**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 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