

## 1002 – Consultant Performance Evaluation

The Project Manager of the Division of Engineering and Contract Administration will evaluate each Project's Architect-Engineer and/or the appropriate Sub-consultants using the following criteria and forward this evaluation to the Contracting Manager of the Division of Engineering and Contract Administration.

**Consultant Name:** \_\_\_\_\_

- 1-Unsatisfactory
- 2-Poor
- 3-Fair
- 4-Good
- 5-Excellent

N/A-Not Applicable

### **Performance Criteria:**

1. Conform to the Architect-Engineer's Contract and to standards of good workmanship.\_\_\_\_\_
2. Adhere to Contract Schedules.\_\_\_\_\_
3. Evaluate the consultant's ability to contain cost and minimize change orders.\_\_\_\_\_
4. Comply with all laws and regulations in regard to worker pay, safety and EEO requirements.\_\_\_\_\_
5. Cooperate with Project Management team.\_\_\_\_\_
6. Comply with all applicable codes and requirements.\_\_\_\_\_
7. Overall Project Management skills.\_\_\_\_\_
8. Evaluate the overall project satisfaction with the Consultant and the resultant construction deliverable.\_\_\_\_\_

The Project Manager can provide comments and examples:

The Architect-Engineer will be advised that this evaluation may be performed by the Project Manager at the Initial Meeting. A copy of the evaluation shall be forwarded to the Principle of the firm who signed the Contract.