

ATTACHMENT 3.4C

CONTRACTOR/DESIGNER PAST PERFORMANCE REFERENCE FORM

FROM: District of Columbia Department of Transportation (DDOT)

RE: Request for Past Performance Information for RFQ for South Capitol Street Corridor Segments 1 & 2

In the RFQ for South Capitol Street Corridor Segments 1 & 2, DDOT requests that this letter and the Past Performance Questionnaire be forwarded to points of contact for similar type services performed by the Proposer, or currently in progress. The information contained in your completed questionnaire will be one of the evaluation criteria to base a decision about the relative qualifications of the Respondent.

Please have the questionnaire completed by the person(s) most familiar with the contractor's/designer's performance on the subject project. Evaluations should reflect an honest, straightforward, and objective evaluation of the contractor's/designer's performance. Evaluations must be based on objective facts supported by program/project and contract management data and reports.

Your knowledge is crucial to our evaluation of the company's past performance, and we request that you provide responses to all questions. A simple "unknown" answer may be appropriate when no evidence is available to you in a particular area. We ask that you indicate based on the definitions provided in the questionnaire, the contractor's/designer's performance on the identified contract. Please provide narrative rationales for your answers that are marked other than acceptable or areas where the contractor/designer clearly exceeded contract requirements. Hand written responses, printed clearly, are sufficient.

Please submit your past performance questionnaire directly to the Authority **(not to the company) no later than July 18, 2013, prior to 2:00 PM Eastern**. It may be necessary to call you to discuss questionnaire responses.

If you have any questions concerning this questionnaire please call Ms. Courtney Lattimore, Contracting Officer of the Office of Contracting and Procurement (OCP), Courtney.lattimore@dc.gov, 202.278.9123. Responses may be submitted to this office as indicated on the cover of the questionnaire. Your time is greatly appreciated, and we thank you for your participation.

Sincerely,

Courtney Lattimore
Contracting Officer/OCP

Enclosure:
Past Performance Questionnaire

THE QUESTIONNAIRE MAY BE SUBMITTED BY MAIL OR DELIVERY TO:

U.S. MAIL: *or* **BY EMAIL**

Courtney Lattimore Contracting Officer
 Office of Contracting and Procurement
 7th Floor
 55M Street, SE
 Washington, D. C. 20003

Courtney.lattimore@dc.gov

SECTION A. THIS SECTION ONLY TO BE FILLED IN BY THE OFFEROR:

Offeror (Proposing Firm) Contract Number:	
Offeror (Proposing Firm):	
Type of Contract:	
Contract Amount:	
Status:	Active <input type="checkbox"/> Completed: <input type="checkbox"/>
Date of Award:	
Contract Completion Date (Including Extensions):	
Product Description and/or service provided:	
Type and Extent of Subcontracting:	

SECTION B. TO BE FILLED IN BY INDIVIDUAL COMPLETING THIS FORM:

Please provide information for the primary individual completing this questionnaire.

Name:	
Firm:	
Telephone Number:	
Mailing Address:	
E-Mail Address:	

SECTION C. RATING GUIDELINES:

Use the following descriptions as guidance in providing element ratings. Ratings should only reflect the performance of the contractor in question. For each question, please place an "X" in the box corresponding to the rating

- Exceptional** **1**
- Very Good** **2**
- Satisfactory** **3**
- Marginal** **4**
- Unsatisfactory** **5**
- Unknown** **6**

SECTION D. CONTRACT/PAST PERFORMANCE INFORMATION:

Place an X in the appropriate box and provide narrative, if applicable.

1= Exceptional, 2= Very Good, 3= Satisfactory, 4= Marginal, 5= Unsatisfactory, 6= Unknown.

	Question:	1	2	3	4	5	6
1	Did the contractor/designer initiate and support startup and management control?	<input type="checkbox"/>					
2	Timeliness in achieving schedule elements (delivery/performance), taking into account all excusable delays.	<input type="checkbox"/>					
3	Did the contractor/designer accurately and timely attend to and communicate the project status via required reports, inspections etc?	<input type="checkbox"/>					
4	Did the contractor/designer provide qualified management and key personnel throughout the contract performance period?	<input type="checkbox"/>					
5	Did the contractor/designer provide adequate, competent and qualified technical personnel capable of meeting contract requirements throughout the performance period of the contract?	<input type="checkbox"/>					
6	Was the contractor's/designer's top management involved and committed to project success?	<input type="checkbox"/>					
7	Rate the contractor's/designer's ability to manage and coordinate subcontractors, and please note any subcontracting issues (positive or negative) that impacted the performance of your contract.	<input type="checkbox"/>					
8	How timely and sufficient were the contractor's/designer's resources (manning levels, skill mix, equipment, etc.) to meet contract requirements (technical, management, and contractual)?	<input type="checkbox"/>					
9	How well did the contractor/designer work independent of your guidance, oversight and assistance?	<input type="checkbox"/>					
10	Rate the effectiveness of the contractor's/designer's program to ensure compliance with federal, state and local regulations.	<input type="checkbox"/>					
11	How timely and effective were the contractor's/designer's responses to and resolution of technical problems?	<input type="checkbox"/>					
12	How innovative was the contractor/designer in performing the technical aspects of this contract and resolving problems?	<input type="checkbox"/>					
13	How well did the contractor/designer respond to and act on customer feedback?	<input type="checkbox"/>					
14	How well did the contractor/designer perform the terms of the contract (schedule, scope and budget)?	<input type="checkbox"/>					
15	How would you rate the contractor's/designer's overall performance?	<input type="checkbox"/>					

16	What were the contractor's/designer's top documented strengths, if any, in performing the contract requirements?
17	What were the contractor's/designer's top documented weaknesses, if any, in performing the contract requirements?
18	Were there any contract concessions/changes/terminations made due to the contractor's/designer's inability to meet contract requirements (Cost schedule/performance)?
19	Have there been any indications that the contractor/designer has financial concerns that would jeopardize contract performance?
20	Please provide any additional information you feel is important not covered elsewhere: