

**Exhibit Q**

**PAST PERFORMANCE REFERENCE CHECK**  
**Rehabilitation and Adaptive Reuse of Hangar One**  
**and**  
**Management of Moffett Federal Airfield**  
**NASA Ames Research Center**  
**Mountain View, CA**

**(OFFEROR INSTRUCTIONS:** Complete Section I and II. See RFP Section VI, Part B, Page 24 for additional instructions.)

**I. YOU ARE BEING CONTACTED FOR A REFERENCE REGARDING THE PERFORMANCE OF**

**Offering Entity:** \_\_\_\_\_

**Key Personnel:** \_\_\_\_\_

**Principal in Charge** \_\_\_\_\_ **Project Manager** \_\_\_\_\_  
**Lead Designer** \_\_\_\_\_ **Historic Preservation Architect/Consultant** \_\_\_\_\_  
**Airfield Manager** \_\_\_\_\_ **Golf Course Manager** \_\_\_\_\_  
(select appropriate role for Offering Entity)

**II. Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**City and State:** \_\_\_\_\_

**Type of Project:** \_\_\_\_\_

**III. Name of Company/ Government Agency Providing Reference:**

\_\_\_\_\_

**Name and Title of Individual Providing Reference Responses:**

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

Does the information in Section II above accurately describe your project, and if not, please explain.  
\_\_\_\_\_

Please describe the project in greater detail, including in particular the most challenging issues, how they were resolved, whether the project involved hazardous materials or other environmental issues, historic preservation issues, aviation uses or other unique uses or activities.  
\_\_\_\_\_

1. What was your role in the project?

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2. What was the duration of the project?

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3. Please describe the types of services the firm/person named above provided:

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#### IV. PAST PERFORMANCE QUESTIONNAIRE

GSA requests that the project reference complete this questionnaire and submit it directly to GSA before Wednesday, October 16, 2013. The project reference (identified in Section III) may be contacted by the government for additional information or confirmation of information submitted.

<i>Use the following adjective ratings and definitions in your evaluation of the Key Personnel's performance.</i>		
<b>RATING</b>	<b>DEFINITION</b>	<b>NOTE</b>
<b>(E) Exceptional</b>	Performance meets requirements and exceeds many to the Government/Owner's benefit. The performance being assessed was accomplished with few minor problems for which corrective actions taken by the Key Personnel was highly effective.	An Exceptional rating is appropriate when the Key Personnel successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
<b>(VG) Very Good</b>	Performance meets requirements and exceeds some to the Government's/Owner's benefit. The performance assessed was accomplished with some minor problems for which corrective actions taken by the Key Personnel were effective.	A Very Good rating is appropriate when the Key Personnel successfully performed a significant event that was a benefit to the Government/Owner. There should have been NO significant weaknesses identified.
<b>(S) Satisfactory</b>	Performance meets minimum requirements. The performance had some minor problems for which corrective actions taken by the Key Personnel appear or were satisfactory.	A Satisfactory rating is appropriate when there were only minor problems, or major problems that the Key Personnel recovered from without impact to the Government/Owner. There should have been NO significant weaknesses identified.
<b>(L) Less than Satisfactory</b>	Performance does not meet some or most requirements. The performance being assessed reflects a serious problem for which the Key Personnel did not identify corrective actions. The Key Personnel's proposed actions appear only marginally effective or were not fully implemented.	A Less than Satisfactory rating is appropriate when multiple significant events occurred that the Key Personnel had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes a less than satisfactory rating.
<b>(N) Not Applicable</b>	No information or did not apply to your work with the Key Personnel.	Rating will be neither positive nor negative.

