

PAST PERFORMANCE QUESTIONNAIRE

CONTRACTOR: _____

Reference Contracted:

Name: _____

Agency: _____

Telephone: _____

Title: _____

Contract No.: _____

Location of Contract Performance: _____

Length of time contractor was employed: _____

Estimated price/cost for services: _____

Type of space/building: _____

Type of Contract: _____

Number of Stories in Bldg.: _____ Renovation/New _____

Questions: (Some questions may not apply to all roles and/or subcontractors)

1. What was the actual work performed by the contractor? Were there any special site conditions? Who was the Project Manager on the project? Who was the Field Superintendent on the project?

2. How well did the contractor coordinate the work of his subcontractors? How would you describe the cooperation of the contractor and his commitment to the project? How responsive was the contractor in administrative areas (e.g. processing necessary paperwork)?

3. Did the contractor complete the project within the original contract schedule and budget? If not, why not? Was it due to factors within their control?

4. Did the key personnel ensure that the finished product met your requirements as set forth in the construction contract documents?

5. Were the number and final price of change orders reasonable for the size of the project? Were they owner or contractor initiated? Did the contractor readily address ripple effect, such as time extensions, on change order proposals? Did the contractor respond in a reasonable time with proposals for changes? Did the contractor prepare an excessive/frivolous number of RFI's which resulted in changed order request?

6. Were there any serious accidents or numerous minor accidents on this job? If so, how much time was lost due to the accidents? What kind of safety program did the contractor have? Did the contractor actively work to prevent accidents? If emergencies occurred, how did the contractor respond?

7. How would you describe the quality of work? How would you rate the contractor's overall performance?

8. Were there any claims, litigation or other issues as a result of this project? If so, please explain.

9. If you had a choice, would you contract with this contractor again? Why or Why not?

Name of Interviewer: _____ Date: _____