STATE OF LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

CONSULTANT TECHNICAL EVALUATION

TYPE OF WORK: Location and Survey

Consultant Name :	_Consultant Example
Project Number :	Rating Number : 1
P.O. / Contract :	5
	: Consultant Rating Example Form.
Type of Work :	Location and Survey N/A
Subject Rated :	
Comments :	Example of the "Location and Survey" 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)
	Photogrammetry : 0.0 (No Criteria Rated In This Section)
	Hydrographic Survey : 0.0 (No Criteria Rated In This Section)
	Topographic Survey : 0.0 (No Criteria Rated In This Section)
	Existing Drainage Maps : 0.0 (No Criteria Rated In This Section)
	Existing Drainage Maps : 0.0 (No Criteria Rated In This Section)
	Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section)
PERFORMANCE RA	Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section) Right of Way Mapping : 0.0 (No Criteria Rated In This Section)
PERFORMANCE RA	Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section) Right of Way Mapping : 0.0 (No Criteria Rated In This Section) TING SCALE
PERFORMANCE RAT	Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section) Right of Way Mapping : 0.0 (No Criteria Rated In This Section) TING SCALE 5 Outstanding Performance
PERFORMANCE RAT	 Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section) Right of Way Mapping : 0.0 (No Criteria Rated In This Section) TING SCALE 5 Outstanding Performance Consistently Exceeded Expectations
PERFORMANCE RA	Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section) Right of Way Mapping : 0.0 (No Criteria Rated In This Section) TING SCALE 5 Outstanding Performance Consistently Exceeded Expectations 4 Above Satisfactory Performance
PERFORMANCE RA	 Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section) Right of Way Mapping : 0.0 (No Criteria Rated In This Section) TING SCALE 5 Outstanding Performance Consistently Exceeded Expectations 4 Above Satisfactory Performance Often Exceeded Expectations
PERFORMANCE RA	 Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section) Right of Way Mapping : 0.0 (No Criteria Rated In This Section) TING SCALE 5 Outstanding Performance Consistently Exceeded Expectations 4 Above Satisfactory Performance Often Exceeded Expectations 3 Satisfactory Performance
PERFORMANCE RA	 Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section) Right of Way Mapping : 0.0 (No Criteria Rated In This Section) TING SCALE Outstanding Performance Consistently Exceeded Expectations Above Satisfactory Performance Often Exceeded Expectations Satisfactory Performance Met Expectations
PERFORMANCE RA	 Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section) Right of Way Mapping : 0.0 (No Criteria Rated In This Section) TING SCALE Outstanding Performance Consistently Exceeded Expectations Above Satisfactory Performance Often Exceeded Expectations Satisfactory Performance Met Expectations Marginal Performance
PERFORMANCE RA	 Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section) Right of Way Mapping : 0.0 (No Criteria Rated In This Section) TING 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
PERFORMANCE RA	 Existing Drainage Maps : 0.0 (No Criteria Rated In This Section) Property Survey : 0.0 (No Criteria Rated In This Section) Right of Way Mapping : 0.0 (No Criteria Rated In This Section) TING SCALE Outstanding Performance Consistently Exceeded Expectations Above Satisfactory Performance Often Exceeded Expectations Satisfactory Performance Met Expectations Marginal Performance

TOTAL RATED SCORE FOR ALL QUALITY CRITERIA

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TOTAL RATED SCORE FOR ALL QUALITY CRITERIA Note: An overall score of 3 is considered satisfactory performance. The maximum score attainable is 5.



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.

Со	ntract Management - Administration of Contract		1	2	3	4	5	N/A
1	Effectively and proactively controlled the Contract.		O	0	0	0	0	0
2	Administered the Contract in an organized manner and was proficient in applying administrative, procedural and technical skills to Contract.	1	0	0	0	0	0	0
3	Effectively coordinated with Department personnel to ensure effective Contract management, with required submittals made timely, in the subscribed format, with no material errors.		0	0	0	0	0	0
4	Submitted properly documented invoices; contract funds were tracked and reported as requested to avoid rush amendments, out-of-fund conditions or supplemental agreements		0	0,0		0	0	0
5	Complied with established DBE commitment		0	0	0	0	0	۲
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		0	0	0	0	0	0
Av	erage Score (Total Score / Number of Sub-Criteria Rated)		0.0					
Co	mments:							

Со	ntract 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.	C	0	0	0	0	0
2.	Effectively minimized the unnecessary involvement of Department staff.	C	0	0	0	0	0
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.	C	0	0	0	0	۲
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.	C	0	0	0	0	۲
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.	C	0	0			۲
Av	rerage Score (Total Score / Number of Sub-Criteria Rated)	0.0					
Со	mments:						

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.

