

**CONSULTANT TECHNICAL EVALUATION****TYPE OF WORK: Construction – CE & I**

Prime Consultant  Sub Consultant

Consultant Name : \_Consultant Example

Project Number : Rating Number : 1

P.O. / Contract :

Project Description : Consultant Rating Example Form.

Type of Work : Construction – CE and I  
N/A

Subject Rated :

Comments : Example of the "Construction – CE & I" Consultant Rating Form.

**NOTE: Example Only - Questions Subject To Change.**

**NOTE: Contract Management Components Issued Only When Prime Consultants Are Selected For Rating.**

Rating Score:

**0.0**

Rating Score Summary:

Contract Management : 0.0 (No Criteria Rated In This Section)  
 Management of CCEI Contract : 0.0 (No Criteria Rated In This Section)  
 Issue Identification and Resolution : 0.0 (No Criteria Rated In This Section)  
 Communication and Coordination : 0.0 (No Criteria Rated In This Section)  
 Project Documentation : 0.0 (No Criteria Rated In This Section)  
 Effective Administration of the Construction Contract : 0.0 (No Criteria Rated In This Section)  
 Permit Monitoring : 0.0 (No Criteria Rated In This Section)  
 Proactive in Regard To Public Concerns : 0.0 (No Criteria Rated In This Section)  
 Effect on Construction Cost and Time : 0.0 (No Criteria Rated In This Section)

**PERFORMANCE RATING SCALE**

- 5 Outstanding Performance**  
Consistently Exceeded Expectations
- 4 Above Satisfactory Performance**  
Often Exceeded Expectations
- 3 Satisfactory Performance**  
Met Expectations
- 2 Marginal Performance**  
Occasionally Below Expectations
- 1 Unacceptable Performance**  
Consistently Below Expectations

**TOTAL RATED SCORE FOR ALL QUALITY CRITERIA**

Note: An overall score of 3 is considered satisfactory performance. The maximum score attainable is 5.

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For each numbered item below, please select a score from 1 to 5 in accordance with the performance rating scale. Select N/A if the item is not applicable. Comments must be entered for ratings of 1 through 5.

Rating Scale : 1 - Unsatisfactory, 2 - Marginal, 3 - Satisfactory, 4 - Above Satisfactory, 5 - Outstanding, 0 - N/A

<b>Contract Management - Administration of Contract</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1	Effectively and proactively controlled the Contract.	<input type="radio"/>	<input checked="" type="radio"/>				
2	Administered the Contract in an organized manner and was proficient in applying administrative, procedural and technical skills to Contract.	<input type="radio"/>	<input checked="" type="radio"/>				
3	Effectively coordinated with Department personnel to ensure effective Contract management, with required submittals made timely, in the subscribed format, with no material errors.	<input type="radio"/>	<input checked="" type="radio"/>				
4	Submitted properly documented invoices; contract funds were tracked and reported as requested to avoid rush amendments, out-of-fund conditions or supplemental agreements	<input type="radio"/>	<input checked="" type="radio"/>				
5	Complied with established DBE commitment	<input type="radio"/>	<input checked="" type="radio"/>				
6	FOR TASK DRIVEN CONTRACTS ONLY: Responded to the Department in a timely manner regarding tasks requests. For accepted tasks, promptly developed an understanding of the assignment, prepared and submitted an accurate time/fee package, and efficiently initiated the assignment	<input type="radio"/>	<input checked="" type="radio"/>				
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>		0.0					
<b>Comments:</b>							

