

INSTRUCTIONS

On the page below [Required Information], the Firm's name, the Project Manager's name, the solicitation number and the type of work being advertised has been completed. Webb County is requesting your firm complete the remaining information to provide a contact name if questions arise regarding the past performance of the Firm and the Project Manager for a particular project. The contract amount and the type of work performed for your firm is also requested.

The Questionnaire is an attached excel file, to the e-mail labeled "Final Past Performance Questionnaire" and is divided into two (2) parts. You must use the mouse to move the cursor on the page, the tab key or arrow keys will not move the cursor from cell to cell. There are eleven (11) criterion for evaluation of the Project Manager (PM) and three (3) criterion for the Firm. The PM has a base score of 100 points and the Firm has a base score of 50 points.

The base score indicates a good (acceptable) performance was achieved. If an exceptional job was done, extra points may be added by selecting a response in the exceptional job column which best describes their performance. This will result in points being added to the base score. If the PM of the Firm performed a less than acceptable job on certain criterion, then select the response that best describes their performance from the poor performance column.

Once a box is checked, the other boxes in that section will become blocked. You must uncheck the box initially checked if you wish to change your selection. The checked score is populated for that row and is automatically added to the PM's total or the Firm's total.

Please include remarks if they will provide additional clarification. You may also include additional comments on the 2nd worksheet [Additional Comments (Tab 2)] to explain your comments overall or to expand on a particular criterion. Lines will automatically show up once you start typing on this page.

The information on the worksheets must be completed and returned by the date shown for your reference to be considered. Questionnaires submitted without the Required Information, 2nd page of this document and/or the Past Performance Questionnaire (Tab 1) will not be considered.

Please return the worksheets to the contact person shown on the cover letter/e-mail.

Project _____ Webb County
 Contact: Mr. Fitzgerald G. Sanchez, P.E.

Firm Name: _____

Project Manager's Name: _____

Type of Work being solicited: _____

Please complete the following information:

Name of Individual completing this form: _____

Title of Individual completing this form: _____

E-Mail Address & Phone # of Individual: _____

Complete Name of Firm: _____

Mailing Address of Firm: _____

Reference Project: _____

Value of Awarded Contract: _____

Type of Work performed on Contract, check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> PS&E | <input type="checkbox"/> Materials Engineering/Commercial Lab Services |
| <input type="checkbox"/> Preliminary Eng./Planning | <input type="checkbox"/> Traffic Engineering |
| <input type="checkbox"/> Bridge Inspection | <input type="checkbox"/> Hydraulics & Hydrology |
| <input type="checkbox"/> Environmental Services | <input type="checkbox"/> Surveying |
| <input type="checkbox"/> Utility Coordination/Support | <input type="checkbox"/> Geotechnical Services |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Other: _____ |

Signature of Individual completing this form:

X

