

**DEPARTMENT OF PUBLIC WORKS AND ENGINEERING**  
**Performance Evaluation**  
**Of**  
**Professional Engineers / Architects**

Project Name: \_\_\_\_\_  
 Name of A/E: \_\_\_\_\_  
 Project / File No. \_\_\_\_\_  
 Project Manager: \_\_\_\_\_  
 Contract Period: \_\_\_\_\_

**Phase I & II – Design**

	<u>Score</u>	<u>Comments</u>
1. Responsiveness and Cooperativeness	(0 – 5)	
2. Appropriate and Adequate Staff	(0 – 5)	
3. Contract Management	(0 – 5)	
4. Level of PWE Oversight	(0 – 5)	
5. Sub-consultant Management	(0 – 5)	
6. Right-of-way and Permit Requirement Identified and Obtained in a Timely Manner	(0 – 5)	
7. Engineer’s PER Construction Estimate Within 20% of 3 Low Bids	(0 – 5)	
8. Engineering Final Construction Estimate Within 10% of 3 Low Bids	(0 – 5)	
9. Submittal Schedule		
Phase I – PER	(0 – 5)	
Phase II – 60%	(0 – 5)	
Phase II – 90%	(0 – 5)	
Phase II – Mylars	(0 – 5)	
10. Submittal QA/QC		
Phase I – PER	(0 – 5)	
Phase II – 60%	(0 – 5)	
Phase II – 90%	(0 – 5)	
Phase II – Mylars	(0 – 5)	
11. Responsiveness to MWBE Contract Compliance		
a. MWBE Goal Met	(0 – 3)	
b. Responsiveness to Contractual Obligations	(0 – 2)	

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	<u>Score</u>	<u>Comments</u>
12. Accuracy and Completeness Measured by Addenda issued, Delay of Bids, or Bids Rejected Due to Consultants Error	(0 – 10)	
13. Demonstrated results in providing standard cares to meet design Guidelines & 0-5 requirements; achieving best-value design with cost effective and/or innovative solution; timely execution per intended CIP goal and objective	(0 – 5)	

**TOTAL OVERALL SCORE**  
**Phase I II**

## Description of Scoring Methods for Phase I and II Services

<b>Item 1:</b>	Promptly returns calls and emails. Consultant is available for questions and meetings as needed and is cooperative in working with PWE staff. Responds to review comments timely and adequately:	
	Excellent: Always prompt to respond goes beyond the norm to be cooperative and available.	5
	Average: Typically responsive, cooperative, and available.	3
	Below Average: Either slow to respond, non-cooperative or inconsistent availability.	1
	Poor: Reoccurring problems with lack of response, response rate, cooperation and/or availability.	0
<b>Item 2:</b>	Personnel are appropriately qualified and experienced for project. Promptly/adequately addresses staffing issues. Minimum reallocation of staff throughout project life except for instances beyond the consultant's control:	
	Excellent: PM and/or staff's qualifications and experience result in innovative design saving construction and/or O&M costs.	5
	Good: Well qualified experience PM & staff	3
	Average: PM and staff satisfactory	2
	Below Average: Unqualified and/or inadequate staff assigned to project and/or PM not adequately engaged in project.	0
<b>Item 3:</b>	Follows invoicing and other PWE contract requirements such as procedures for additional service authorizations:	
	Excellent: Proactive, identifies issues, adheres to contract requirements fully.	5
	Average: Complies with invoicing, additional services authorization procedures and other contract requirements)	3
	Below Average: Reoccurring problems with invoicing, following proper procedures for additional service authorizations and other contract requirements.	0
<b>Item 4:</b>	PWE PM involvement is commensurate with project requirements. Additional Time and attention is not required as a result of the consultant's need for Management or technical support:	
	Excellent: Less than expected; Consultant's expertise and experience provided significant benefit; saved PWE time.	5
	Average: As expected; Normal oversight.	3

	Below Average: More than expected PWE oversight required.	0
<b>Item 5:</b>	Sub-consultants were well managed. Issues, if any were not apparent and were managed so not to interfere with production. PM takes responsibility for all products:	
	Excellent: Superior sub-consultant management resulting in project success.	5
	Average: Satisfactory Sub-consultant Management.	3
	Below Average: Sub-consultant management issues negatively affected project quality and/or schedule.	0
<b>Item 6:</b>	Excellent: All requirements identified at the PER to 50% submission.	5
	Average: All requirements identified prior to 50% to 70% review submission.	3
	Below Average: Requirements either not identified, identified incorrectly or untimely identification resulting in bid delay)	0
<b>Item 7:</b>	PER Estimate within 20% of 3 low bids	5
	PER Estimate within 25% of 3 low bids	4
	PER Estimate within 30% of 3 low bids	3
	PER Estimate within 35% of 3 low bids	2
	PER within 40% of average of 3 low bids	1
	PER not within 40% of average of 3 low bids	0
<b>Item 8:</b>	Final Estimate scored only if job is bid within 18 months of completion of design. If job is bid beyond the 18 months of design completion, use ENR index to adjust.	
	Final Estimate within 5% of 3 low bids	5
	Final Estimate within 8% of 3 low bids	4
	Final Estimate within 10% of 3 low bids	3
	Final Estimate within 12% of 3 low bids	2
	Final Estimate within 15% of 3 low bids	1
	Final Estimate not within 15% of 3 low bids	0
<b>Item 9:</b>	On time or early completion receives Total Points	5
	Submission within 1 week of scheduled date:	
	PER	3
	60%	3
	90%	3
	Mylar	2
	Submission within 2 weeks of scheduled date:	
	PER	1
	60%	1
	90%	1
	Mylar	1
	Submission later than 2 weeks receives (0) in all categories.	0
	Submission times will be adjusted for late return of city comments.	

