

ATTACHMENT 1 - PAST PERFORMANCE QUESTIONNAIRE

Please send this questionnaire to at least three (3) projects identified in your firm's SF 330 Section F, Example Projects which best illustrate proposed team's qualifications for this work. Additional space or blank sheets may be added to answer any question. IF PAST PERFORMANCE ACASS/CPARS IS NOT AVAILABLE, THEN OFFEROR TO SEND THIS QUESTIONNAIRE TO MINIMUM OF 3 PRIOR CLIENTS AS LISTED IN SF330. OFFEROR TO PLACE THEIR NAME IN RESPECTIVE BLANK SPACES BELOW, AS INDICATED "AE NAME" "AE FIRM TO BE EVALUATED."

Transmittal Letter to Accompany Past Performance Questionnaire

A. GENERAL INFORMATION

FROM: _____

SUBJECT: Past Performance Questionnaire for Contract(s):

AE Name_____ is currently responding to Bronx VA Medical Center's request for SF 330, Architect-Engineer Qualifications for the "Community Living Center (CLC), Project #526-19-117, at the James J Peters VA Medical Center, Bronx NY. This Request for SF 330's requires respondents to identify customers and solicit their response regarding _____ AE Name_____ performance.

__ Recommender Name_____ is providing past performance data to Northport VA Medical Center relating to our performance on contracts and have identified __ Recommender Contact_____ as the points of contact for these contracts.

The request for SF 330 instructs that respondents provide customers with the attached questionnaire. Please complete the questionnaire and submit it by email, mail or delivery service by September 25, 2017 11:59 PM ET, directly to the Network Contracting Office (NCO) Contracting Officer, Joseph Ercole, at:

Joseph Ercole

Contracting Officer, NCO2

U.S. Department of Veterans Affairs
130 West Kingsbridge Rd., 9th Floor
Bronx, NY 10468
joseph.ercole@va.gov

The information contained in the completed Past Performance Questionnaire is considered sensitive and cannot be released to __AE Name_____. Please direct any questions about the acquisition or the attached questionnaire to Joseph Ercole, NCO2 Contracting Officer, at point of contact identified above.

A. GENERAL INFORMATION (CONTD')

A-E FIRM TO BE EVALUATED:

Firm Name: _____ Telephone: _____

Address: _____ Email: _____

Point of Contact: _____

Firm Cage Code: _____

Firm Tax ID Number: _____

Firm DUNS Number: _____

Description of A-E Firms' Responsibilities:

Contract Number: _____ Dollar Amount: _____

Contract Period of Performance: _____

The A-E Firm performed as the ☒ Prime Contractor ☐ Sub-Contractor/Consultant/Team Member

Percent of work performed by A-E Firm: %

Other (Please describe)

EVALUATOR INFORMATION:

Evaluator's Company or Agency

Name: _____

Evaluator's Name: _____

Address: _____

Title of Evaluator: _____

Telephone: _____

E-mail: _____

B. PERFORMANCE INFORMATION: Choose the appropriate rating that most accurately describes the A/E's performance or situation. ***PLEASE PROVIDE A NARRATIVE EXPLANATION FOR ALL RATINGS OF Exceptional and Marginal-Unsatisfactory on page 7 under Narrative Summary.***

Exceptional (5)	Very Good (4)	Satisfactory (3)	Marginal (2)	Unsatisfactory (1)	N/A
-----------------	---------------	------------------	--------------	--------------------	-----

-Performance meets or met contractual requirements and exceeds or exceeded many of your company's expectations. The contractual performance reflects or reflected few minor problems and corrective actions taken by the contractor appear to be highly effective or corrective actions taken were effective.	-Performance meets or met contractual requirements and exceeds or exceeded some of your company's expectations. The contractual performance reflects or reflected some minor problems and corrective actions being taken by the contractor appear to be effective or Corrective actions taken were effective.	-Performance meets or met contractual requirements. The contractual performance reflects or reflected some minor problems. Corrective actions being taken by the contractor appear to be effective or Corrective actions taken were effective.	-Performance does or did not meet some contractual requirements. The contractual performance reflects or reflected serious problems(s) for which the contractor has not yet identified acceptable corrective actions or did not provide acceptable corrective actions.	-Performance does or did not meet most contractual requirements and recovery is not likely or did not occur. The contractual performance contains or contained serious problem (s) for which the contractor's corrective actions appear ineffective or were ineffective.	-Not applicable or rater has not observed performance in this area.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------

A-E FIRM'S NAME: _____ PROJECT NAME: _____

Contract Period of Performance: ____

Note: Include this information on each page of the questionnaire form to ensure there is no mix up in information among contracts surveyed for respective primes/subs, etc.