<b>Contract Management - Management of Issues and Resources</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1	Effectively resolved issues; made decisions based on solid logic and sufficient supporting detail.	<input type="radio"/>	<input checked="" type="radio"/>				
2.	Effectively minimized the unnecessary involvement of Department staff.	<input type="radio"/>	<input checked="" type="radio"/>				
3.	Effectively managed resources. Continuously provided experienced staff as proposed; was responsive to Department staffing requests; if personnel changes occurred, the credentials of replacement staff were equal to or exceeded the qualifications of the original staff approved, and Department approval was received.	<input type="radio"/>	<input checked="" type="radio"/>				
4.	FOR PROJECTS INVOLVING PERMITS: Sufficiently identified, analyzed and verified that all permit conditions were addressed. Thoroughly documented and proactively worked to resolve permitting issues in a timely manner.	<input type="radio"/>	<input checked="" type="radio"/>				
5.	FOR PROJECTS INVOLVING UTILITIES: Sufficiently verified that utilities were coordinated properly and shown in the plans/schedules including providing a summary of changes at subsequent phase submittals. ADDITIONALLY, FOR PROJECTS INVOLVING CONSULTANT UTILITY COORDINATION: succeeded in getting the utility agencies to accept the schedule, and consistently tracked and communicated with the utility companies so they complied with the schedules. Took appropriate action when schedules were not met.	<input type="radio"/>	<input checked="" type="radio"/>				
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>		0.0					
<b>Comments:</b>							

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<b>Contract Management - Communication, Documentation and Coordination</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1	Provided the necessary project information to the Department and all project stakeholders in a timely manner.	<input type="radio"/>	<input checked="" type="radio"/>				
2	Scheduled, conducted and documented meetings in a timely manner.	<input type="radio"/>	<input checked="" type="radio"/>				
3	Immediately notified the Department of issues impacting schedule and costs; acted proactively by working with various stakeholders to minimize impacts; and resolved issues in a timely manner.	<input type="radio"/>	<input checked="" type="radio"/>				
4	Prepared thoroughly organized and completed project documentation including calculations, emails, memoranda, etc. and clear documentation of oral communications.	<input type="radio"/>	<input checked="" type="radio"/>				
5	Effectively tracked and monitored comment resolution and other action items to ensure timely resolution.	<input type="radio"/>	<input checked="" type="radio"/>				
6	Properly and efficiently logged, documented, tracked and took appropriate action on all public initiated inquiries from first contact through disposition or resolution.	<input type="radio"/>	<input checked="" type="radio"/>				
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>		0.0					
<b>Comments:</b>							

<b>Contract Management - Execution of Work</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1	Ensured project schedule submittals were submitted and reviewed in accordance with the Contract.	<input type="radio"/>	<input checked="" type="radio"/>				
2	Reviewed the schedule monthly or as appropriate with the Department. Took appropriate action to reallocate resources if the work items fell behind schedule in accordance with the critical path to minimize impact to the overall schedule.	<input type="radio"/>	<input checked="" type="radio"/>				
3.	Consistently met project milestone dates within the overall project schedule	<input type="radio"/>	<input checked="" type="radio"/>				
4.	Provided project status updates in a timely manner	<input type="radio"/>	<input checked="" type="radio"/>				
5.	Effectively managed the budget and if applicable, was reasonable regarding claims for and negotiations of supplemental agreements.	<input type="radio"/>	<input checked="" type="radio"/>				
6.	Developed a Quality Control/Quality Assurance Plan, and adhered to the plan throughout the project.	<input type="radio"/>	<input checked="" type="radio"/>				
7.	Successfully met the scope and objectives of the project.	<input type="radio"/>	<input checked="" type="radio"/>				
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>		0.0					
<b>Comments:</b>							

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<b>Contract Management - Post-Design Activities</b>	<table border="1"> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>N/A</th> </tr> </table>	1	2	3	4	5	N/A
1	2	3	4	5	N/A		
1 Effectively and proactively controlled the contract, including submitting properly documented invoices and reports, and prompt execution of task authorizations as applicable; successfully met the scope and objectives of the project.	<table border="1"> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </table>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
2 Minimized the unnecessary involvement of the Department; effectively managed resources, including providing appropriate staff.	<table border="1"> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </table>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
3 Provided necessary project information in a timely manner; effectively tracked, monitored and documented actions taken during post-design activities; effectively communicated with the Department's construction support personnel during construction activities.	<table border="1"> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </table>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
4 Resolved issues arising during construction in a timely manner.	<table border="1"> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </table>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
5 Tracked, monitored and responded quickly and efficiently to shop drawing reviews and construction Requests for Information (RFI's).	<table border="1"> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </table>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>	0.0						
<b>Comments:</b>							