**TO BE COMPLETED BY CLIENT**

Past Performance Reference					
<b>Instructions:</b> Please select the adjective rating that best reflects your evaluation of the Key Personnel's performance.					
<b>1. QUALITY:</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>L</b>	<b>N</b>
(a) Quality of technical data/report preparation efforts including but not limited to schedule, submittals, shop drawings, manuals, as-builts.	<input type="checkbox"/>				
(b) Ability to meet quality standards specified for technical performance, including but not limited to, materials, workmanship, protection of property, clean up.	<input type="checkbox"/>				
(c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance.	<input type="checkbox"/>				
(d) Adequacy/effectiveness of quality control program and adherence to quality assurance requirements (without adverse effect on performance).	<input type="checkbox"/>				
(e) What could have improved your ratings for Quality?					
<b>2. SCHEDULE/TIMELINESS OF PERFORMANCE:</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>L</b>	<b>N</b>
(a) Compliance with delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below.)</i>	<input type="checkbox"/>				
(b) Rate the Key Personnel's use of available resources to accomplish tasks identified in the contract.	<input type="checkbox"/>				
(c) Rate the Key Personnel's time commitment to the project.	<input type="checkbox"/>				
(d) What could have improved your ratings for Schedule/Timeliness of Performance?					
<b>3. CUSTOMER SATISFACTION:</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>L</b>	<b>N</b>
(a) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication).	<input type="checkbox"/>				
(b) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	<input type="checkbox"/>				
(c) Timeliness of communications with you, such as keeping you informed of the project status, advising you of issues or concerns, etc.	<input type="checkbox"/>				
(d) Overall customer satisfaction.	<input type="checkbox"/>				
(e) What could have improved your ratings for Customer Satisfaction?					

<b>4. MANAGEMENT/ PERSONNEL/LABOR</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>L</b>	<b>N</b>
(a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Ability to hire, apply, and retain a qualified workforce to this effort and compliance with applicable labor laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Knowledge/expertise demonstrated by contractor personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Ability to simultaneously manage work items with multiple disciplines and trades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Effectiveness of overall project management (or design), including ability to effectively lead, manage and control the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) What could have improved your ratings for Management/Personnel/Labor?					
<b>5. COST/FINANCIAL MANAGEMENT</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>L</b>	<b>N</b>
(a) Ability to meet the terms and conditions within the contractually agreed price(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? (Indicate if show cause or cure notices were issued, or any default action in comment section below.)	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
(d) Were any claims or mechanics liens filed in connection with this project? (If yes, please explain in the comment section below.)	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
(e) Have there been any indications that the contractor has had any financial problems? (If yes, please explain in the comment section below.)	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
(f) What could have improved your ratings for Cost/Financial Management?					
<b>6. SAFETY/SECURITY/ENVIRONMENTAL</b>	<b>E</b>	<b>VG</b>	<b>S</b>	<b>L</b>	<b>N</b>
(a) To what extent was the Key Personnel able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, environmental compliance, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Key Personnel complied with all security requirements for the project and personnel security requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) For the person named above and for his/her employer, how satisfied were you with their ability to comply with environmental laws, regulations and policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(d) Were there any violations of law or regulations (specifically, but not limited to, environmental or safety violations) with respect to their performance, or were there any other serious performance issues? <i>(If yes, please explain in the comment section below.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
(e) What could have improved your ratings for Safety/Security?	
<b>7. GENERAL</b>	<b>E    VG    S    L    N</b>
(a) Ability to successfully respond to emergency situations and resolve contractual and project issues.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(b) Compliance with contractual terms/provisions <i>(If there were specific issues, please explain in the comments sections below)</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(c) In summary, provide an overall rating for the work performed by this contractor.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>8. SUMMARY</b>	
Would you hire or work with this person again? <i>(If no, please explain in the comments section below.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**V. ADDITIONAL COMMENTS**

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Submit the completed and SIGNED form (page 1) to GSA at the following address:

U.S. General Services Administration  
Real Property Utilization and Disposal (9PZ)  
450 Golden Gate Avenue, Fourth Floor East  
San Francisco, CA 94102  
Re: RFP Hangar One and Moffett Federal Airfield

If it is sent via email, send it to [hangar1@gsa.gov](mailto:hangar1@gsa.gov). Also, include a statement in the body of the email that you (the reference) completed the information on the form. This may substitute for an actual signature. Submit this form no later than **3 p.m. PDT on Wednesday, October 16, 2013** to coincide with the deadline for RFP responses.