

CONSULTANT TECHNICAL EVALUATION

TYPE OF WORK: Program 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 : Program Management

N/A

Subject Rated :

Comments : Example of the "Program 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)

Program Management : 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: Program 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

Program Implementation	1	2	3	4	5	N/A
1 Thoroughly understood the rules, regulations and policies governing the Program as established by local, state or federal governments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2 Successfully developed a procedures manual for the Program and kept it up to date.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3 Successfully developed a list of projects for the Program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4 Successfully achieved funding authorizations on all phases and tracked all budget and expenditures in LAGOV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5 Developed a Quality Control/Quality Assurance Plan, and adhered to the plan throughout Program execution.	<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 )	0.0					
Comments:						

Program Execution	1	2	3	4	5	N/A
1 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. Be proactive in notifying the PM if the critical path is compromised.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2 Scheduled, conducted and documented meetings in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3 Consistently met project milestone dates within the overall Program schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4 Provided Program status updates and submitted all required reports in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5 Successfully met the scope and objectives of the Program.	<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 )	0.0					
Comments:						

Program Close Out	1	2	3	4	5	N/A
1 Effectively tracked construction projects through completion including changes orders, final inspection, final acceptance, final estimate and final release (approved Construction Audit).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2 Resolved all Construction/CE&I issues arising in DOTD district offices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3 Effectively tracked all consultant contracts through Consultant Audit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4 Reviewed all claims made on the project including any consultant contracts and coordinated timely resolutions with the claims committee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5 Successfully TECO all phases and closed all projects in LAGOV.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6 Turned over all data files in an organized manner to close out Program.	<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 )	0.0					
Comments:						