

STATE OF LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
**CONSULTANT TECHNICAL EVALUATION**  
**TYPE OF WORK: Facilities and Landscape Management**

**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>Compliance with Department Policies and Guidelines</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1.	Understanding of Department design preferences for facilities and landscape designs and their proper application.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	Understanding and proficiency in, and compliance with all applicable Codes, Department design guidelines, policies & procedures, industry standards, Architectural Procedures Manual, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	Knowledge and understanding of project requirements, and effective and independent use of resource and reference material.	<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>							

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<b>Technical Approach</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1.	Anticipation of data needs (survey, utility availability/location, design wind loads, etc.) and execution of data collection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	Exercising judgment with respect to standard practices, application of the codes, specifications, and Department policies.	<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>							

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<b>Programming Phase</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1.	Attendance and coordination of initial pre-design conference with Department staff.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	Work with Department staff to determine a more detailed program requirements for the project; refine and complete a written program in a form acceptable to the Department. Verify that funds Available for Construction are realistic for project when compared to the completed program. Submit Completed Program for written approval of Department.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	If required, obtain proposals from registered land surveyors and geotechnical engineers and make recommendations to the Department.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4.	Submittal and accuracy of finalized Time Schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5.	Property verified to be adequate for project and real estate contact information included.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6.	Utilities located and accounted for and utility contact information included.	<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>							

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<b>Schematic Design Phase</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1.	Submit Schematic Design Documents as outlined in the Architectural Procedures Manual, including schematic design drawings, preliminary outline specifications, Statement of Probable Cost, analysis of requirements of all applicable codes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	Attend plan review/coordination meeting to discuss Department Staff comments on Schematic Design Documents submittal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	Creativity of design solutions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4.	Appropriateness of design.	<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>							

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<b>Design Development Phase</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
1.	Submit Design Development Documents including drawings, expanded outline specifications, updated Statement of Probable Cost (with backup documentation), updated/detailed analysis of all applicable codes, and Preliminary Energy Conservation Analysis for the project, as outlined in the Architectural Procedures Manual.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	Creativity of design solutions.	<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>	

Accuracy	1	2	3	4	5	N/A
1. Details, notes, specifications, item number references, and sheet number references are correct.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Dimensions and tolerances are accurate and correct.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Equipment descriptions are complete and correct.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. References to codes and specifications are correct.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5. All work related to a specific pay item and associated quantities is clear and well defined.	<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>						

Constructability	1	2	3	4	5	N/A
1. Design and details have been developed in such a way that the Contractor will not have to resort to unusually difficult, expensive, or time consuming means and methods.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Plans are free of conflicts that cause construction delays.	<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>						

Pre-Bid Phase	1	2	3	4	5	N/A
1. Evaluation of prior approval requests/requests for substitution of materials, products and equipment required by the applicable statutes and Department procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Prepare and submit to the Department all addenda related to the technical specifications and plans, in accordance with the Contract Documents, as required to modify or clarify the Construction Documents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Ensure that approvals (SFM, DEQ, etc.) which were acquired for the project have not expired or will not be expired by the time of anticipated contract award and/or commencement of construction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. Arrange for and conduct the pre-bid conference.	<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>						

Contract Phase	1	2	3	4	5	N/A
1. Assist the Department in evaluating bids received, and make recommendation to 1) award the Construction Contract to the lowest responsible bidder; or 2) reject all bids.	<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>						

Promptness and Thoroughness of Construction Close Out Phase	1	2	3	4	5	N/A
1. After acceptance of the Project by the Department, the Designer promptly prepared and furnished to the Department; (1) a Final Report in the appropriate format and containing information as required by the Department, and (2) two sets of Record Drawings (As-Built) prepared by the Designer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. Conduct an inspection of the project with the Department representative and the Contractor to determine if the Contractor's work is in general accordance with Contract Documents. Prepare a list of items (punch-list) for correction or completion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. Upon satisfactory completion of the Punch-List items, Conduct a final inspection of the work with the Department's representative. After the Contractor has furnished a clear lien certificate, Prepare and submit to the Department the Final Estimate for contractor payment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. Upon recommendation of acceptance: Receive, review and forward to the Department; guarantees, operation and maintenance manuals, keys, and other closing documents as required by the Contract Documents. Obtain a written receipt for these and forward same to the Department, together with copies of all guarantees and warranties.	<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>						