<b>Contract Management Section Average Score (Total Score / Number of Sub-Criteria Rated)</b>
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<b>0.0</b>
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EXAMPLE ONLY

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<b>Management of CCEI Contract</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1 Continuously provided CTQP qualified, experienced staff as proposed; was responsive to Department staffing requests; if personnel changes occurred, reasonable efforts were made so that credentials of replacement staff were equal to or exceeded the qualifications of the person(s) originally approved.	<input type="radio"/>	<input checked="" type="radio"/>				
2 Coordinated with department personnel to ensure effective contract management, with required submittals made timely, in the subscribed format, with no material errors. Userids requested promptly and access maintained; timesheets signed weekly, if required; properly documented invoices submitted monthly; sub-consultants paid promptly; contract funds were tracked and reported as requested to avoid rush amendments; out-of-fund conditions, or settlement agreements.	<input type="radio"/>	<input checked="" type="radio"/>				
3 Communicated regularly with the Department project administrator and performed QC/QA inspection of staff on longer assignments to ensure the Department needs were being met.	<input type="radio"/>	<input checked="" type="radio"/>				
4 Utilized CEI personal protective equipment at all times as required.	<input type="radio"/>	<input checked="" type="radio"/>				
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>	0.0					
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Issue Identification and Resolution	1	2	3	4	5	N/A
1 Acted proactively when identifying issues by working with various stakeholders including utilities, cities, counties and the contractor so as to minimize time and cost overruns.	<input type="radio"/>	<input checked="" type="radio"/>				
2 Conducted thorough analysis of issues including a review of variuos alternative solutions with enough detail and back-up to show logic behind alternatives. Provided documentation for time and cost impacts as required.	<input type="radio"/>	<input checked="" type="radio"/>				
3 Made decisions appropriate with authority and based these decisions on solid logic and enough supporting detail to demonstrate a well-researched effort. Decisions/recommendations consistent with the analysis.	<input type="radio"/>	<input checked="" type="radio"/>				
4 Resolved issues in a timely manner so as to eliminate and/or minimize time and cost impacts to the project. Escalated issues to the Department only when efforts towards resoultion had reached an impasse, the issues were beyond the consultant's authority, or when project delays could result.	<input type="radio"/>	<input checked="" type="radio"/>				
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>	0.0					
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<b>Communication and Coordination</b>	<b>1 2 3 4 5 N/A</b>
1 Provided necessary project information to all project stakeholders	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
2 Used an established system to track communications.	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
3 Scheduled, held, and documented the Pre-Construction Conference, the Monthly Scheduling Meetings, and the Progress Meetings (i.e. Submittals, RFI's, Progress/Schedule, MOT, Utilities, CPPR, Outstanding Issues and Claims).	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
4 Notified Department immediately of issues impacting schedule and costs.	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
5 Documented oral communications in Daily Reports, logs or other means.	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
6 Prepared written communications in the form, format, and details required by CA Manual, etc. and within the appropriate time frame.	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>	0.0
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Project Documentation	1	2	3	4	5	N/A
1 Kept Monthly and Final estimates up to date as the project progressed.	<input type="radio"/>	<input checked="" type="radio"/>				
2 Tracked and monitored RFI's, shop drawings, contract changes, and other action items to achieve timely resolution.	<input type="radio"/>	<input checked="" type="radio"/>				
3 Prepared and organized thorough and complete project documentation including a clear filing system, Daily diaries, claims documentaiton, Compliance monitoring and documentation, weather letters, and other project records.	<input type="radio"/>	<input checked="" type="radio"/>				
4 Input information and documentation into Site Manager, EDMS, and CQR/LIMS in a timely manner. Maintained field books, if required, daily.	<input type="radio"/>	<input checked="" type="radio"/>				
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>	0.0					
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Effective Administration of the Construction Contract	1	2	3	4	5	N/A
1 Administered the contract according to the plans, specifications and Contract provisions. Provide clear and timely interpretation of contract documents to Contractor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
2 Reviewed, approved, and monitored the contractor's QC plan. Took action when necessary. Verified that materials used by the Contractor substantially conformed to plans, specifications and contract provisions.	<input type="radio"/>	<input checked="" type="radio"/>				
3 Provided daily inspection and testing services as required by the contract and shared results with the contractor. Reviewed Contractor's QC results, compared to VT results and took appropriate actions.	<input type="radio"/>	<input checked="" type="radio"/>				
4 Effectively and accurately administered the CPPR to hold the Contractor accountable for performance. Explained criteria at the pre-construction conference, discussed at the progress meetings and maintained accurate records.	<input type="radio"/>	<input checked="" type="radio"/>				
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>	0.0					
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<b>Permit Monitoring</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1 Monitored, verified and documented that all permit conditions were met.	<input type="radio"/>	<input checked="" type="radio"/>				
2 Monitored and verified the Contractor's submittals were prepared and submitted in accordance with the contract documents / permits.	<input type="radio"/>	<input checked="" type="radio"/>				
3 Documented and proactively worked with the Contractor, EOR and Permit Agencies to resolve environmental issues in a timely manner.	<input type="radio"/>	<input checked="" type="radio"/>				
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>	0.0					
<b>Comments:</b>						