<b>Item 10:</b>	Met design guidelines; submittals were complete; comments from prior submittal(s) incorporated or addressed in subsequent submittals:	
	Excellent	5
	Very Good	4
	Average	3
	Below Average	2
	Very Poor	1
	Any rejected submittal receives (0) in all categories.	0
<b>Item 11 (a):</b>	Goal Met (including any approved variance)	3
	Goal Not Met	0
<b>Item 11 (b):</b>	Procedure Followed Completely	2
	Procedure Generally Followed	1
	Procedure Ignored	0
<b>Item 12:</b>	No addenda-pre-bid clarification of roles only	10
	1 Addenda due to Consultant Error	7
	2 Addenda due to Consultant Error	5
	3 Addenda due to Consultant Error	2
	4 Addenda or more due to Consultant Error	0
	Bid Delayed or Rejected due to Consultant Error	0
<b>Item 13:</b>	Exceptional	5
	Average	3
	Poor	0

## Description of Scoring Methods for Phase III Services

<b>Item 1:</b>	Promptly returns calls and emails. Consultant is available and responsive to requests from PWE staff:	
	Excellent: Always prompt to respond, very proactive with PWE staff, exceeds the norm in performance and always available.	5
	Average: Typically responsive, cooperative, and available. Reasonably accurate Documentation.	3
	Below Average: Consultant lacked timely response, inconsistent communication, continually asked to correct or address items.	0
<b>Items 2:</b>	Consultant attended monthly site visits and documented meetings appropriately:	
	Excellent: Very proactive in problem resolution, accurate minutes, very timely responses to all parties and submission of minutes.	10
	Average: Typical response time to questions and submission of minutes.	5
	Below Average: Delayed response to questions and submissions of minutes.	2
<b>Item 3:</b>	Consultant attended other meetings as requested and was proactively involved:	
	Excellent: Consultant PM attended all meetings.	5
	Average: Consultant PM attending all meetings with rare exception, with a qualified representative	3
	Below Average: Consultant PM attended most meetings or had a representative at meetings.	1
<b>Item 4:</b>	Accurate and Legible Bid Documents:	
	Excellent: Easy to read, clear instructions, no conflict between plans and specification resulting in superior construction and ahead of schedule.	5
	Average: Quality bid documents; contractor required periodic clarifications resulting in good construction; quality and timeliness)	3
	Below Average: Contractor required too many clarifications resulting in delayed construction.	1
<b>Item 5:</b>	Special conditions (e.g.: unforeseen traffic issues; permits etc) addressed adequately:	
	Excellent: Proactive and resolved issues timely and cost effectively.	5
	Average: Response time and needed guidance from city personnel.	3
	Below Average: Issues were not resolved in a timely and cost effective manner.	1
<b>Item 6:</b>	Construction Cost: Final construction cost compared to Contract Awarded Bid Price; ratings based	

	Increases of:	Within	1%	10
		Between	1% to 3%	8
		Between	3% to 5%	7
		Between	5% to 10%	2
		Over	10%	0
<b>Item 7:</b>	As-Builts Recordation: As-Built drawings compiled accurately and supplied to the City:			
	Excellent:	Thorough submission in regards to completeness and accuracy, provided within 1 month of receipt of contractor's record drawings.		5
	Average:	Substantially complete and accurate, provided within 3 months of receipt of contractor's record drawing.		3
	Below Average:	Delayed submission, quality lacking, re-submittal required.		1
<b>Item 8:</b>	Quality of Bid documents based on final quantity of work performed by contractor on major unit price work item differ by more than 25 percent from quantity of the item stated in the contract:			
		Less than	10%	10
		Within	10% to 25%	8
		Between	25% to 35%	4
		Between	35% to 50%	2
		Greater than	50%	0
<b>Items 9:</b>	Reponses to RFIs timely, technically accurate and complete.			
	Excellent:	Very prompt response (3 days or less). Response is technically sound and complete.		5
	Average:	Response is technically sound and complete. Response time between 4-7 days.		3
	Below Average:	Response is poor in technical quality, does not address the issue and/or response time is more than 7 days.		1
<b>Items 10:</b>	Change Orders: Change orders to contract as a result of Consultant errors, omissions, or oversight. Change orders as a result of unknown conditions or Contractor/City issue not to be considered in this rating:			
	No Change Orders			10
	1 Change Order with no resulting increase in cost or time to contract.			8
	1 Change Order resulting in cost and time increase to contract.			4
	1 to 3 Change Orders with some or all resulting in cost and time increase to contract.			2
	3 or more Change Orders.			0