



New Hanover County Attorney
230 Government Center Drive – Suite # 125
Wilmington, NC 28403
Phone: 910-798-7153 ~ Fax 798-7157

NEW HANOVER COUNTY ~ QUALIFICATION REFERENCE FORM

Statement to Project Owner:

In an effort to foster a high standard of quality in our construction projects and in conformance with established standards of qualifying contractors, we would like to confirm a proven construction management history of concern to detail, quality craftsmanship, timely adherence to schedule completion and job site safety for the companies we contract with on our capital projects. To that end we have asked that each project bidder provide the names of three previous construction/renovation project owners as references. We are requiring that said references be completed on this form provided herein. Furthermore, the authority making reference should be a director, administrator or vice-president of Engineering, Facilities, Operations or Construction and should be available for a simple follow-up phone call from either the Architect/Engineer or County. Please help us by answering the following questions to the best of your knowledge.

Referenced by:

Name: _____

Title: _____

Company/Institution: _____

Address: _____

City: _____ State: _____

Phone: _____ Fax: _____

Name of Project Referenced: _____

Dollar Value: (Approx.) _____

Date of Completion: _____

Reference Requested by (Company Name): _____

*Upon completion of the entire form, please fax (910) 798-7157 or mail (see above) the information **DIRECT** to the County Attorney. Thank you*

1. Has this company provided a high standard of quality in its craftsmanship and installation?

Completely Mostly Somewhat Not At All

Comments:

2. Has this company displayed a concern to their installations that exemplifies first class workmanship?

Completely Mostly Somewhat Not At All

Comments:

3. Was the project work always supervised with a skilled professional?

Completely Mostly Somewhat Not At All

Comments:

4. Did the project supervisor take responsible charge to coordinate the work and solve problems in the field as they were encountered?

Completely Mostly Somewhat Not At All

Comments:

5. Did the supervisor and the workmen exercise a constant concern for safety complying with OSHA and other safety standards and practices at all times?

Completely Mostly Somewhat Not At All

Comments:

6. Did the company display a cooperative attitude working with other prime contractors, the architect/engineer and the owner?

Completely Mostly Somewhat Not At All

Comments:

7. Was the project schedule followed and the completion date achieved as planned?

Completely Mostly Somewhat Not At All

Comments:

8. Did the contractor thoroughly punch out his own work with particular attention to the details prior to asking for an architectural/engineering inspection?

Completely Mostly Somewhat Not At All

Comments:

9. Did the architect/engineer return to check the “completed” punch list work more than twice?

Completely Mostly Somewhat Not At All

Comments:

10. Was the punch list completed after occupancy in;

15 Days 30 Days 45 Days More than 45 Days

Comment:

11. Were the sub-contractors hired by this company well informed with regard to the project contract requirements?

Completely Mostly Somewhat Not At All

Comments:

12. Did these sub-contractors provide a standard of quality installation that exemplifies first class workmanship?

Completely Mostly Somewhat Not At All

Comments:

13. Did these sub-contractors provide professional supervision over their work and employees?

Completely Mostly Somewhat Not At All

Comments:

14. Did these sub-contractors exercise a constant concern for safety in executing their work by complying with OSHA and other standards at all times?

Completely Mostly Somewhat Not At All

Comments:

15. Did the company clearly understand the technical requirements of their work and therefore exhibit a familiarity with the systems and components of their contract for construction?

Completely Mostly Somewhat Not At All

Comments:

16. Did the company make every effort to ask for clarifications of “gray areas” in the contract documents before they executed work for which they had doubts or concerns?

Completely Mostly Somewhat Not At All

Comments:

17. Did the Contractor display a willingness to work with the Owner to safeguard ongoing operations?

Completely Mostly Somewhat Not At All

Comments:

18. Did the prime contractor return pricing information on contract extras in a quick and responsive manner?

Completely Mostly Somewhat Not At All

Comments:

19. Did the project Engineer/Architect determine that the prime contract’s change order requests for additional time and/or compensation should be granted?

Completely Mostly Somewhat Not At All

Comments:

20. Were changes successfully negotiated without resorting to contractor’s claims, arbitration or litigation?

Completely Mostly Somewhat Not At All

Comments:

21. Did the company make an effort to manage the construction changes to the project work in a time effective manner?

Completely Mostly Somewhat Not At All

Comments:

22. Did the contractor make a reasonable effort to provide periodic and regular project clean up?

Completely Mostly Somewhat Not At All

Comments:

23. Did the contractor make an effort to maintain the cleanliness and on-going operations of any adjacent occupied space that may have been affected by dust, foot traffic, above ceiling work, etc. as part of the project

Completely Mostly Somewhat Not At All

Comments:

Reference Form Completed By:

Date:

Contact Phone Number:

E-Mail Address:

Please Include
Company Business Card