CONSULTANT TECHNICAL EVALUATION

TYPE OF WORK: Facilities and Landscape Management

Prime Consultant **Sub Consultant**

Consultant Name: Consultant Example

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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.

0.0 **Rating Score:**

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.

STATE OF LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

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Instructions:

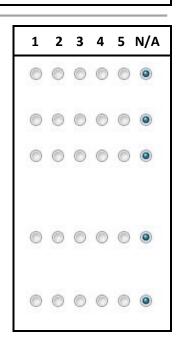
For each numbered item below, please select a score from 1 to 5 in accordance with the performance rating scale. Select N/A if the item is not applicable. Comments must be entered for ratings of 1 through 5.

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

Contract Management - Management of Issues and Resources

- 1 Effectively resolved issues; made decisions based on solid logic and sufficient supporting detail.
- 2. Effectively minimized the unnecessary involvement of Department staff.
- 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.
- 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.
- FOR PROJECTS INVOLVING UTILITIES: Sufficiently verified that utilities were coordinated properly and shown in the plans/schedules including providing a



Comments:		
Average Score (Total Score / Number of Sub-Criteria Rated)	C	0.0
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.		

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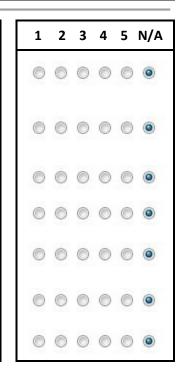
For each numbered item below, please select a score from 1 to 5 in accordance with the performance rating scale. Select N/A if the item is not applicable. Comments must be entered for ratings of 1 through 5.

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Contract Management - Communication, Documentation and Coordination 2 3 4 5 N/A Provided the necessary project information to the Department and all project stakeholders in a timely manner. 2 Scheduled, conducted and documented meetings in a timely manner. 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. Prepared thoroughly organized and completed project documentation including calculations, emails, memoranda, etc. and clear documentation of oral communications. Effectively tracked and monitored comment resolution and other action items to ensure timely resolution. Properly and efficiently logged, documented, tracked and took appropriate action on all public initiated inquiries from first contact through disposition or resolution. 0.0 Average Score (Total Score / Number of Sub-Criteria Rated) Comments:

Contract Management - Execution of Work

- 1 Ensured project schedule submittals were submitted and reviewed in accordance with the Contract.
- 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.
- 3. Consistently met project milestone dates within the overall project schedule
- 4. Provided project status updates in a timely manner
- 5. Effectively managed the budget and if applicable, was reasonable regarding claims for and negotiations of supplemental agreements.
- 6. Developed a Quality Control/Quality Assurance Plan, and adhered to the plan throughout the project.
- /. Successfully met the scope and objectives of the project.



Average Score (Total Score / Number of Sub-Criteria Rated)	0.0	
Comments:		

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Rating Scale: 1 - Unsatisfactory, 2 - Marginal, 3 - Satisfactory, 4 - Above Satisfactory, 5 - Outstanding, 0 - N/A

Contract Management - Post-Design Activities 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. 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. 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). 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