



ARCHITECT/ENGINEER PAST PERFORMANCE QUESTIONNAIRE

CONTRACT INFORMATION (A/E/Officer to complete Blocks 1-4)

1. A/E/Officer Information

Firm Name:

Address:

Phone Number:

Contact Name:

Email Address:

DUNs Number:

2. Description of Design-Build Services Performed as A/E:

3. Contract Information

Contract Number:

Contract Type:

Delivery Method:

Contract Value:

Contract Title:

Contract Location:

Award Date (mm/dd/yy):



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CONTRACT INFORMATION (A/E/Offeror to complete Blocks 1-4)

Contract Completion Date (mm/dd/yy):

Actual Completion Date (mm/dd/yy):

Explain Differences:

Original Contract Price (Award Amount):

Final Contract Price (to include all modifications, if applicable):

Explain Differences: Indicate whether differences were a result of owner-initiated changes, unforeseen conditions or corrections to the design

4. Project Relevance:

How is this project relevant to the project of this submission?

INSTRUCTIONS FOR CLIENTS COMPLETING THIS QUESTIONNAIRE: The DC Courts requests that the client completes this questionnaire and submits it directly back to the offeror. The offeror will submit the completed questionnaire to the DC Courts with their proposal and may duplicate this questionnaire for future submission on the DC Courts solicitations. Clients are highly encouraged to submit questionnaires directly to the offeror. However, questionnaires may be submitted directly to the DC Courts. Please contact the offeror for the DC Courts POC information. The DC Courts reserves the right to verify any and all information on this form.



DC Courts PAST PERFORMANCE QUESTIONNAIRE

To Be Completed by Client

1. Client Information

Name:

Title:

Phone Number:

Contact Name:

Email Address:

2. Project Information

Contract Type:

Contract Title:

Contract Location:

Describe your role in the project:

Date Questionnaire was completed (mm/dd/yy):

Client Signature:

Instructions: Please select the adjective rating that best reflects your evaluation of the A/E's performance.

1. Quality:

E VG S M N U

a. Quality of technical data/report preparation efforts

b. Ability to meet quality standards specified for technical performance

c. Timeliness/effectiveness of contract problem resolution without extensive customer guidance

d. Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance).

2. Schedule/Timeliness of Performance:

E VG S M N U

a. Compliance with contract delivery/completion schedules including any significant intermediate milestones. (If liquidated damages were assessed or the schedule was not met, please address below.)

b. Rate the A/E's use of available resources to accomplish tasks identified in the contract



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To Be Completed by Client

3. Customer Satisfaction:	E	VG	S	M	N	U
a. To what extent were the end users satisfied with the project?						
b. A/E was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)						
c. To what extent was the A/E cooperative, businesslike, and concerned with the interests of the customer?						
d. Overall customer satisfaction						
4. Design-Build Management:	E	VG	S	M	N	U
a. Effectiveness of Pre-Construction Services						
b. Ability to verify, assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to changes.						
c. Effectiveness of management of all design disciplines including subconsultants						
d. Ability to assemble and retain a qualified team to this effort						
e. Ability to develop Design Intent Documents (DID) through Issued For Construction (IFC) documents. Effectiveness of design processes to meet identified milestone dates.						
5. Cost/Financial Management:	E	VG	S	M	N	U
a. Ability to design to the established budget						
b. A/E proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client.						
6. General:	E	VG	S	M	N	U
a. Compliance with contractual terms/provisions (If there were specific issues, please explain in the comments sections below)						
b. In summary, provide an overall rating for the work performed by this A/E.						
7. Sustainability:						
Did this project include sustainable methods, materials, processes or certifications? (See Whole Building Design Guide for acceptable requirements. Link to guide WBDG Green Building Standards and Certification Systems.) (If yes, please explain in the comments section below.)						
8. Summary:						
Would you hire or work with this firm again? (If no, please explain in the comments section below.)						
Comment Section: Please provide additional information below and attach additional pages if necessary.						
Please provide responses to the above questions (if applicable) and/or additional remarks. Also please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (please attach additional pages if necessary):						



DC Courts **PAST PERFORMANCE QUESTIONNAIRE**

To Be Completed by Client

Use the following adjective ratings and definitions in your evaluation of the A/E's performance.

Rating	Definition	Notes
(E) Exceptional	Performance meets contractual requirements and exceeds many to the Client's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the A/E was highly effective.	An Exceptional rating is appropriate when the A/E successfully performed multiple significant events that were of benefit to the Client. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
(VG) Very Good	Performance meets contractual requirements and exceeds some to the Client's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the A/E were effective.	A Very Good rating is appropriate when the A/E successfully performed a significant event that was a benefit to the Client. There should have been no significant weaknesses identified.
(S) Satisfactory	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the A/E appear or were satisfactory.	A Satisfactory rating is appropriate when there were only minor problems, or major problems that the A/E recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that A/Es will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
(M) Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the A/E has not yet identified corrective actions. The A/E's proposed actions appear only marginally effective or were not fully implemented.	A Marginal is appropriate when a significant event occurred that the A/E had trouble overcoming which impacted the Client.
(U) Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the A/E's corrective actions appear or were ineffective.	An Unsatisfactory rating is appropriate when multiple significant events occurred that the A/E had trouble overcoming and which impacted the Client. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.
(N) Not Applicable	No information or did not apply to your contract	Rating will be neither positive nor negative.