CONSULTANT REFERENCE CHECK INSTRUCTIONS, FORM, AND SAMPLE LETTER

The attached Consultant Performance Evaluation Form is to be provided to the agencies or entities for which your firm has recently provided services similar to those requested for this project. Provide the evaluation form to the Owner, or the Owner's representative directly responsible for oversight of the project to complete and submit to the email address listed below.

The first three references submitted will be accepted and the scores utilized as part of the evaluation process. Each reference check is worth up to 7 points for a total of up to 21 points available.

The form is to be completed by the agency or entity and uploaded to the (email box) at:

donna@pageutility.com

The procurement identifier number is: RFQ #26-01-W

Attention Page Representative: Donna Roberts

Also attached is a sample performance evaluation cover letter that may be used when sending the reference check request.

Sample Consultant Performance Evaluation Cover Letter

Sample Cover Letter
Contact Name
Address of Reference

[Your Name] is responding to a construction solicitation from the City of Page, Arizona. The City is requesting reference information related to our past performance. As a part of the response submittal process, the City is requesting performance evaluations from agencies that our firm has performed services for either in the past or is currently receiving services.

I would appreciate your cooperation in completing the attached Consultant Performance Evaluation form and returning the completed form by email by **12:00 PM Arizona time on May 27th 2026,** to: donna@pageutility.com

Reference in Subject Line: Procurement Document RFQ #26-01-W

For questions, contact Donna Roberts, Page Utility Enterprises - Office Manager at 928-645-2419.

Failure to submit the Consultant Performance Evaluation form by the above date will have a negative impact on the proposal we submit for this service. Your cooperation in submitting this form by the referenced date is appreciated.

If you have any questions regarding this request, please contact Page representative listed above.

Sincerely,

INSTRUCTIONS FOR COMPLETING CONSULTANT PERFORMANCE EVALUATION

Evaluate the consultant's contract performance in each of the rating areas listed below. On the Consultant Performance Evaluation form, enter a rating from 1 to 4 that most closely matches your evaluation of the consultant's performance. Comments are not required but appreciated. **Every rating area must be scored.**

The Page Utility Enterprises procurement representatives will use the information from this form to evaluate firms competing for contract award. **This completed form will become public record and upon request, will be released to the consultant or any other entity.**

Please submit the completed form to the address indicated at the bottom of the Consultant Performance Evaluation form. Thank you for your time and your cooperation.

[PROJECT NAME]

Agency Procurement ID #:_____

CONSULTANT PERFORMANCE EVALUATION FOR _____

(firm name)

In the box below, provide the project title, contracted services provided by the firm, and start and completion dates of services. This form is to be completed by the Owner, or the Owner's representative directly responsible for oversight of the project. The project services evaluated must be relevant to the services of this project. Every rating area must be scored.

PROJECT COMPONENT	OWNER'S RESPONSE
Reference Project Title	
Contracted Services Provided by Firm	
Start Date of Services	
Completion Date of Services	

RATINGS: Summarize the Consultant's performance and circle the number below that corresponds to the performance rating for each category. Please see the rating scale for guidance and do not use N/A for scoring.

1 = Unsatisfactory (0.25 pt.); 2 = Poor (0.50 pt.); 3 = Good (0.75 pt.); 4 = Excellent (1.0 pt.)

PERFORMANCE QUESTION	RATING	COMMENTS
1. How would you rank the business relationship between the Owner and the Firm?		
2. Was the team presented in the proposal the team that worked on the project to completion?		
3. Was the Firm's staff practice in solving problems that may have occurred on the project?		
4. Was the contracted scope of services completed on time and within budget?		
5. How would you rate the quality of work performed by the Firm on your project?		

6. Did the Firm recommend efficiencies or provide innovative ideas or suggestions?		
7. Would you be willing to contract with the Firm again? (Yes = 1 point)	YES NO	
TOTAL SCORE		(MAXIMUM 7 POINTS)

Reference Evaluation Provided By:

Name and Title: _____

Agency/Organization: _____

Date: _____

Telephone Number: _____

Email: _____

Email completed form ***by 12:00 PM Arizona time on May 27th, 2026*** *to:*

donna@pageutility.com

***EMAIL SUBJECT LINE SHOULD REFERENCE PROCUREMENT ID #: RFQ #26-01-W**

The document should reference the project number and firm for which the reference check is being submitted. If no project number is available, reference the service and firm for which the reference check is being submitted.