Co	ntract 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.		0	0	0	0	0	0
2	Scheduled, conducted and documented meetings in a timely manner.		0	0	0	0	0	۲
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.	1	0	0	۲	0	0	0
4	Prepared thoroughly organized and completed project documentation including calculations, emails, memoranda, etc. and clear documentation of oral communications.	-	0	0	0	0	0	0
5	Effectively tracked and monitored comment resolution and other action items to ensure timely resolution.	1	0	0	0	0	0	۲
6	Properly and efficiently logged, documented, tracked and took appropriate action on all public initiated inquiries from first contact through disposition or resolution.	<	0	0	0	0	0	۲
Av	erage Score (Total Score / Number of Sub-Criteria Rated)	C	0.0					
Со	mments:							

Co	ntract 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.	O	0	0	0	0	0
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.	O	0	0	0	0	۲
3.	Consistently met project milestone dates within the overall project schedule	\odot	0	0	0	0	۲
4.	Provided project status updates in a timely manner	O	0	0	0	O	۲
5.	Effectively managed the budget and if applicable, was reasonable regarding claims for and negotiations of supplemental agreements.	O	0	0	0	O	۲
6.	Developed a Quality Control/Quality Assurance Plan, and adhered to the plan throughout the project.	\odot	0	0	0	0	۲
7.	Successfully met the scope and objectives of the project.	\odot	0	0	0	O	۲
Av	rerage Score (Total Score / Number of Sub-Criteria Rated)	0.0					
Co	mments:	R.					

CONSULTANT TECHNICAL EVALUATION **TYPE OF WORK: Location and Survey**

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

Co	ontract Management - Post-Design Activities	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.	0	0	0	0	0	0
2	Minimized the unnecessary involvement of the Department; effectively managed resources, including providing appropriate staff.	0	0	0	0	0	0
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.	0	0	0 2	0	0	0
4	Resolved issues arising during construction in a timely manner.	0	0	0	0	0	۲
5	Tracked, monitored and responded quickly and efficiently to shop drawing reviews and construction Requests for Information (RFI's).	0	0	0	0	0	0
A١	verage Score (Total Score / Number of Sub-Criteria Rated)	0.0					
Co	omments:						

5

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

Duest

0.0

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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.

Pł	notogrammetry		1	2	3	4	5	N/A
1	COOPERATION AND PROBLEM RESOLUTION	ſ	0	0	0	0	0	0
	• Evidenced by cooperation with and leadership among all entities involved in the Task; by assuming responsibility for all issues and progress.	2						
2	COMMUNICATION AND DOCUMENTATION		0	0	0	0	0	0
	 Evidenced by the effective use of all forms of communication to keep the coordinator properly informed of all project issues; by effective documentation and record keeping of meetings, decisions and official correspondence; and by keeping all stakeholders properly informed and involved in project progress. 	1	0		2)			
3	DEMONSTRATION OF KNOWLEDGE OF PHOTOGRAMMETRIC PROCEDURES.	3	0	0	\odot	0	0	0
	 Evidenced by knowledge and proficiency in application of photogrammetric procedures and by effective and independent use of resources and reference material. 							
4	DEMONSTRATION OF KNOWLEDGE OF DOTD STANDARDS AND PROCEDURES FOR PHOTOGRAMMETRY		0	0	0	0	0	۲
	 Evidenced by knowledge and proficiency in the application of DOTD policies and procedures; by knowledge and understanding of the project requirements, photogrammetric deliverables, as defined by effective and independent use of resources and reference material. 							
5	QUALITY OF PHOTOGRAMMETRIC DELIVERABLES		O	0	0	0	0	0
	 Evidenced by consistent application of DOTD procedures and required standard formats; by delivering photography of superior quality, accuracy, and professional presentation of photogrammetric deliverables; by obvious evidence of attentive quality control and checking. 							
A١	verage Score (Total Score / Number of Sub-Criteria Rated)		0.0					
Co	omments:	-						

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.

