

SRTA CONSULTANT PERFORMANCE EVALUATION TOOL

* Please fill in all green-shaded fields. Comments are optional.

Consultant Name:		Contract Phase: <u> </u> Initial <u> </u> Mid <u> </u> Close
Contract #:		Project Name:
Date of Evaluation:		Type of Work Performed:
Evaluation Prepared By:		Small or DBE (Yes or No)

Please add any other specific factors you evaluated below.

SCORE IN SHADED CELLS: 1 = UNSATISFIED 2 = SATISFIED 3 = VERY SATISFIED	ENTER COMMENTS IN BOXES PROVIDED BELOW:
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<p>1) Quality / Technical Performance</p> <p>Met work product standards.</p> <p>Performed & documented according to approved plan.</p> <p>Met DBE/UDBE Goal/Commitment (if applicable).</p> <p>Managed subconsultants/DBEs effectively.</p>	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0ffe0;"> </td></tr> <tr><td style="background-color: #e0ffe0;"> </td></tr> <tr><td style="background-color: #e0ffe0;"> </td></tr> <tr><td style="background-color: #e0ffe0;"> </td></tr> </table>					<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 80px;"> </td></tr> </table>	

<p>2) Cost Performance</p> <p>Finished within Contract budget.</p> <p>Invoices were accurate & timely, according to contract.</p>	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0ffe0;"> </td></tr> <tr><td style="background-color: #e0ffe0;"> </td></tr> </table>			<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 60px;"> </td></tr> </table>	

<p>3) Schedule Performance</p> <p>Submitted accurate and timely deliverables.</p> <p>Met milestone or completion due date(s).</p>	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0ffe0;"> </td></tr> <tr><td style="background-color: #e0ffe0;"> </td></tr> </table>			<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 60px;"> </td></tr> </table>	

<p>4) Business Relations/Negotiations Performance</p> <p>Responded to customer needs.</p> <p>Conducted business in a professional manner.</p> <p>Provided effective verbal and written communication.</p>	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="background-color: #e0ffe0;"> </td></tr> <tr><td style="background-color: #e0ffe0;"> </td></tr> <tr><td style="background-color: #e0ffe0;"> </td></tr> </table>				<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="height: 60px;"> </td></tr> </table>	

Grand Total Points:	0
<i>Calculated Evaluation Score:</i>	<i>0%</i>

SRTA Project Manager:	Printed Name:	Date:

Signature of PM confirms that the evaluation has been provided to Consultant. If applicable, Consultant comments may be attached to the final assessment.

Email completed evaluation to Consultant & submit copy to Chief Fiscal Officer to Close Out Contract.