

**CONSULTANT TECHNICAL EVALUATION**  
**TYPE OF WORK: Construction - CE & I - Painting Inspection and Environmental Monitoring**

**Instructions**

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>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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4.	Utilized CEI personal protective equipment at all times as required.	<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>		<b>0</b>					
<b>Comments :</b>							

<b>Issue Identification and Resolution</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	Conducted thorough analysis of issues including a review of various 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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 resolution had reached an impasse, the issues were beyond the consultant's authority, or when project delays could result.	<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>		<b>0</b>					
<b>Comments :</b>							

<b>Communication and Coordination</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>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>		<b>0</b>					
<b>Comments :</b>							

<b>Project Documentation</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1.	Kept Monthly and Final estimates up to date as the project progressed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	Prepared and organized thorough and complete project documentation including a clear filing system, Daily diaries, claims documentation, Compliance monitoring and documentation, weather letters, and other project records.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 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>	<b>0</b>
<b>Comments :</b>	

<b>Effective Administration of the Construction Contract</b>	<b>1 2 3 4 5 N/A</b>
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 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 type="radio"/> <input type="radio"/> <input type="radio"/> <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 type="radio"/> <input type="radio"/> <input type="radio"/> <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 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>	<b>0</b>
<b>Comments :</b>	

<b>Permit Monitoring</b>	<b>1 2 3 4 5 N/A</b>
1. Monitored, verified and documented that all permit conditions were met.	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <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 type="radio"/> <input type="radio"/> <input type="radio"/> <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 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>	<b>0</b>
<b>Comments :</b>	

<b>Proactive in Regard To Public Concerns</b>	<b>1 2 3 4 5 N/A</b>
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 type="radio"/> <input type="radio"/> <input type="radio"/> <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 type="radio"/> <input type="radio"/> <input type="radio"/> <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 type="radio"/> <input type="radio"/> <input type="radio"/> <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 type="radio"/> <input type="radio"/> <input type="radio"/> <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 type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
6. Verified Contractor adhered to TC Details.	<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>	<b>0</b>
<b>Comments :</b>	

<b>Proactive in Regard To Public Concerns</b>	<b>1 2 3 4 5 N/A</b>
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 type="radio"/> <input type="radio"/> <input type="radio"/> <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 type="radio"/> <input type="radio"/> <input type="radio"/> <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 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>	<b>0</b>
<b>Comments :</b>	