

**COLORADO DEPARTMENT OF TRANSPORTATION  
CONSULTANT PERFORMANCE EVALUATION**

Project no.:	Subacct#:
Project name:	

<b>To:</b> (Appropriate Division Head)	<b>Rating dates:</b>	Item I	Item II
<b>Subject:</b> Consultant Performance Evaluation Report		Item III	Item IV
<b>Name of Consultant:</b>	<b>Rating key (see instructions):</b>		
<b>Type of work:</b>	Excellent (E) Very Good (VG)	Good (G) Acceptable (A)	Poor (P) Not Applicable (NA)

FACTOR	CONTRACT PHASE	PRECONSTRUCTION PHASE		CONSTRUCTION PHASE
	ITEM I	ITEM II	ITEM III	ITEM IV
<b>A.</b> Knowledge of department needs				
<b>B.</b> Cooperation with department, public, other agencies				
<b>C.</b> Adequacy of personnel, supervision and management				
<b>D.</b> Prosecution and submission of work				
<b>E.</b> Clarity of work				
<b>F.</b> Support calculations, data, reports				
<b>G.</b> Completion of work within contract budget				
<b>H.</b> Accurate billing records				
<b>I.</b> Overall quality, accuracy and competence				
<b>J.</b> Prudent plans/creative design				
<b>Rater:</b> Project Manager/Engineer (signature required)				
<b>Reviewer:</b> Preconstruction/ Construction Engineer (signature required)				
Region Engineer/Branch Manager				

**Remarks:**

# INSTRUCTIONS FOR CONSULTANT PERFORMANCE EVALUATION REPORT

## A. Purpose of evaluation:

The completed evaluation report of a consultant's performance will be used as input for selection of the consultant for future assignments.

## B. Rating procedure:

The raters and the time periods in which evaluations are performed shall be as follows:

### Item I - Contract Phase

The rater will be the contract administrator (Consultant Management Unit) and/or the Project Manager. The rating will be performed after the consultant's work has been accepted or at appropriate contract stages. The rating will be reviewed by the Preconstruction Engineer, Region Transportation Director, Branch Head or other official directly responsible.

### Item II - Preconstruction Phase (Preliminary Engineering)

The rater will be the Project Manager or other official directly responsible for incorporating the consultants work into Department plans, reports, etc. The rating will be performed promptly after the consultant's work has been used (ie., after the FIR). The rating will be reviewed by the Preconstruction Engineer, Region Transportation Director, Branch Head or other official directly responsible.

### Item III - Preconstruction Phase (Final Design)

The rating will be completed and reviewed by the same individuals as indicated for Item II and as promptly as practical after the FOR.

### Item IV - Construction Phase

The rater will be the Project Engineer or other official directly responsible for completing the construction project on which the consultant's work was used. The rating will be performed promptly after construction of the project has been completed. The rating will be reviewed by the Construction Engineer, Region Transportation Director or other official directly responsible.

## C. Basis of ratings:

Ratings of the consultant's performance will be accomplished by marking poor, acceptable, good, very good, excellent or not applicable for each of the indicated factors on the evaluation report. **All poor and excellent evaluations for any factor shall have an explanation in the "Remarks" section provided on the form.**

The keys to the various rating levels are as follows:

Excellent (E)	Consultant <u>consistently exceeded</u> expectations
Very Good (VG)	Consultant <u>frequently exceeded</u> expectations
Good (G)	Consultant <u>consistently met</u> expectations
Acceptable (A)	Consultant <u>occasionally failed</u> to meet expectations
Poor (P)	Consultant <u>consistently failed</u> to meet expectations
Not Applicable (NA)	As indicated on form or as determined by rater

## RATING FACTORS

Ratings for each factor should be based on how often, how quickly and to what degree the following criteria were met by the consultant during the performance of the work.

### Factor A - Knowledge of Department needs

- \* Consultant was knowledgeable and fulfilled his contractual obligation with the Department.
- \* Consultant maintained the scope of services sought by the Department.
- \* Consultant was familiar with the Department's policies and procedures.
- \* Consultant maintained the flexibility necessary for meeting the changing Departmental needs.
- \* Consultant served the Department, but was not subservient to it. This means that occasionally the Consultant must give the Department unpleasant news such as: costs of a design concept exceed the budget.

