

Reference Form: Engineering Design Services for Civil Infrastructure



Instructions to Proponents

- 1.) The Proponent shall Complete Part One of this form.
- 2.) The Proponent shall share the form with their Reference with Part One completed.
- 3.) The Proponent shall collect the completed Part Two from their reference and include the entire document with your proposal.
- 4.) Name of the Proponent Business:

Part One: Report on Consulting Work:

Name of the Organization that will be the Reference:

Scope of work completed: Please list and describe specific work you completed for the above organization. (Max 300 words)

Measures of Success: Please be as specific as possible in providing facts demonstrating your work's value. Ideal answers will describe features and then the resulting benefits. (Max 300 words)

Part Two: Reference Feedback: (to be completed by the organization that is a current/past customer of the Proponent).

Reference Questions:

1.) Name of your Organization: _____

2.) Address: _____

3.) Did the Proponent complete the stated work on the previous page? Y or N

4.) Do you agree you experienced the Successes and Benefits the Proponent has stated? Y or N _____

5.) Title/Role of the person completing this form.

i. May the Municipality of St. Mary's contact you if we have additional questions? Y or N __

ii. Preferred contact: Phone or Email: _____

iii. Your Name: _____

iv. Your Email: _____

v. Your day time number: _____

6.) Comments: Please provide any other comments or recommendations you wish to share for the benefit of St Mary's