Hydrographic Survey	1	2	3	4	5	N/A
1 COOPERATION AND PROBLEM RESOLUTION	0	0	0	0	0	۲
• Evidenced by cooperation with and leadership among all entities involved in the Task; by assuming responsibility for all issues and progress.						
2 COMMUNICATION AND DOCUMENTATION	0	0	0	0	0	0
 Evidenced by the effective use of all forms of communication to keep the coordinator properly informed of all project issues; by effective documentation and record keeping of meetings, decisions and official correspondence; and by keeping all stakeholders properly informed and involved in project progress. 	2		2			
3 DEMONSTRATION OF KNOWLEDGE OF BATHYMETRY/ HYDROGRAPHIC SURVEYING PROCEEDURES	0	0	0	0	0	0
 Evidenced by knowledge and proficiency in application of hydrographic survey procedures and by effective and independent use of resources and reference material. 						
4 DEMONSTRATION OF KNOWLEDGE OF DOTD STANDARDS AND PROCEEDURES FOR BATHYMETRY/ HYDROGRAPHIC SURVEYING	0	0	0	0	0	0
 Evidenced by knowledge and proficiency in application of DOTD policies and procedures: by knowledge and understanding of project requirements; and by effective and independent use of resources and reference material. 						
5 QUALITY OF HYDROGRAPHIC DATA AND DELIVERABLES	0	0	0	0	0	0
 Evidenced by consistent application of DOTD procedures and standard formats; by highly legible and comprehensive data, maps, charts, and details; by superior quality, accuracy, and professional presentation of data, maps and documents and by obvious evidence of attentive quality control and checking. 						
Average Score (Total Score / Number of Sub-Criteria Rated)	0.0					
Comments:						

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.

Topographic Survey		1	2	3	4	5	N/A
1 COOPERATION AND PROBLEM RESOLUTION	(0	0	0	0	0	0
• Evidenced by cooperation with and leadership among all entities involved in the Task; by assuming responsibility for all issues and progress.							
2 COMMUNICATION AND DOCUMENTATION		0	0	0	0	O	0
 Evidenced by the effective use of all forms of communication to keep the coordinator properly informed of all project issues; by effective documentation and record-keeping of meetings, decisions and official correspondence; and by keeping all stakeholders properly informed and involved in project progress. 	1	100	00	2			
3 DEMONSTRATION OF KNOWLEDGE OF TOPOGRAPHIC SURVEYING PROCEDURES.	5	0	0	0	0	O	0
 Evidenced by knowledge and proficiency in application of topographic surveying procedures and by effective and independent use of resources and reference material. 							
4 DEMONSTRATION OF KNOWLEDGE OF DOTD STANDARDS AND PROCEDURES FOR TOPOGRAPHIC SURVEYS	(0 (0	0	0	0	0
 Evidenced by knowledge and proficiency in the application of DOTD policies and procedures; by knowledge and understanding of the project requirements, CAD standards and survey deliverables, as defined by effective and independent use of resources and reference material. 							
5 QUALITY OF TOPOGRAPHIC SURVEY DELIVERABLES	(D	0	0	0	0	0
 Evidenced by consistent application of DOTD procedures and required standard formats; by highly legible and comprehensive topographic survey deliverables, survey documentation and reports; by superior quality, accuracy, and professional presentation of topographic survey deliverables and documents and by obvious evidence of attentive quality control and checking. 							
Average Score (Total Score / Number of Sub-Criteria Rated)	0.0)					
Comments:							

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.

