

The Prequalification Manager
NZ Transport Agency Waka Kotahi (NZTA)
PO Box 6995
Wellington
New Zealand

[Enter date](#)

Reference letter – NZTA prequalification for physical works

I've been asked to provide a reference for the following contractor and contract for which I was the client.

Name of contractor: [Enter contractor name](#)

Contract: [Enter the contract that this reference relates to](#)

The scope of this contract covered the following work categories (please see Table 1 for definition of work categories):

Ref	Work category	Please tick
1	Maintenance (routine) and minor works	<input type="checkbox"/>
2	Surfacing	<input type="checkbox"/>
3	Bridge and structure construction	<input type="checkbox"/>
4	Construction	<input type="checkbox"/>

I confirm that I have no financial association with this contractor, have no previous financial association with them, and in my opinion no conflict of interest exists.

Yours faithfully

Name: [Referee name](#)
Supervising authority: [Title of supervising authority](#)
Address: [Referee address](#)
Contact telephone: [Referee telephone](#)
Email: [Referee email](#)

Checklist

Area	Page ref	Answered? (please tick)
Contract value and dates	3	<input type="checkbox"/>
Work category / subcategories	3	<input type="checkbox"/>
Quantum / size of work	3	<input type="checkbox"/>
Health & Safety management	4	<input type="checkbox"/>
Quality management	4	<input type="checkbox"/>
Environmental management	5	<input type="checkbox"/>
Cooperation and proactive partnering	5	<input type="checkbox"/>
Additional information	6	<input type="checkbox"/>

Contractor reference for NZTA prequalification

Contract value [Contract value](#)

Start date: [Start date](#)

End date: [End date](#)

Work category

On the project/contract listed on page 1, the contractor provided the following services:

Work category	Please tick all that apply
1. Maintenance (routine) and minor works	<input type="checkbox"/> Pavement Maintenance <input type="checkbox"/> Drainage Maintenance <input type="checkbox"/> Bridge Maintenance <input type="checkbox"/> Intelligent Transport System <input type="checkbox"/> Road/ pavement/ line marking <input type="checkbox"/> Barriers and guardrails <input type="checkbox"/> Traffic signage <input type="checkbox"/> Carriageway Lighting <input type="checkbox"/> Vegetation Control <input type="checkbox"/> Amenity/Safety Maintenance <input type="checkbox"/> Temporary Traffic Management <input type="checkbox"/> Weighing devices <input type="checkbox"/> Minor Safety
2. Surfacing	<input type="checkbox"/> Seals & Reseals <input type="checkbox"/> Asphalt
3. Bridge & structure construction	<input type="checkbox"/> Bridge repairs / complex maintenance <input type="checkbox"/> Bridge Construction <input type="checkbox"/> Large retaining walls <input type="checkbox"/> Small retaining walls <input type="checkbox"/> Culverts <input type="checkbox"/> Noise walls
4. Construction	<input type="checkbox"/> Pavements / pavement improvements <input type="checkbox"/> Drainage / drainage improvements <input type="checkbox"/> Earthworks <input type="checkbox"/> Concrete paths <input type="checkbox"/> Concrete barriers

Quantum or size of work

Based on the contractor's performance on the above project I believe that the contractor (named above) has the capability, resources and experience to carry out projects of the following value:

Capital Projects	Level
Greater than \$50M	A
Between \$20M and \$50M	B
Between \$5M and \$20M	C
Up to \$5M	D
Select level	Select

Maintenance Projects	Level
Greater than \$20M	A
Between \$5M and \$20M	B
Between \$1M and \$5M	C
Up to \$1M	D
Select level	Select

Health & Safety

On this project the contractor's performance:

	Level
Met all requirements and often exceeded them	A
Met all requirements with no additional action required	B
Met requirements, sometimes requiring additional action / supervision	C
Met requirements, often requiring additional action / supervision	D
Select level	Select

Health and Safety performance – additional comments Click or tap here to enter text
--

Quality management

On this project the contractor's performance:

	Level
Met all requirements and often exceeded them	A
Met all requirements with no additional action required	B
Met requirements, sometimes requiring additional action / supervision	C
Met requirements, often requiring additional action / supervision	D
Select level	Select

Quality management – additional comments Click or tap here to enter text

Environmental management

Based on the contractor's performance on the above project I believe that the contractor (named above) is:

Description	Level
Capable of providing complex, high risk environmental management	A
Capable of providing complex, medium risk environmental management	B
Capable of providing simple, low to medium risk environmental management	C
Capable of providing simple, low risk environmental management	D
Select level	Select

<p>Environmental management – additional comments</p> <p>Click or tap here to enter text</p>
--

Cooperation and proactive partnering

Based on the contractor's performance on the above project I believe that the contractor (named above) has the following capability:

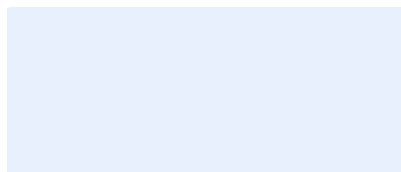
Description	Level
Experienced in the establishment and practice of a Full Partnering Charter and cooperates fully with all parties (or demonstrates ability to achieve this)	A
Requires very limited surveillance, adheres to the principles of partnering and cooperation with all stakeholders	B
Requires some surveillance and support	C
Requires surveillance and support	D
Select level	Select

<p>Cooperation and partnering – additional comments</p> <p>Click or tap here to enter text</p>
--

Additional Information

<p>1. Please provide a brief description of the project. Click or tap here to enter text</p>
<p>2. What was your role on the project? Click or tap here to enter text</p>
<p>4. What was the scope of works for the contractor to complete? Click or tap here to enter text</p>
<p>3. How would you describe the contractor's performance to date? Click or tap here to enter text</p>
<p>5. Was all the work completed by the contractor? If some elements were sub-contracted, please explain briefly? Click or tap here to enter text</p>
<p>6. Did the contractor have the necessary capability and knowledge to complete the required work? Click or tap here to enter text</p>
<p>7. Would you be happy to engage this contractor for higher value or more complex projects? Click or tap here to enter text</p>

Referee signature:



Referee name (please print):

[Click or tap here to enter text](#)