|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Firm Name | Contractor's Company Name |  | Date |       |
| Project Name |       |  | Project Number |       |
| Services Rated: | [ ]  A/E | [ ]  CMA | [ ]  CMR | [ ]  DB | [ ]  Contractor | [ ]  Other |       |
| Phase Rated | [ ]  Pre-construction (planning, design and bidding) | [ ]  Construction (construction and closeout) |

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| --- | --- | --- |
| **Performance Dimensions** | **Value** | **Score** |
| **1.** **Proficiency / Expertise** (Maximum 25 points) |
| 1. Team Commitment
 | Fulfilled commitment to maintain proposed team\* for duration of project (including EDGE) | 0 - 5 |     |
| 1. Team Experience
 | Experience, dedication and effectiveness of staff and field representatives | 0 – 5 |     |
| 1. Leadership
 | Effectiveness of leading and managing team | 0 – 5 |     |
| 1. Knowledge
 | Knowledge of Owner and Contracting Authority policies and procedures and scope of work | 0 – 5 |     |
| 1. Technology
 | Experience, creativity and effective use of technology | 0 – 5 |     |
| **2. Process Facilitation** (Maximum 20 points) |
| 1. Problem solving / Decision Making
 | Provided effective and creative problem solving and fair decision making  | 0 – 5 |     |
| 1. Timeliness
 | Responded and provided feedback to all stakeholders in a timely manner | 0 – 5 |     |
| 1. Documentation
 | Provided effective and thorough information / documentation throughout all phases of the project | 0 – 5 |     |
| 1. Responsiveness / Follow-through
 | Cooperated and performed responsibilities throughout all phases of the project | 0 – 5 |     |
| **3. Communication / Partnering** (Maximum 20 points) |
| 1. Owner / Contracting Authority
 | Effectiveness in communicating and maintaining relationships with Owner and/or Contracting Authority representatives | 0 – 5 |     |
| 1. Design Team / Consultants
 | Effectiveness in communicating and maintaining relationships with the design staff and consultants of the project | 0 – 5 |     |
| 1. Contractors / Field Staff
 | Effectiveness in communicating and maintaining relationships with the contractors and field staff | 0 – 5 |     |
| 1. Overall Team / Stakeholders
 | Effectiveness in working with and maintaining relationships with all team members and other stakeholders of the project | 0 – 5 |     |
| **4. Project management** (Maximum 35 points) |
| 1. Scope Management
 | Identified, incorporated, tracked and managed changes within the project | 0 – 5 |     |
| 1. Schedule Management
 | Effectively developed and managed a realistic project schedule and completed deliverables on time | 0 – 5 |     |
| 1. Budget Management
 | Provided valuable input, assistance, accuracy, tracking / reporting and leadership to manage project on budget | 0 – 5 |     |
| 1. Quality Management
 | Ensured quality design / construction and deliverables through demonstrated QA/QC processes | 0 – 5 |     |
| 1. Risk Management
 | Provided thorough guidance, notification and effective action in managing / balancing project risks | 0 – 5 |     |
| 1. Closeout Management
 | Effectiveness, timeliness and quality of punch list, record drawings and overall closeout activities | 0 – 5 |     |
| 1. Overall Project Management
 | Delivered effective overall project management and administration for the duration of the project | 0 – 5 |     |
|  |
|   | **Total** |     |
| **Based on this evaluation, would you recommend this firm for comparable work in the future?** [ ]  Yes [ ]  No  |
| If No, please state reason(s) on next page. |
|  |
| Evaluator Name | Architect/Engineer Staff Name |  | Signature |  |
| Evaluator Organization | Architect/Engineer's Company Name |  | Date |       |

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| **Use the space below to provide comments regarding the firm’s performance or the quality of deliverables. List specific team members if relevant.** *(attach additional pages if needed)* |
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