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 is 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

	Compliance with Department Policies and Guidelines	1	2
1.	Understanding of Department design preferences for facilities and landscape designs and their proper application.	0	0
2.	Understanding and proficiency in, and compliance with all applicable Codes, Department design guidelines, policies & procedures, industry standards, Architectural Procedures Manual, etc.	0	0
3.	Knowledge and understanding of project requirements, and effective and independent use of resource and reference material.	0	0

Average Score (Total Score / Number of Sub-Criteria Rated) Comments :

Technical	Α	р	pr	oach

- 1. Anticipation of data needs (survey, utility availability/location, design wind loads, etc.) and execution of data collection.
- Exercising judgment with respect to standard practices, application of the codes, specifications, and Department policies.

Average Score (Total Score / Number of Sub-Criteria Rated)

Comments :

	Programming Phase	1	2	3	4	5	N/A
1.	Attendance and coordination of initial pre-design conference with Department staff.	\odot	\bigcirc	\bigcirc	\bigcirc	۲	۲
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.	0	0	0	0	0	۲
3.	If required, obtain proposals from registered land surveyors and geotechnical engineers and make recommendations to the Department.		0	0	\bigcirc	0	۲
4.	Submittal and accuracy of finalized Time Schedule.	0	\bigcirc	\bigcirc	\bigcirc	\bigcirc	۲
5.	Property verified to be adequate for project and real estate contact information included.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc	۲
6.	Utilities located and accounted for and utility contact information included.	\odot	\bigcirc	\bigcirc	\bigcirc	0	۲
Ave	erage Score (Total Score / Number of Sub-Criteria Rated)	0					
Cor	nments :						

- Schematic Design Phase

 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.
- 2. Attend plan review/coordination meeting to discuss Department Staff comments on Schematic Design Documents submittal.
- 3. Creativity of design solutions.

Creativity of design solutions.

4. Appropriateness of design.

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Average Score (Total Score / Number of Sub-Criteria Rated) Comments : ○
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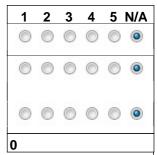
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Design	Develo	pment	Phase

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.

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- 3. Appropriateness of design.
- 4. Attend plan review/coordination meeting to discuss Department Staff comments on Design **Development Documents submittal**

Average Score (Total Score / Number of Sub-Criteria Rated)

Comments :

Construction Documents Phase 2 4 3 Submit Construction Documents, including working drawings, technical specifications, updated 1. 0 \bigcirc 0 Statement of Probable Cost, Energy Conservation Analysis, one bound copy of all design calculations, etc. as outlined in the Architectural Procedures Manual. 2. Working drawings/deliverables shall be presented for review at 30%, 60%, & 95% completion, 0 \bigcirc 0 0 0 on schedule, and to the satisfaction of the Project Manager, prior to submittal of the final Construction Set. 3. Deliverables (30%, 60%, 95% final plans, etc.) are commensurate with the submittal stage (60% final plans submittal represents 60% of the work) and to the satisfaction of Project Manager and Department Staff. 4. Attend plan review/coordination meeting to discuss Department Staff comments on 30%, 60%, \bigcirc 0 0 0 and 95% Documents submittals.

- 5. Coordination and Documentation: Consultant has regularly discussed the status of the project with Project Manager and has kept the Project Manager informed of all issues that have arisen during plan development; Required scope changes have been brought to the Project Manager's attention in a timely manner; by effective documentation and record keeping of meetings, decisions and official correspondence; and by keeping all stakeholders properly informed and involved in project progress.
- 6. Construction is consistent with environmental commitments.

Average Score (Total Score / Number of Sub-Criteria Rated)

Comments :

Compliance with Department CAD Standards

- 1. Title sheet and title block format, symbology, line styles, line weights, font sizes, etc.
- 2. Size of text, dimensions, arrowheads, and other symbols are scaled correctly for the sheet and are consistent with each other.
- 3. Quality of Plans and Deliverables Evidenced by: appropriate application of DOTD drafting procedures and standard formats; by highly legible and comprehensive plans and details; by accuracy and professional presentation of plans, reports, studies and documents, etc.; and by attentive quality control and checking.

