

MUNICIPAL
CONSULTANT PERFORMANCE EVALUATION RATING

Revised 12/2011

Rating Period: _____ **Year:** _____ **Month:** _____

Project Number: _____ **Firm:** _____

Activity: Construction Inspection

Town(s): _____

Consultant Project Manager: _____

Project Description: _____

NUMERICAL RATING SCALE:

Exceptional: 5 Exceeds Contractual Expectation: 4 Meets Contractual Expectations: 3

Inadequately Meets Contractual Expectations: 2 Unsatisfactory: 1 Not Applicable: NA

ADMINISTRATION: (Weight = 30%)

1 Operational.....	_____
2 Project Management.....	_____
3 Scheduling (meets Department's financial obligations)	_____
4 Contract Financials.....	_____
5 Affirmative Action Compliance.....	_____
6 Supervision Required.....	_____
Total.....	_____

Average Rating for Category (Total/No. of Items x .30).....

Comments (required) _____

PROCEDURAL: (Weight = 30%)

7 Exhibits and employs the knowledge of federal, state and local policies, procedures and regulations, as required.....	_____
8 Understands and employs method(s) and/or procedures applied to accomplish scope of work.....	_____
9 Coordination and cooperation with Department and joint operating agencies (federal, state and local), as required.....	_____
10 Milestone submission scheduling.....	_____
11 Supervision required.....	_____
Total.....	_____

Average Rating for Category (Total/No. of Items x .30).....

Comments (required) _____

TECHNICAL: (Weight = 40%)

12 Knowledge, Application and Presentation of data generated.....

13 Accuracy of Data.....

14 Quality of Work.....

15 Construction Cost Estimating.....

16 Supervision required.....

Total.....

Average Rating for Category (Total/No. of Items x .40).....

Comments (required)

PERFORMANCE RATING

Sum of all Average Rating Categories (Maximum Rating = 5).....

General Comments (Required: at a minimum, discuss milestones achieved this past rating period)

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____