Solicitation Number: DCAM-19-AE-0004

ARCHITECTURAL/ENGINEERING SERVICES FOR JOHN BRENT ELEMENTARY

PAST PERFORMANCE EVALUATION FORM
(Check appropriate box)

OFFEROR ______________

<table>
<thead>
<tr>
<th>Performance Elements</th>
<th>Excellent</th>
<th>Good</th>
<th>Acceptable</th>
<th>Poor</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Services/ Work</td>
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<tr>
<td>Timeliness of Performance</td>
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<td>Cost Control</td>
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<tr>
<td>Business Relations</td>
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<tr>
<td>Customer Satisfaction</td>
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</table>

1. Name and Title of Evaluator: __________________________________________________

2. Signature of Evaluator: _______________________________________________________

3. Name of Organization: ________________________________________________________

4. Telephone Number of Evaluator: _______________________________________________
   E-mail address 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)
Please submit completed evaluation to courtney.washington@dc.gov
## 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 for guidance in making these evaluations.

<table>
<thead>
<tr>
<th>Quality Product/Service</th>
<th>Cost Control</th>
<th>Timeless of Performance</th>
<th>Business Relations</th>
</tr>
</thead>
</table>
| -Compliance with contract requirements  
-Accuracy of reports  
-Appropriateness of personnel  
-Technical excellence | -Within budget (over/under target costs)  
-Current, accurate, and complete billings  
-Relationship of negated costs to actual  
-Cost efficiencies  
-Change order issue | -Meet Interim milestones  
-Reliable  
-Responsive to technical directions  
-Completed on time, including wrap-up and contract administration  
-No liquidated damages assessed | -Effective management  
-Businesslike correspondence  
-Responsive to contract requirements  
-Prompt notification of contract problems  
-Reasonable/cooperative  
-Flexible  
-Pro-active  
-effective contractor recommended solutions  
-Effective small/disadvantaged business Subcontracting program |

0. Zero  
Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources

1. Unacceptable  
Nonconformances require major Agency resources to ensure achievement of contract requirements.

2. Poor  
Nonconformances require minor Agency resources to ensure achievement of contract requirements.

3. Acceptable  
Nonconformances do not impact achievement of contract requirements.

4. Good  
There are no quality problems.

5. Excellent  
The contractor has demonstrated an exceptional performance level in some or all of the above categories.