

**A/E Performance Evaluation**

A/E FEIN No. \_\_\_\_\_

Project Name \_\_\_\_\_ A/E Name \_\_\_\_\_

Project No. \_\_\_\_\_ Branch Office \_\_\_\_\_

Project Type \_\_\_\_\_ A/E Project Mgr. \_\_\_\_\_

Agency \_\_\_\_\_ Const. Budget \_\_\_\_\_

Institution \_\_\_\_\_ Rating by \_\_\_\_\_

Building \_\_\_\_\_ Date of Rating \_\_\_\_\_

Consultants

Civil \_\_\_\_\_ Electrical \_\_\_\_\_

Structural \_\_\_\_\_ Other \_\_\_\_\_

Mechanical \_\_\_\_\_ Other \_\_\_\_\_

Comments:

**Design Development Phase**

| Category                               | Weight* | Rating | Max. Score | Score |
|--|---------|--------|------------|-------|
| Depth of Program Review/Understanding  |         |        | 0          |       |
| Development & Analysis of Options      |         |        | 0          |       |
| Document Quality & Coordination        |         |        | 0          |       |
| Response to Review Comments            |         |        | 0          |       |
| Estimate/Schedule Development & Update |         |        | 0          |       |
| Architectural Design Merit             |         |        | 0          |       |
| Engineering Design Merit               |         |        | 0          |       |
| <b>Total Design Development Score</b>  | N/A     | N/A    | 0          |       |

**Design Development Phase Performance Rating**

**0.00%**

*Note: Do not fill in shaded areas of this form. They will be filled automatically when data are entered into database.*

*\*Weight factors (1 thru 10) are to be assigned by Agency based on the needs of the specific project --- Weight x Rating = Score*

**Rating Scale**

- 4 = Excellent
- 3 = Very Good
- 2 = Satisfactory
- 1 = Poor

**Total Performance Rating Key**

- 90 – 100% = Excellent
- 70 – 89% = Very Good
- 40 – 69% = Satisfactory
- <40% = Unacceptable

**Project Type/Complexity**

- 1 = Complex
- 2 = Addition/Remodel
- 3 = Major Engineering
- 4 = Standard
- 5 = Utilitarian
- 6 = Remedial

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Institution \_\_\_\_\_ Rating by \_\_\_\_\_

Building \_\_\_\_\_ Date of Rating \_\_\_\_\_

Consultants

Civil \_\_\_\_\_ Electrical \_\_\_\_\_

Structural \_\_\_\_\_ Other \_\_\_\_\_

Mechanical \_\_\_\_\_ Other \_\_\_\_\_

Comments:

**Construction Documents/Bid Phase**

| Category                                  | Weight* | Rating | Max. Score | Score |
|---|---------|--------|------------|-------|
| Document Quality & Completeness           |         |        | 0          |       |
| Document Coordination                     |         |        | 0          |       |
| Estimate Update/level of Detail           |         |        | 0          |       |
| Ability to Meet Schedules                 |         |        | 0          |       |
| Design Merit/Technical Detail             |         |        | 0          |       |
| Responsiveness to Agency, OSE & Bidders   |         |        | 0          |       |
| Communications                            |         |        | 0          |       |
| <b>Total Construction Documents Score</b> | N/A     | N/A    | 0          |       |

**Construction Document/Bid Phase Performance Rating**

**0.00%**

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Civil \_\_\_\_\_ Electrical \_\_\_\_\_

Structural \_\_\_\_\_ Other \_\_\_\_\_

Mechanical \_\_\_\_\_ Other \_\_\_\_\_

Comments:

**Construction Phase**

| Category                            | Weight* | Rating | Max. Score | Score |
|-------------------------------------|---------|--------|------------|-------|
| Participation in Meetings           |         |        |            |       |
| Communications                      |         |        |            |       |
| Response to Request for Information |         |        |            |       |
| Observation & Reporting             |         |        |            |       |
| Errors & Omissions Follow-up        |         |        |            |       |
| As-Builts, Manuals & Schedules      |         |        |            |       |
| <b>Total Construction Score</b>     | N/A     | N/A    |            |       |

**0.00%**

Total Value of Change Order (\$) \_\_\_\_\_

Agency – Initiated Change Orders (% of Original Award) \_\_\_\_\_

A/E – Caused Change Orders (% of Original Award) \_\_\_\_\_

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