**Proposer Instructions**

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. **Per the RFP,** **Alameda CTC shall not be a reference.**

The proposer shall:

1. Complete this form for each key personnel; i.e., **for each key personnel, a minimum of three (3) Reference Request Forms should be completed.**
2. Include all completed Reference Request Forms (and their optional attachments, if any) in its proposal submittal to Alameda CTC.
3. Provide the following to each reference:
	1. Completed Reference Request Form(s) for their review;
	2. The URL to the Reference Questionnaire (as identified in the cover letter of the RFP) for their completion and submittal.

The proposer is responsible for communicating to each reference the instructions and requirements for this process as outlined in this RFP, including the deadline for which Reference Questionnaires must be received.

**Reference Request Detail**

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| --- |
| 1. **RFP Information**
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| 1. Alameda CTC RFP No.:
 |  |
| 1. **Key Personnel’s Information**
 |
| 1. Key Personnel Company Name:
 |  |
| 1. Key Personnel Name:
 |  |
| 1. Key Personnel Title:
 |  |
| 1. Prime Consultant for this RFP:
 |  |
| 1. **Client Reference Contact Information**
 |
| 1. Reference Company Name:
 |  |
| 1. Reference Name:
 |  |
| 1. Reference Title:
 |  |
| 1. Reference Email Address:
 |  |
| 1. Reference Phone Number:
 |  |
| 1. **Client Reference Project Information**
 |
| 1. Project Owner:
 |  |
| 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. Key Personnel’s Firm and its Role in the Project:
 |  |
| 1. Key Personnel’s Role in the Project:
 |  |
| 1. Attachments (optional; any other reference materials, such as project fact sheets):
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