Average Score (Total Score / Number of Sub-Criteria Rated)

Comments :

Completeness of Plans

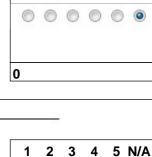
- 1. Plans are complete and include all sheets/information required for the Contractor to properly bid the project. These sheets may include, but are not necessarily limited to the following: Title sheet, Index sheet, Summary sheet, Design sheets, As-built sheets, Standard Plan sheets, etc.
- 2. Quantities are listed and accurate.
- 3. No missing details.
- Coordination of architectural with other disciplines and oversight of other consultants' work, 4 equipment, assemblies and layouts.

Average Score (Total Score / Number of Sub-Criteria Rated)

Comments :

Detailing and Clarity of Scope of Work

- 1. Sheet layout is organized, neat, and clear and the scope of work is presented in a clear and readily understandable fashion.
- 2. Details are scaled appropriately for the information they must convey.
- 3. Plan sheets adhere to standard detailing practices and standard detailing symbols.
- 4. Sufficient detail has been provided for Contractors to submit accurate bids and contractors have a minimum of questions regarding the plans prior to the letting.

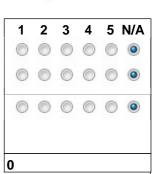


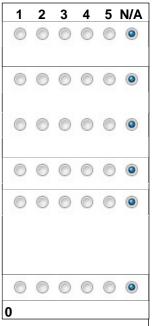
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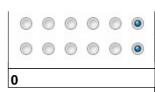
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Average Score (Total Score / Number of Sub-Criteria Rated) Comments :

Accuracy 2 1. Details, notes, specifications, item number references, and sheet number references are correct. 2. Dimensions and tolerances are accurate and correct. 3. Equipment descriptions are complete and correct. 4. References to codes and specifications are correct. All work related to a specific pay item and associated quantities is clear and well defined. 5.

Average Score (Total Score / Number of Sub-Criteria Rated)

Comments :

Constructability

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.

Plans are free of conflicts that cause construction delays. 2.

Average Score (Total Score / Number of Sub-Criteria Rated) Comments :

Pre-Bid Phase Evaluation of prior approval requests/requests for substitution of materials, products and 1. equipment required by the applicable statutes and Department procedures.

- 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.
- Ensure that approvals (SFM, DEQ, etc.) which were acquired for the project have not expired 3. or will not be expired by the time of anticipated contract award and/or commencement of construction.
- Arrange for and conduct the pre-bid conference. 4.

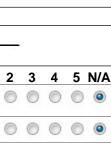
Average Score (Total Score / Number of Sub-Criteria Rated)

Comments :

Comments :

	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.		0	0	0	\bigcirc	0	۲
Ave	erage Score (Total Score / Number of Sub-Criteria Rated)	0						
Cor	nments :							

	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.		0	0	0	0	0	۲
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.		0	0	0	0	0	۲
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.		0	0	0	0	0	۲
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.		0	0	0	0	0	۲
Ave	rage Score (Total Score / Number of Sub-Criteria Rated)		0					



