

**DEPARTMENT OF PUBLIC WORKS AND ENGINEERING**  
**Performance Evaluation of Construction Management and Inspection Services**

Name of Firm: \_\_\_\_\_  
 Project/File No \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Contract Period: \_\_\_\_\_

	<b>Score</b>	<b>Comments</b>
<b><u>Initiate Construction</u></b>		
1. Prepare distribute pre-construction documents.	_____ (0 – 5)	_____
2. Project planning and organization, includes staffing plan and project briefing.	_____ (0 – 5)	_____
3. Prepare and conduct pre-construction meetings and distribute meeting minutes.	_____ (0 – 5)	_____
<b>SUB TOTAL =</b>	_____ <b>(0 – 15)</b>	
<b><u>Progress Construction</u></b>		
4. Schedule and conduct Monthly Progress Meetings.	_____ (0-5)	_____
5. Prepare and process Daily Construction Reports.	_____ (0-5)	_____
6. Process and respond to RFI's and Submittals.	_____ (0-5)	_____
7. Prepare and process Pay Estimates.	_____ (0-5)	_____
8. Prepare and process Requests for Proposals and Change Orders.	_____ (0-5)	_____
9. Manage CM resources	_____ (0-5)	_____
10. Implement, utilize, and maintain CIPMS	_____ (0-10)	_____
11. Support community relations and resolve Customer Service Requests.	_____ (0 - 10)	_____
12. Verify and enforce the contractor's compliance with contract documents.	_____ (0-10)	_____
13. Advise/resolve construction conflicts and issues.	_____ (0- 5)	_____
14. Demonstrate effort to fulfill M/WBE goal.	_____ (0-5)	_____
<b>SUB TOTAL =</b>	_____ <b>(0-70)</b>	

**Close Construction**

15. Schedule and coordinate substantial completion inspection including preparation and resolution of punch list items. \_\_\_\_\_ (0 - 5) \_\_\_\_\_

16. Schedule and coordinate Final Inspection. \_\_\_\_\_ (0 - 5) \_\_\_\_\_

17. Preparation of closeout documents and submittal of record documents to the City. \_\_\_\_\_ (0 - 5) \_\_\_\_\_

**SUB TOTAL =** \_\_\_\_\_  
**(0 -15)**

**TOTAL OVERALL SCORE** \_\_\_\_\_  
Phase IV (Max 0-100)

**Evaluated by:**

\_\_\_\_\_  
Project Manager Date

\_\_\_\_\_  
Managing Engineer Date

\_\_\_\_\_  
Consultant Date

(Consultant may submit comments. If submitted, they will be attached hereto.)

**Approved**

\_\_\_\_\_  
Sr. Assistant Director Date

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**Approved**

\_\_\_\_\_  
Deputy Director Date  
(Required for scores above 90 or below 70)

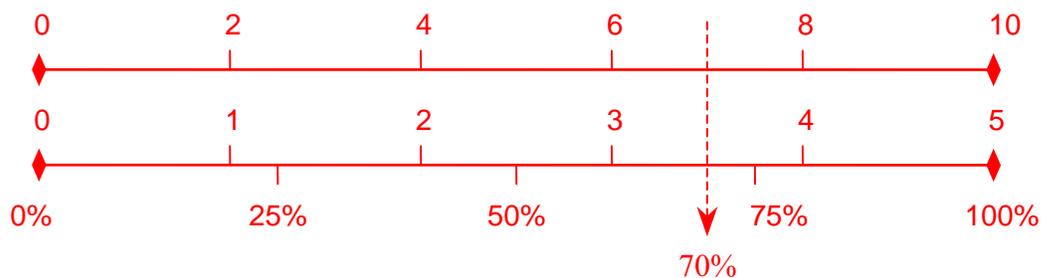
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**Approved**

\_\_\_\_\_  
Director Date  
(Required for scores above 90 or below 60)

**DEPARTMENT OF PUBLIC WORKS AND ENGINEERING**  
Performance Evaluation of Construction Management and Inspection Services  
Scoring System

The scoring system for the Performance Evaluation of Construction Management and Inspection Services is based on a sliding scale from 0 to 100% utilizing the Construction Management Process Manual (CMPM), Construction Management Professional Services Contract and procedures set forth herein. Meeting the minimum criteria in these items will result in a score of 70% of the maximum score for each item.



- 0% - Failure to comply with applicable criteria. Criteria are defined as procedure, process, or timeline.
- 70% - Meets established criteria.
- 100% - Consistently exceeds criteria. Demonstrates efforts in successfully executing project and enhancing the mission and value of Engineering and Construction Division.

Specific Criteria to be evaluated are identified as follows.

**Initiate Construction**

- Item 1. CMPM Sec. 2.4 completed in 7 days prior to pre-construction conference.
- Item 2. CMPM Sec 2.4.5 and CM&I Services Contract Sec. III. E. completed in 7 days prior to pre-construction conference.
- Item 3. CMPM Sec. 2.5

**Progress Construction**

- Item 4. CMPM Sec.3.5
- Item 5. CMPM Sec. 3.1
- Item 6. CMPM Sec. 3.3 and 3.7
- Item 7. CMPM Sec. 3.4
- Item 8. CMPM Sec. 3.8

- Item 9. CM&I Services Contract Sections III.A. 2s and III.B and adequate staffing and resource management in accordance with the agreed CM level of effort and actual construction progress or work effort. Not to exceed 10% of the allocated CM fees at 25%, 50%, 75% and 90% of the project/construction duration.
- Item 10. CPM Sec. 2.3, 3.1.8, 3.2 and 3.6.1 and CM&I Services Contract Sections III. A. 2j.
- Item 11. CPM 2.6 , Attend and assist COH in community meetings when requested. Contact constituent/customer the day of receipt of SR/Complaint and achieve satisfactory resolution within a pre-set target date.
- Item 12. CPM 3.1 and CM&I Services Contract Sections III.A.2 and A3, particularly, 2a, 2c, 2l, 2u and 3a, 3b, 3c, 3g, and 3h.
- Item 13. CPM Sec. 3.10 and CM&I Services Contract Sections III.A. 2b, 2n, and 3d.
- Item 14. CM&I Services Contract Sec. III. E.

### **Close Construction**

- Item 15. CPM 4.1
- Item 16. CPM 4.2
- Item 17. CPM 4.3 and 4.4