Existing Drainage Maps		1	2	3	4	5	N/A
1 COOPERATION AND PROBLEM RESOLUTION	<u>ן</u> ך	0	0	0	0	0	0
• Evidenced by cooperation with and leadership among all entities involved in the Task; by assuming responsibility for all issues and progress.							
2 COMMUNICATION AND DOCUMENTATION		0	0	0	0	0	0
 Evidenced by the effective use of all forms of communication to keep the coordinator properly informed of all project issues; by effective documentation and record keeping of meetings, decisions and official correspondence; and by keeping all stakeholders properly informed and involved in project progress. 	P	0		2)			
3 DEMONSTRATION OF KNOWLEDGE IN COMPILING EXISTING DRAINAGE MAPS.	2	0	0	0	0	0	0
 Evidenced by knowledge and proficiency in compiling existing drainage maps and by effective and independent use of resources and reference material. 							
4 DEMONSTRATION OF KNOWLEDGE OF DOTD STANDARDS AND PROCEDURES FOR DRAINAGE MAP COMPILATIONS		0	0	0	0	0	0
 Evidenced by knowledge and proficiency in the application of DOTD policies and procedures; by knowledge and understanding of the project requirements, existing drainage map deliverables, as defined by effective and independent use of resources and reference material. 							
5 QUALITY OF EXISTING DRAINAGE MAP DELIVERABLES		O	\odot	0	0	0	۲
 Evidenced by consistent application of DOTD procedures and required standard formats; by delivering existing drainage maps of superior quality, accuracy, and professional presentation of mapping deliverables; by obvious evidence of attentive quality control and checking. 							
Average Score (Total Score / Number of Sub-Criteria Rated)	11	0.0					
Comments:	L						

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.

Property Survey	1	2	3	4	5	N/A
1 COOPERATION AND PROBLEM RESOLUTION	C	0	\odot	0	0	0
• Evidenced by cooperation with and leadership among all entities involved in the Task; by assuming responsibility for all issues and progress.						
2 COMMUNICATION AND DOCUMENTATION	C	0	0	0	0	0
 Evidenced by the effective use of all forms of communication to keep the coordinator properly informed of all project issues; by effective documentation and record-keeping of meetings, decisions and official correspondence; and by keeping all stakeholders properly informed and involved in project progress. 	S	62	2)			
3 DEMONSTRATION OF KNOWLEDGE OF PROPERTY BOUNDARY SURVEYING PROCEEDURES FOR SETTING PROPERTY LINES AND EXISTING RIGHT OF WAY IN ACCORDANCE WITH LOUISIANA LAW	C	0	0	0	0	۲
 Evidenced by knowledge and proficiency in application of Louisiana laws and procedures for property boundary surveying and by effective and independent use of resources and reference material. 						
4 DEMONSTRATION OF KNOWLEDGE OF DOTD STANDARDS AND PROCEEDURES FOR PROPERTY BOUNDARY MAP DEVELOPMENT	C	0	0	0	0	0
 Evidenced by knowledge and proficiency in application of DOTD policies and procedures: by knowledge and understanding of project requirements; and by effective and independent use of resources and reference material. 						
5 QUALITY OF PROPERTY MAPS AND DELIVERABLES	C	0	0	0	0	0
 Evidenced by consistent application of Louisiana boundary law, mapping procedures, and standard formats; by highly legible and comprehensive maps and details; by superior quality, accuracy, and professional presentation of maps and documents and by obvious evidence of attentive quality control and checking. 						
Average Score (Total Score / Number of Sub-Criteria Rated)	0.0					
Comments:						

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

Right of Way Mapping		1	2	3	4	5	N/A
1 COOPERATION AND PROBLEM RESOLUTION		0	0	0	0	0	0
 Evidenced by cooperation with and leadership among all entities involved in the T assuming responsibility for all issues and progress. 	āsk; by						
2 COMMUNICATION AND DOCUMENTATION		0	0	0	0	0	۲
 Evidenced by the effective use of all forms of communication to keep the coordina properly informed of all project issues; by effective documentation and record kee meetings, decisions and official correspondence; and by keeping all stakeholders informed and involved in project progress. 	ping of	5	20	2			
3 DEMONSTRATION OF KNOWLEDGE OF DOTD STANDARDS AND PROCEDURES FO OF-WAY MAP DEVELOPMENT	R RIGHT-	0	0	0	0	0	۲
 Evidenced by knowledge and proficiency in application of DOTD polices and proc knowledge and understanding of project requirements; and by effective and indep use of resources and reference material. 	edures; by pendent						
4 QUALITY OF RIGHT-OF-WAY MAPS AND DELIVERABLES	6	O	\odot	\odot	0	0	0
 Evidenced by consistent application of DOTD procedures and standard formats; to legible and comprehensive maps and details; by superior quality, accuracy, and professional presentation of maps and documents and by obvious evidence of att quality control and checking. 							
Average Score (Total Score / Number of Sub-Criteria Rated)		0.0					
Comments:		0.0					
Chillestions							

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