

CONSULTANT TECHNICAL EVALUATION**TYPE OF WORK: Road Design – Controlled Access Facilities**

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 : Location and Survey
N/A

Subject Rated :

Comments : Example of the "Road Design – Controlled Access Facilities" 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)

Property Survey : 0.0 (No Criteria Rated In This Section)

Right of Way Mapping : 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.

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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	
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 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.	<input type="radio"/>	<input checked="" type="radio"/>					
Average Score (Total Score / Number of Sub-Criteria Rated)								0.0
Comments:								

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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:							

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

EXAMPLE ONLY

Questions Subject To Change

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Controlled Access Facilities		1	2	3	4	5	N/A
1	Understanding of and compliance with the project scope. Thorough knowledge and understanding of project requirements.	<input type="radio"/>	<input checked="" type="radio"/>				
2	Knowledge and proficiency in applicable academic design principles, in AASHTO criteria & policies, and in DOTD policies and procedures; effective and independent use of resource and reference material.	<input type="radio"/>	<input checked="" type="radio"/>				
3	Follow established DOTD plan development process. <ul style="list-style-type: none"> • Proper elements included for each design submittal milestone. • Proper plan sheets included. • Plan sheets properly ordered. • Appropriate Standard plans and details selected. • Appropriate special details included as needed. 	<input type="radio"/>	<input checked="" type="radio"/>				
4	Typical Section Package <ul style="list-style-type: none"> • Complete, appropriate for design class. • Sections for all project conditions including temporary pavement. 	<input type="radio"/>	<input checked="" type="radio"/>				
5	Preparation of Waivers and Exceptions <ul style="list-style-type: none"> • Thorough and complete with justification based on sound engineering principles 	<input type="radio"/>	<input checked="" type="radio"/>				
6	Geometrics / traffic engineering <ul style="list-style-type: none"> • Roadway geometry (horizontal and vertical) • Accomodation of appropriate design vehicles. • Superelevation • Traffic counts • Capacity analysis 	<input type="radio"/>	<input checked="" type="radio"/>				
7	Pavement Design Package	<input type="radio"/>	<input checked="" type="radio"/>				
8	Roadway Drainage Design <ul style="list-style-type: none"> • Exercised good judgment and designed according to criteria in the Hydraulics Manual, PPMs, design Guidelines • Design calculations submitted and in logical, legible format. 	<input type="radio"/>	<input checked="" type="radio"/>				
9	Erosion Control	<input type="radio"/>	<input checked="" type="radio"/>				
10	Environmental permitting services <ul style="list-style-type: none"> • Corp. of Eng., USCG, Local Permits, etc 	<input type="radio"/>	<input checked="" type="radio"/>				
11	Bridge Hydraulics Report, including Scour Calculations and Deck Drainage.	<input type="radio"/>	<input checked="" type="radio"/>				
12	Earthwork and Cross Sections	<input type="radio"/>	<input checked="" type="radio"/>				
13	Utility coordination / Adjustments	<input type="radio"/>	<input checked="" type="radio"/>				

- Timely Phase Submittal and Review

14 Utility Agreements and Work Schedules

15 Traffic Control Plans / Maintenance of Traffic

16 Miscellaneous Structures Plans

17 Right of Way Requirements and Coordination

18 Local Agency Coordination and Public Meetings

19 Pay Items and Quantities

- All required pay items included, correct item numbers, correct quantities.

20 Quality of Plans

- Appropriate application of DOTD drafting procedures and standard formats.
- Conformance with the Roadway Design Manual
- Legible and comprehensive plans and details
- Quality control and checking
- Comments from prior reviews were addressed

21 Project documentation

- Engineering reports.
- Design calculations.
- Responses to comments.

22 Maintain and Update Construction Cost Estimates

- Estimates based on sound data and judgement.

23 Specifications and non-standard items

24 Electronic Deliverables

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

Comments:

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