Review of Submittals		1	2	3	4	5	N/A
1.	Shop drawings, cut sheets, equipment lists, brochures, maintenance manuals, etc. are reviewed in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	Review comments are clear and thorough; repeat reviews are minimized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	Accuracy - approved products are the same as, or equal to, the quality and function of the products specified in the contract documents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4.	Submittals are distributed to all appropriate parties in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5.	Consultant coordinated with Department personnel to ensure that submittals and Consultant(s)' comments thereon meet with their approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Average Score ( Total Score / Number of Sub-Criteria Rated )		0					
Comments :							
Response to Requests for Information (RFIs)		1	2	3	4	5	N/A
1.	Timeliness of responses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	RFI responses are clear and thorough; repeat requests and follow up questions are minimized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	Clear sketches and descriptions are used convey design solutions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4.	Department procedures were adhered to during the RFI process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5.	The Project Engineer and Project Manager were consulted on all RFI issues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Average Score ( Total Score / Number of Sub-Criteria Rated )		0					
Comments :							
Project Documentation		1	2	3	4	5	N/A
1.	Participation in preconstruction meeting and appropriateness of personnel who attend.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2.	Completeness and accuracy of regular field inspections and reports.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3.	On-site observations documented, pictures or videos taken and provided in reports from the designer or their principal consultants, and delivered to the Department's representative and contractor after each site visit in accordance with the terms of the Contract.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4.	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"/>
5.	Creation of punch list items to be corrected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6.	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"/>
7.	Prepared written communications in the form, format, and details required by the Department, 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"/>
8.	Did the designer or his principal consultant visit the project at least once a week or more depending on the type of work constructed and its quality of progress ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
9.	Did the designer's principal consultants visit the project during the type of construction being performed per their discipline at least once per two weeks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Average Score ( Total Score / Number of Sub-Criteria Rated )		0					
Comments :							
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, parishes, DOTD personnel 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.	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"/>
3.	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"/>
4.	Made recommendations based on solid logic and enough supporting detail to demonstrate a well-researched effort. Recommendations consistent with the analysis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5.	Resolved issues in a timely manner so as to eliminate and/or minimize time and cost impacts to the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6.	The designer promptly reviewed submittals, shop drawings 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"/>
Average Score ( Total Score / Number of Sub-Criteria Rated )		0					
Comments :							
Effective Administration of the Construction Contract		1	2	3	4	5	N/A

1.	Was the designers designated representative qualified, trained, experienced? The Designer, as the primary representative of the Department during the Construction Phase, shall advise and consult with the Department's representative prior to issuing significant instructions to the Contractor.	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
2.	Did the designer instruct or coordinate with the contractor to establish and conduct regular monthly meetings to be held on the job site each month throughout the construction period, and the required attendance by representatives of his principal consultants ?	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
3.	Based on observations at the site, the Designer shall review and recommend for approval the pay application submitted by the Contractor.	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
4.	The Designer shall advise and assist the Department in making decisions on all claims of the Contractor relating to the execution and progress of the Work, and on all other matters or questions related thereto.	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Average Score ( Total Score / Number of Sub-Criteria Rated )		0
Comments :		
Effect on Construction Cost and Time		<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>N/A</div></div>
1.	The designer 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.	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
2.	When warranted, withhold estimates and issue verbal warnings, deficiency warning letters, and deficiency letters as appropriate.	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Average Score ( Total Score / Number of Sub-Criteria Rated )		0
Comments :		