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	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.	0	0	0	0	0	۲		
2.	Review comments are clear and thorough; repeat reviews are minimized.	\odot	\bigcirc	\bigcirc	\bigcirc	0	۲		
3.	Accuracy - approved products are the same as, or equal to, the quality and function of the products specified in the contract documents.		0	0	0	0	۲		
4.	Submittals are distributed to all appropriate parties in a timely manner.	0	\bigcirc	\bigcirc	\bigcirc	۲	۲		
5.	Consultant coordinated with Department personnel to ensure that submittals and Consultant(s)' comments thereon meet with their approval.	0	0	0	0	0	۲		
	age Score (Total Score / Number of Sub-Criteria Rated)	0							
Com	ments : Response to Requests for Information (RFIs)	1	2	3	4	5	N/A		
1.	Timeliness of responses.	0	0	0	0	0	(0)		
2.	RFI responses are clear and thorough; repeat requests and follow up questions are minimized.	0	0	0	0	0	0		
3.	Clear sketches and descriptions are used convey design solutions.	0	0	0	0	0	0		
4.	Department procedures were adhered to during the RFI process.	0	0	0	0	0	•		
		0	0	0	0	0	•		
5.	The Project Engineer and Project Manager were consulted on all RFI issues.	0	0	0	0	0	۲		
	rage Score (Total Score / Number of Sub-Criteria Rated) ments :	0							
Com	Project Documentation	1	2	3	4	5	N/A		
1.	Participation in preconstruction meeting and appropriateness of personnel who attend.	0	0	0	0	0	۲		
2.	Completeness and accuracy of regular field inspections and reports.	0	0	0	0	0	۲		
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.	0	0	0	0	0	۲		
4.	Tracked and monitored RFI's, shop drawings, contract changes, and other action items to achieve timely resolution.	0	0	0	0	0	۲		
5.	Creation of punch list items to be corrected.	0	\bigcirc	\bigcirc	\bigcirc	\bigcirc	۲		
6.	Documented oral communications in Daily Reports, logs or other means.	0	\bigcirc	\bigcirc	\bigcirc	\bigcirc	۲		
7.	Prepared written communications in the form, format, and details required by the Department, etc. and within the appropriate time frame.	0	0	0	0	0	۲		
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 ?	0	0	0	0	0	۲		
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?	0	0	0	0	0	۲		
	rage Score (Total Score / Number of Sub-Criteria Rated)	0							
Com	ments :				-	_			
1.	Issue Identification and Resolution 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	0	2 ()	3 ©	4	0	<u>N/A</u>		
2.	overruns. Notified Department immediately of issues impacting schedule and costs.	0	\bigcirc	\bigcirc	0	0	۲		
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.	0	0	0	0	0	۲		
4.	Made recommendations based on solid logic and enough supporting detail to demonstrate a well-researched effort. Recommendations consistent with the analysis.	0	0	0	0	0	۲		
5.	Resolved issues in a timely manner so as to eliminate and/or minimize time and cost impacts to the project.	0	0	0	0	0	۲		
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.	0	0	0	0	0	۲		
	age Score (Total Score / Number of Sub-Criteria Rated)	0							
Comments : Effective Administration of the Construction Contract 1 2 3 4 5 N/A									
1	Elective Administration of the Construction Contract	1		-5	4	5	IN/A		

	I	-	_		~	_	~
 Was the designers designated representative qualified, trained, experienced? The Design as the primary representative of the Department during the Construction Phase, shall adv and consult with the Department's representative prior to issuing significant instructions to Contractor. 	rise	0	0	0	0	0	۲
2. Did the designer instruct or coordinate with the contractor to establish and conduct regula monthly meetings to be held on the job site each month throughout the construction perio and the required attendance by representatives of his principal consultants ?		0	0	0	0	0	۲
3. Based on observations at the site, the Designer shall review and recommend for approval pay application submitted by the Contractor.	l the	\odot	0	0	\bigcirc	0	۲
 The Designer shall advise and assist the Department in making decisions on all claims of Contractor relating to the execution and progress of the Work, and on all other matters or questions related thereto. 	the	0	0	0	0	0	۲
Average Score (Total Score / Number of Sub-Criteria Rated)		0					
Comments :							
Effect on Construction Cost and Time		1	2	3	4	5	N/A
1. The designer reviewed the schedule monthly, met with the Contractor monthly to discuss schedule, and took appropriate action when construction fell behind schedule in accordan with the critical path to minimize delay to the project.		۲	0	0	0	0	۲
2. When warranted, withhold estimates and issue verbal warnings, deficiency warning letters deficiency letters as appropriate.	s, and	O	0	0	0	0	۲
Average Score (Total Score / Number of Sub-Criteria Rated)		0					
Comments :		L					