C. Using the Performance Information Descriptions in 'B' above, place an "X" in the appropriate columns using the definitions matrix in 'B' above.

Item	FACTORS TO BE RATED	Exceptional (5)	Very Good (4)	Satisfactory (3)	Marginal (2)	Unsatisfactory (1)	N/A
	<u>Design Services:</u>						
1.	Overall skill level and technical competence of A/E's personnel.						
2.	A/E's ability to identify and resolve design issues expeditiously.						
3.	A/E's responsiveness to design review questions.						
4.	A/E's ability to effectively coordinate, integrate and manage their consultants/subcontractors/team						
5.	Coordination and control of subcontractors						
6.	Overall accuracy, completeness and coordination of final design documents. (Quality)						
7.	A/E's ability to provide detailed, accurate cost estimates.						
8.	A/E's ability to meet contract schedule.						
9.	Cooperation and responsiveness						
10.	Management of Resources/Personnel						
11.	A/E's effectiveness and responsiveness in interfacing with the Client's staff						
12.	Compliance with regulations						
13.	Professional conduct						
14.	Changes activity/Change order(s) requested						

Item	FACTORS TO BE RATED	Exceptional (5)	Very Good (4)	Satisfactory (3)	Marginal (2)	Unsatisfactory (1)	N/A
15.	Adequacy of work force						
16.	Met/corrected deficiencies, if any						
17.	Good faith effort made along complete project						
	<u>Follow-On Construction Support Services:</u>						
18.	Thoroughness and timely review of construction submittals.						
19.	Timely resolution of construction design issues.						
20.	Overall quality, responsiveness and timeliness of A/E follow-on construction support services.						
	<u>LEED (If Applicable):</u>						
21.	Overall accuracy, completeness, timeliness and coordination of LEED documentation.						
22.	A/E's ability and understanding of the overall LEED process.						
	<u>BIM (If Applicable):</u>						
23.	Overall accuracy, completeness, timeliness and coordination of BIM documentation.						
24.	A/E's ability and understanding of the overall BIM process.						
	<u>Owner's Representative on Design/Build Projects (If Applicable):</u>						

Item	FACTORS TO BE RATED	Exceptional (5)	Very Good (4)	Satisfactory (3)	Marginal (2)	Unsatisfactory (1)	N/A
25.	Overall accuracy, completeness, timeliness and coordination of requirements documents and bridging documents.						
26.	A/E's ability, thoroughness, timeliness and support as Owner's Representative throughout the project.						
	<u>Overall:</u>						
27.	How would you rate the A/E's ability to control cost?						
28.	How would you rate the A/E's <u>overall management performance</u> on this contract?						
29.	How would you rate the A/E's <u>overall technical/quality performance</u> on this contract?						
30.	Would you use this A/E again? (If "No", please comment in the Narrative Summary)	YES			NO		

Number of A/E Design Errors & Omissions on Project: _____

Increased Project Cost Due to A/E Design Errors & Omissions: _____

A-E FIRM'S NAME: _____ PROJECT NAME: _____

Contract Period of Performance: ____

Note: Include this information on each page of the questionnaire form to ensure there is no mix up in information among contracts surveyed for respective primes/subs, etc.

D. NARRATIVE SUMMARY (Use this section to explain any rating from the previous pages, especially 5 Exceptional and 1 Unsatisfactory and N/A-Not Applicable)

Item	COMMENTS

Add more rows as needed

SEND COMPLETED QUESTIONNAIRE TO:

Joseph Ercole, Contracting Officer, NCO2
U.S. Department of Veterans Affairs
130 West Kingsbridge Rd., 9th Floor
Bronx, NY 10468

This information is per:

VA Policies and Regulations, **Information Letter 001AL-10-03** at:
<http://www1.va.gov/oamm/docs/library/ils/il10-03.pdf>

VA Policies and Regulations, **Information Letter 90-01-2** at:
http://www1.va.gov/oamm/oa/ars/policyreg/ils/il01_2.cfm

FAR 12.206 states that a contractor's past performance should be an important element of every evaluation and contract award for commercial items;

FAR 42.1501 states that past contractor performance information should include, among other relevant information, the contractor's adherence to contract schedules.

Acquisition Reform Network website, <http://www.ARNet.gov>; website, the Office of Procurement Policy (OFPP) has posted a best practices guide entitled, "Best Practices for Collecting and Using Current and Past Performance Information."

The revised guidance leaves this matter at the discretion of the agencies. Acquisition professionals should note that, FAR Subpart 15.305(a)(2)(iv) states that the lack of a past performance history may not be evaluated favorably or unfavorably.

FAR Part 36 applies to architect and engineering services.

-END-