### Factor B - Cooperation with Department, Public, Other Agencies

- \* Consultant displayed a willingness to work as a team member in the development of a project. Liaison with the Department's Project Manager was undertaken at the earliest possible time (prior to the signing of contract documents if possible) ensuring a common understanding of the scope of the project as well as conformity with the Department's standards, practices, accuracy requirements, format, computer data compatibility, survey practices and such other items as the Project Manager considered to be critical to the project.
- \* Consultant mediated disagreements between disciplines and/or agencies always in the best interest of the project.
- \* Consultant was accessible to Department staff and responsive to their questions, needs and concerns.
- \* Consultant maintained working relationship with the Department and other agencies.
- \* Consultant participated in community workshops/public meetings and responded to citizens/groups seeking information or assistance.

## RATING FACTORS (continued)

### Factor C - Adequacy of Personnel, Supervision and Management

- \* Consultant did not over extend their human resources to where their personnel were inadequate to maintain schedules.
- \* The work was accomplished at the lowest possible level without sacrificing quality of the design.
- \* The work was checked prior to submission to the Department.
- \* Consultant knew when to take charge and utilized the authority granted them.

### Factor D - Prosecution and Submission of Work

- \* Consultant obtained approvals and decisions from the Department in a timely manner, thereby permitting the project to flow smoothly and quickly.
- \* The Project Manager was informed of any change in scope, lack of information, or decisions by the department or other agencies that adversely affected the schedule or did not permit the work to progress in a logical manner.
- \* Consultant developed project schedules and communicated with the Project Manager with regard to the progress of work.
- \* Consultant participated and contributed to the decision making process.
- \* Consultant submitted plans, specifications and supporting documentation to the Department in a timely manner; maintaining schedules and meeting deadlines for project milestones (ie., Financial Package, Scope of Work, Man Hour Estimates, FIR, FOR, etc.).
- \* Work was checked for accuracy and content prior to submission to the Department.

### Factor E - Clarity of Work

- \* Consultant provided the Department with plans and specifications that met Department standards for content and format. These plans and specifications were therefore readily understood by all those persons who were required to work with them.
- \* Reports, calculations, correspondence and other written materials exhibited completeness, clarity and conciseness and addressed Department concerns and questions.

### Factor F - Support Calculations, Data, Reports, etc.

- \* Consultant explained, defended and justified technical decisions and actions.
- \* Consultant provided hard copy documentation concerning design decisions, calculations, and other supporting data so that a project history was maintained.

### Factor G - Completion of Work Within Contract Budget

- \* Consultant prepared plans and specifications for the project that considered the project budget (preliminary engineering and construction). If the project approached a budget overrun, the consultant brought this fact to the attention of the Project Manager in a prompt and timely manner and offered alternative solutions to the budget problems.
- \* Consultant preformed the scope of services within the anticipated man-hours, scheduled completion date and actual estimated fee.
- \* Supplemental contracts to the original contract were minimized through careful planning and forethought when establishing the original scope of services and contract agreement with the Department.

### Factor H - Accurate Billing Records

- \* Consultant provided the Department with mathematically correct and itemized breakdowns of billing charges in accordance with commonly accepted accounting practices both upon completion of the project and when requested.
- \* Salaries, indirect costs, fixed fees and other rates submitted agreed with the contract cost proposal.
- \* Supporting documentation for charges were provided and questions were answered in a timely manner.

### Factor I - Overall Quality, Accuracy and Competence

- \* Consultant provided work that was technically accurate and complete, and displayed professional competence with regard to content.
- \* Construction oversights were not the result of omissions or confusing details provided by the consultant in the plans or specifications.
- \* Consultant's work was checked prior to submission to the Department to ensure quality and accuracy of the work in meeting the scope of services under the contract.

### Factor J - Prudent Plans/Creative Design

- \* Although new and innovative solutions are permitted, the consultant ensured that only appropriate design alternatives meeting the Department's objectives were selected.
- \* Innovative and/or state-of-the-art methods, procedures, designs or theories in solving problems were used.
- \* Although a design was unique, innovative and creative; the project remained constructible.

### Factor K - DBE Participation

- \* Consultant participated in the Department's DBE goals within the terms of the contract.