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.