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Proactive in Regard to Public Concerns	1	2	3	4	5	N/A
1 Provided current updates and advance notification of traffic shifts, durations and impacts to residencies, businesses, emergency services and other entities along the project right-of-way.	<input type="radio"/>	<input checked="" type="radio"/>				
2 Prepared, maintained and distributed an emergency contact list of key Department, Consultant, and Contractor personnel, and used is appropriately	<input type="radio"/>	<input checked="" type="radio"/>				
3 Logged, documented, tracked and took appropriate action on all public initiated inquiries from first contact through disposition or resolution.	<input type="radio"/>	<input checked="" type="radio"/>				
4 Coordinated with the District Public Information Office, providing relevant data as requested for newsletters, media releases, public meetings, brochures, etc.	<input type="radio"/>	<input checked="" type="radio"/>				
5 Monitored that business and pedestrian accesses were maintained and the signage was placed in accordance with all governing documents, and took appropriate action when necessary.	<input type="radio"/>	<input checked="" type="radio"/>				
6 Verified Contractor adhered to TC Details.	<input type="radio"/>	<input checked="" type="radio"/>				
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>	0.0					
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Effect on Construction Cost and Time	1	2	3	4	5	N/A
1 Schedule submittals were reviewed in accordance with specifications and the Contract. Reviewed the schedule monthly, met with the Contractor monthly to discuss the schedule, and took appropriate action when construction fell behind schedule in accordance with the critical path to minimize delay to the project.	<input type="radio"/>	<input checked="" type="radio"/>				
2 Verified the utility relocations were properly shown in the schedule, attempted to get the utility companies to buy into the schedule and consistently tracked and communicated with utilities to ensure that the utility companies complied with their schedules. Took appropriate actions when schedules were not met.	<input type="radio"/>	<input checked="" type="radio"/>				
3 When warranted, withhold estimates and issue verbal warnings, deficiency warning letters, and deficiency letters as appropriate.	<input type="radio"/>	<input checked="" type="radio"/>				
<b>Average Score ( Total Score / Number of Sub-Criteria Rated )</b>	0.0					
<b>Comments:</b>						

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