

CONSULTANT TECHNICAL EVALUATION
TYPE OF WORK: Facilities and Landscape Management

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 : Facilities and Landscape Management

Subject Rated :

Comments : Example of the "Facilities and Landscape Management" 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)

Basic Services : 0.0 (No Criteria Rated In This Section)

Construction Documents Phase : 0.0 (No Criteria Rated In This Section)

Other Phases : 0.0 (No Criteria Rated In This Section)

Construction Admin : 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.

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

Contract Management - Administration of Contract		1	2	3	4	5	N/A
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"/>				
Average Score (Total Score / Number of Sub-Criteria Rated)		0.0					
Comments:							

Contract Management - Management of Issues and Resources		1	2	3	4	5	N/A
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	<input type="radio"/>	<input checked="" type="radio"/>				

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.

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

0.0

Comments:

EXAMPLE ONLY
Questions Subject To Change

CONSULTANT TECHNICAL EVALUATION

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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

Contract Management - Communication, Documentation and Coordination		1	2	3	4	5	N/A
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"/>				
Average Score (Total Score / Number of Sub-Criteria Rated)		0.0					
Comments:							

Contract Management - Execution of Work		1	2	3	4	5	N/A
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"/>				

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

0.0

Comments:

EXAMPLE ONLY
Questions Subject To Change

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

Contract Management - Post-Design Activities

- 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.
- 2 Minimized the unnecessary involvement of the Department; effectively managed resources, including providing appropriate staff.
- 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.
- 4 Resolved issues arising during construction in a timely manner.
- 5 Tracked, monitored and responded quickly and efficiently to shop drawing reviews and construction Requests for Information (RFI's).

1	2	3	4	5	N/A
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<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				

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

0.0

Comments:

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

0.0

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

Compliance with Department Policies and Guidelines	1	2	3	4	5	N/A
1. Understanding of Department design preferences for facilities and landscape designs and their proper application.	<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 checked="" type="radio"/>				
3. Knowledge and understanding of project requirements, and effective and independent use of resource and reference material.	<input type="radio"/>	<input checked="" type="radio"/>				
Average Score (Total Score / Number of Sub-Criteria Rated)						0
Comments :						

Technical Approach	1	2	3	4	5	N/A
1. Anticipation of data needs (survey, utility availability/location, design wind loads, etc.) and execution of data collection.	<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 checked="" type="radio"/>				
Average Score (Total Score / Number of Sub-Criteria Rated)						0
Comments :						

Programming Phase	1	2	3	4	5	N/A
1. Attendance and coordination of initial pre-design conference with Department staff.	<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 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 checked="" type="radio"/>				
4. Submittal and accuracy of finalized Time Schedule.	<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 checked="" type="radio"/>				
6. Utilities located and accounted for and utility contact information included.	<input type="radio"/>	<input checked="" type="radio"/>				
Average Score (Total Score / Number of Sub-Criteria Rated)						0
Comments :						

Schematic Design Phase	1	2	3	4	5	N/A
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 checked="" type="radio"/>				
2. Attend plan review/coordination meeting to discuss Department Staff comments on Schematic Design Documents submittal.	<input type="radio"/>	<input checked="" type="radio"/>				
3. Creativity of design solutions.	<input type="radio"/>	<input checked="" type="radio"/>				
4. Appropriateness of design.	<input type="radio"/>	<input checked="" type="radio"/>				
Average Score (Total Score / Number of Sub-Criteria Rated)						0
Comments :						

Design Development Phase	1	2	3	4	5	N/A
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 checked="" type="radio"/>				
2. Creativity of design solutions.	<input type="radio"/>	<input checked="" type="radio"/>				

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

<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				

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

0

Comments :

Construction Documents Phase

- 1. Submit Construction Documents, including working drawings, technical specifications, updated 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, 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%, 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.

1	2	3	4	5	N/A
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				

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

0

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.

1	2	3	4	5	N/A
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				

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

0

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.
- 4. Coordination of architectural with other disciplines and oversight of other consultants' work, equipment, assemblies and layouts.

1	2	3	4	5	N/A
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				

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

0

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.

1	2	3	4	5	N/A
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				

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

0

Comments :

Accuracy

- 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.
- 5. All work related to a specific pay item and associated quantities is clear and well defined.

1	2	3	4	5	N/A
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				

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

0

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

1	2	3	4	5	N/A
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				

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

0

Comments :

Pre-Bid Phase

- 1. Evaluation of prior approval requests/requests for substitution of materials, products and 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.
- 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.
- 4. Arrange for and conduct the pre-bid conference.

1	2	3	4	5	N/A
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				

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

0

Comments :

Contract Phase

- 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.

1	2	3	4	5	N/A
<input type="radio"/>	<input checked="" type="radio"/>				

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

0

Comments :

Promptness and Thoroughness of Construction Close Out Phase

- 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.
- 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.
- 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.
- 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.

1	2	3	4	5	N/A
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				
<input type="radio"/>	<input checked="" type="radio"/>				

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

0

Comments :

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 checked="" type="radio"/>				
2.	Review comments are clear and thorough; repeat reviews are minimized.	<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 checked="" type="radio"/>				
4.	Submittals are distributed to all appropriate parties in a timely manner.	<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 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 checked="" type="radio"/>				
2.	RFI responses are clear and thorough; repeat requests and follow up questions are minimized.	<input type="radio"/>	<input checked="" type="radio"/>				
3.	Clear sketches and descriptions are used convey design solutions.	<input type="radio"/>	<input checked="" type="radio"/>				
4.	Department procedures were adhered to during the RFI process.	<input type="radio"/>	<input checked="" type="radio"/>				
5.	The Project Engineer and Project Manager were consulted on all RFI issues.	<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 checked="" type="radio"/>				
2.	Completeness and accuracy of regular field inspections and reports.	<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 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 checked="" type="radio"/>				
5.	Creation of punch list items to be corrected.	<input type="radio"/>	<input checked="" type="radio"/>				
6.	Documented oral communications in Daily Reports, logs or other means.	<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 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 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 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 checked="" type="radio"/>				
2.	Notified Department immediately of issues impacting schedule and costs.	<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 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 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 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 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.	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
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 ?	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
3.	Based on observations at the site, the Designer shall review and recommend for approval the pay application submitted by the Contractor.	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
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.	<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
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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 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.	When warranted, withhold estimates and issue verbal warnings, deficiency warning letters, and deficiency letters as appropriate.	<input type="radio"/>	<input checked="" type="radio"/>				

Average Score (Total Score / Number of Sub-Criteria Rated)	0
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Comments :

EXAMPLE ONLY
 Questions Subject To Change