

|   |  |   |   |  |                             |
|---|--|---|---|--|-----------------------------|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>   |  |   | 1. Contract Number                                    | Page of Pages<br>1   4   |                             |
| 2. Amendment/Modification Number<br><br>DCHA-2011-B-0138-003  |  | 3. Effective Date<br><br>April 20, 2011   |   | 4. Requisition/Purchase Request No.  |                             |
| 5. Solicitation Caption<br><br>Renovation and Site Improvement of Spanish Steps   |  | 6. Issued By: Code _____  |   |  |                             |
| 7. Administered By (If other than line 6)<br><br>Department of Parks and Recreation<br>1480 Girard Street, NW<br>Suite 420<br>Washington, DC 20009  |  | Department of Real Estate Services<br>Contracting and Procurement Division<br>2000 14th Street, NW, Fifth Floor<br>Washington, DC 20009 |   |  |                             |
| 8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)   |  |   | 9A. Amendment of Solicitation No.<br>DCHA-2011-B-0138 |  |                             |
|   |  |   | X 9B. Dated (See Item 11)<br>4/1/2011                 |  |                             |
|   |  |   | 10A. Modification of Contract/Order No.               |  |                             |
|   |  |   | 10B. Dated (See Item 13)                              |  |                             |
| Code _____  |  | Facility _____  |   |  |                             |
| 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS   |  |   |   |  |                             |
| <input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. |  |   |   |  |                             |
| 12. Accounting and Appropriation Data (If Required)   |  |   |   |  |                             |
| 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14   |  |   |   |  |                             |
| A. This change order is issued pursuant to: (Specify Authority)   |  |   |   |  |                             |
| The changes set forth in Item 14 are made in the contract/order no. in item 10A.  |  |   |   |  |                             |
| B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.   |  |   |   |  |                             |
| C. This supplemental agreement is entered into pursuant to authority of:  |  |   |   |  |                             |
| D. Other (Specify type of modification and authority)   |  |   |   |  |                             |
| E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copy to the issuing office.  |  |   |   |  |                             |
| 14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)<br>The Subject Request for Quotation is hereby amended as follows:  |  |   |   |  |                             |
| 1. Amendment 3 - Attachment A - Missing (Attachment J.6) Past Performance Evaluation Form   |  |   |   |  |                             |
| 2. All other terms and conditions remain the same.  |  |   |   |  |                             |
| 15A. Name and Title of Signer (Type or print)   |  |   | 16A. Name of Contracting Officer<br>Diane Wooden      |  |                             |
| 15B. Name of Contractor   |  | 15C. Date Signed  |   | 16B. District of Columbia<br><i>Diane Wooden</i><br>Signature of Deputy Director, DRES, C&P Division | 16C. Date Signed<br>4/20/11 |
| (Signature of person authorized to sign)  |  |   |   |  |                             |

## **ATTACHMENT J.6**

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**CONTRACTOR'S PERFORMANCE EVALUATION FORM**

**PAST PERFORMANCE EVALUATION FORM**

(Check appropriate box)

| Performance Elements      | Excellent | Good | Acceptable | Poor | Unacceptable |
|---------------------------|-----------|------|------------|------|--------------|
| Quality of Services/ Work |           |      |            |      |              |
| Timeliness of Performance |           |      |            |      |              |
| Cost Control              |           |      |            |      |              |
| Business Relations        |           |      |            |      |              |
| Customer Satisfaction     |           |      |            |      |              |

1. Name &amp; Title of evaluator: \_\_\_\_\_

2. Signature of Evaluator: \_\_\_\_\_

3. Name of Organization: \_\_\_\_\_

4. Telephone Number of Evaluator: \_\_\_\_\_

5. State type of service received: \_\_\_\_\_

6. State Contract Number, Amount and period of Performance \_\_\_\_\_

7. Remarks on Excellent Performance: Provide data supporting this observation.  
(Continue on separate sheet if needed)

8. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

|                        | <b>Quality Product/Service</b><br>-Compliance with contract requirements<br>-Accuracy of reports<br>-Appropriateness of personnel<br>-Technical excellence | <b>Cost Control</b><br>-Within budget (over/under target costs)<br>-Current, accurate, and complete billings<br>-Relationship of negated costs to actual<br>-Cost efficiencies<br>-Change order issue | <b>Timeless of Performance</b><br>-Meet Interim milestones<br>-Reliable<br>-Responsive to technical directions<br>-Completed on time, including wrap-up and contract administration<br>-No liquidated damages assessed | <b>Business Relations</b><br>-Effective management<br>-Businesslike correspondence<br>-Responsive to contract Requirements<br>-Prompt notification of contract problems<br>-Reasonable/cooperative<br>-Flexible<br>-Pro-active<br>-effective contractor recommended solutions<br>-Effective snail/small disadvantaged business Subcontracting program |
|------------------------|--|---|--|---|
| <b>0. Zero</b>         | Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources  | Cost issues are comprising performance of contract requirements.  | Delays are comprising the achievement of contract requirements, Despite use of Agency resources.   | Response to inquiries, technical/ service/administrative issues is not effective and responsive.  |
| <b>1, Unacceptable</b> | Nonconformances require major Agency resources to ensure achievement of contract requirements.   | Cost issues require major Agency resources to ensure achievement of contract requirements.  | Delays require major Agency resources to ensure achievement of contract requirements.  | response to inquiries, technical/ service/administrative issues is marginally effective and responsive.   |
| <b>2. Poor</b>         | Nonconformances require minor Agency resources to ensure achievement of contract requirements.   | Costs issues require minor Agency resources to ensure achievement of contract requirements.   | Delays require minor Agency resources to ensure achievement of contract requirements.  | Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.  |
| <b>3. Acceptable</b>   | Nonconformances do not impact achievement of contract requirements.  | Cost issues do not impact achievement of contract requirements.   | Delays do not impact achievement of contract requirements.   | Responses to inquires, technical/ service/administrative issues is usually effective and responsive.  |
| <b>4. Good</b>         | There are no quality problems  | There are no cost issues.   | There are no delays.   | Responses to inquiries, technical/ service/administrative issues is effective and responsive,   |
| <b>5. Excellent</b>    | The contractor has demonstrated an exceptional performance level in some or all of the above categories.   |   |  |   |