

CONSULTANT PROJECT PERFORMANCE EVALUATION

PROJECT NAME		PROJECT NUMBER	
PROJECT ACRONYM		AWARD DATE	
CONSULTING FIRM		AGREEMENT AMOUNT	
CONSULTANT PM		EVALUATION DATE	

Evaluation Ratings (Select to the left of each subcategory, then select an overall Category Rating on the right)

5 = Significantly Exceeded Requirements/Expectations	2 = Met Some Requirements/Expectations
4 = Exceeded Requirements/Expectations	1 = Did Not Meet Requirements/Expectations
3 = Met Requirements/Expectations	N/A = Not Applicable

PERFORMANCE EVALUATION FOR PERIOD

SELECT EVALUATION PERIOD

PERIOD DESCRIPTION

Evaluation Performed after 30% submittals

I	BUDGET CONTROL PERFORMANCE	ENTER WEIGHT % (10-30)	
		SELECT OVERALL CATEGORY RATING	Select Rating
Select Rating	A) Effectively managed and controlled the total project cost	Enter example to illustrate rating	
Select Rating	B) Changes were timely and accurately addressed		
Select Rating	C) Cost estimates were accurate with appropriate detail		
Select Rating	D) Met project budget		

II	SCHEDULE PERFORMANCE	ENTER WEIGHT % (25-40)	
		SELECT OVERALL CATEGORY RATING	Select Rating
Select Rating	A) Quality of baseline schedule	Enter example to illustrate rating	
Select Rating	B) Productive and timely schedule updates		
Select Rating	C) On time performance, responsive to District's needs		

III	QUALITY OF DELIVERABLES	ENTER WEIGHT % (25-40)	
		SELECT OVERALL CATEGORY RATING	Select Rating
Select Rating	A) Deliverables met or exceeded project objectives	Enter example to illustrate rating	
Select Rating	B) Sufficient accuracy & detail in deliverables		
Select Rating	C) Clarity of information in deliverables		

IV	QUALITY / VALUE OF SERVICE	ENTER WEIGHT % (25-40)	
		SELECT OVERALL CATEGORY RATING	Select Rating
Select Rating	A) Quality solutions addressing District's needs	Enter example to illustrate rating	
Select Rating	B) Professionalism, cooperation, teamwork		
Select Rating	C) Effective communication with all parties		
Select Rating	D) Responsiveness to changes and District's needs		
Select Rating	E) Proactive, effective project management		

V	SBE / MBE / WBE PARTICIPATION	ENTER WEIGHT % (5-10)	
		SELECT CATEGORY RATING	Select Rating
Select Rating	A) SBE / MBE / WBE participation relative to goal	Enter example to illustrate rating	

Sum of weights for categories I-V should be 100

0

EVALUATION (I-V) DESIGN PERFORMANCE RATING (Sum of [Category Ratings x Weights])

0

VI	CONSTRUCTION SUPPORT	SELECT OVERALL CONSTRUCTION RATING	Select Rating
Select Rating	A) Efficiently processed submittals within allotted time	Enter example to illustrate rating	
Select Rating	B) Supported timely resolution of issues during construction and processed RFIs		
Select Rating	C) Responsive to needs of District during construction		

EVALUATION SUMMARY HISTORY (Manually Enter Prior Ratings for Reference)

Mid Design 1 Rating	Enter Rating	CA / RE 1 Overall Rating	Enter Rating
Mid Design 2 Rating	Enter Rating	CA / RE 2 Overall Rating	Enter Rating
Mid Design 3 Rating	Enter Rating	CA / RE 3 Overall Rating	Enter Rating

Evaluation Period Design Rating

0

Evaluation Period Construction Support Rating

Evaluation Period Overall Rating (60% Design, 40% Construction)

OVERALL EVALUATION RELATIVE TO EXPECTATIONS

A) How does this consultant compare to others you use?

☐ Better

☐ Similar

☐ Worse

B) Would you recommend hiring this consultant?

☐ 3 (Absolutely)

☐ 2 (Yes)

☐ 3 (No)

Additional supporting information (Recommended, but required if response above is "NO")

NEORSD PROJECT
MANAGER

DATE

NEORSD PROGRAM
MANAGER

DATE

CONSULTANT PROJECT
MANAGER

DATE

CONSULTANT COMMENTS

What were the best things about this project (+)?

What things could have been improved for this project (-) ?

