No modification to this form is allowed, other than entering the information requested. Complete and submit this form in accordance with the requirements and instructions set forth in the Request for Proposals (RFP) and herein. **Alameda CTC shall not be listed as a reference for the purposes of this form and related requirements.**

|  |  |  |
| --- | --- | --- |
| **Form** | **Proposer Action** | **Reference Action** |
| **Part A** | Complete one form for each Key Personnel, include in proposal, and submit to Reference. | Review. |
| **Part B** | Do not modify; submit to Reference. | Complete and submit to Alameda CTC. |

**Proposer Instructions**

The proposer shall:

1. Complete Part A for each reference provided for each key personnel; provide contact information for the key personnel under Proposer Key Personnel Contact Information. **Please utilize one form per reference; i.e., for each key personnel, a minimum of three (3) reference forms should be provided.**
2. Include each completed Part A (including optional attachments, if any) in its proposal to Alameda CTC.
3. Submit a copy of the following to each reference: completed Part A, the cover letter of this RFP, and a blank Part B.

The proposer is responsible for communicating to the referenced party the instructions and requirements for this process as outlined in this RFP, including the deadline for which References Forms are due to the Alameda CTC Sole Point of Contact via email.

**Reference Instructions**

The Alameda County Transportation Commission (“Alameda CTC”) has issued a request for proposals (“RFP”) as shown in the cover letter of such RFP, which is attached to this Part A. The proposer has submitted, or intends to submit, a response to the RFP that will list you/your organization as a reference with respect to the reference project listed herein. The proposer is responsible for completing Part A of this form and you, as the reference, will be responsible for reviewing Part A, completing Part B, and returning both Parts A and B directly to Alameda CTC.

**\*\*\* PROPOSER TO COMPLETE THE FOLLOWING \*\*\***

| **Proposer Key Personnel Contact Information** |
| --- |
| 1. Proposer Key Personnel Company Name:
 |  |
| 1. Proposer Key Personnel Name:
 |  |
| 1. Proposer Key Personnel Title:
 |  |
| 1. Proposer Key Personnel Email Address:
 |  |
| 1. Proposer Key Personnel Phone Number:
 |  |
| 1. Prime Consultant for this RFP:
 |  |

| **Client Reference Contact Information** |
| --- |
| 1. Reference Company Name:
 |  |
| 1. Reference Name:
 |  |
| 1. Reference Title:
 |  |
| 1. Reference Email Address:
 |  |
| 1. Reference Phone Number:
 |  |

| **Client Reference Project Information** |
| --- |
| 1. Client (Reference):
 |  |
| 1. Project Title:
 |  |
| 1. Project Phase:
 |  |
| 1. Project Location:
 |  |
| 1. Project Description:
 |  |
| 1. Duration (Months or Years) and Start and End Dates:
 |  |
| 1. Total Contract Amount:
 |  |
| 1. Proposer’s Role in Project:
 |  |
| 1. Name(s), Role(s), and Firm(s) of Key Personnel in, and during, the Project:
 |  |
| 1. Attachments (optional; any other reference materials, such as project fact sheets):
 |  |

**Reference Instructions**

After reviewing Part A, please complete this Part B and return the completed form via email to the Sole Point of Contact as shown in the cover letter for this RFP, so that it is received by no later than the deadline requested by the proposer. In your email subject line, please include the RFP No. and the proposer firm that you are providing the reference for. Provide as much detail as possible and add additional pages to the document as needed. Your response is confidential and will not be provided to the proposer. **Do NOT send this form back to the proposer.**

**\*\*\* REFERENCE TO COMPLETE THE FOLLOWING \*\*\***

| **Reference Contact Information** |
| --- |
| 1. Name:
 |  |
| 1. Title:
 |  |
| 1. Organization:
 |  |
| 1. Email:
 |  |
| 1. Phone:
 |  |

| **Reference Questionnaire** |
| --- |
| 1. To the best of your knowledge, is the reference information provided in Part A correct?
 | [ ] Yes [ ] No |
| 1. Please describe the project scope of work performed by proposer.
 |
| 1. In what areas did the proposer do well?
 |
| 1. In what areas could they have shown improvement?
 |
| 1. Overall, were you satisfied with the proposer and the project results?
 | [ ] Yes [ ] No |
| 1. Did proposer provide the deliverables on schedule? (If *No*, what were the circumstances and ramifications?)
 | [ ] Yes [ ] No |
| 1. Please rate the proposer in the following areas, on a scale of 1 to 5 – (1) poor, (2) fair, (3) good, (4) very good and (5) excellent:
 | Rating (1 to 5): |
| * 1. Project Management – Ability to stay within budget, scope and schedule
 |  |
| * 1. Knowledge and experience in performing the contracted tasks
 |  |
| * 1. Responsive to clients directions and needs
 |  |
| * 1. Ability to produce quality deliverables in time
 |  |
| * 1. Quality of oral presentation and prepared materials
 |  |
| * 1. Ability to maintain good working relationship with the client
 |  |
| * 1. Ability to respond to the public at the direction of the client
 |  |
| 1. Was the proposer responsive to client requests?
 | [ ] Yes [ ] Somewhat [ ] No |
| 1. Was the work product useful?
 | [ ] Yes [ ] Somewhat [ ] No |
| 1. Do you continue to use the work product?
 | [ ] Yes [ ] No |
| 1. Do you feel they truly understood the constraints of your business processes?
 | [ ] Yes [ ] Somewhat [ ] No |
| 1. Would you recommend working with the proposer?
 | [ ] Yes [ ] No |
| 1. Would you work with the proposer again?
 | [ ] Yes [ ] No |
| 1. Would you prefer, or do you believe it is necessary, to discuss any of your responses by phone?
 | [ ] Yes [ ] No |
| 1. Is there any additional information you would like to add?
 |