?  Approximate time period of the engagement?  Is the Key Individual currently working with the Reference? |  |
| What are or were the authorities/responsibilities of Key Individual on the building or project? |  |
| How did the Key Individual contribute to the overall success of the building or project? |  |
| *Performance relative to other design or engineering professionals on similar engagements* |  |
| What is your assessment of the Key Individual’s capabilities – in these areas:   * Organization of complex information; * Technical breadth & knowledge * Court design and planning |  |
| What is your assessment of the Key Individual’s communication skills?   * Verbal * Written |  |
| What are the principal weaknesses of the Key Individual– relative to other construction professionals? |  |
| Did you have any concerns/issues with their performance (if yes what were they)?  Were your concerns addressed with corrective measures by the Key Individual or their firm? |  |
| Would you or your organization hire the Key Individual again? |  |
| Do you have any other observations about this Key Individual |  |

Signature Date