

Reference Check Questionnaire:

RFP Contenders

Date: _____

Name: _____

Company: _____

Ph #: _____

Reference For: _____

1. When did you work with the ["Contender"]?
2. Can you describe the project they developed / participated in?
3. Was their concept similar to their other projects or was it customized to reflect your vision?
4. Who was the project manager?
5. Did you issue a request for proposals or did you sole-source to this firm?
6. Had you heard of them before (if they responded to a request)?

Reference Check Questionnaire:

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7. In your consideration process, why did you end up selecting ["Contender/Team"]; what was it about them that caused you to conclude that they were the "right fit" for you and your community?

8. If a public sector reference, did the financing for your project involve public dollars (incentives)? How creative and/or flexible were they with these resources?

9. If a public sector reference, how well did they understand your need for a quantifiable return on your investment?

10. Knowing what you know now, would you select them again?

11. What firms comprised the team that worked with ["Contender"]? Had they worked together before? (Were they same group that submitted this response?)

12. We would like to understand how well you felt that ["Contender/Team"] performed for you. Please tell us how you would rate them in each of the following dimensions on a 1 - 10 scale (with 1 representing Poor, 5 representing Average and 10 representing Outstanding)

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13. In retrospect, what would you do differently to have had a more productive / profitable experience with ["Contender"]? (How can we learn from your experience?)

14. Any other comments you wish to make.

RFP: Manitou Springs Urban Renewal Project