

## Consultant Evaluation Form A&E and Related Contracts

<b>Consultant</b>	
<b>Project Title</b>	
<b>Contract Number</b>	
<b>Amount of Contract</b>	

<b>Cost/Budget</b>	<b>Score</b>
1. Made good faith effort to collaboratively resolve negotiation issues	
2. Finished within budget, including all amendments	
3. Identified and implemented cost savings and efficiencies (including travel and ODC's) or ways to reduce per-unit cost	
4. Limited the number of contractor initiated amendments	
Total/Average Score	
Comments:	

<b>Technical Quality</b>	<b>Score</b>
1. Met work products standards with minimal review	
2. Responded to LPA comments in subsequent submission	
3. Performed and documented QA/QC in a clear, concise manner	
Total/Average Score	
Comments:	

<b>Communication</b>	<b>Score</b>
1. Produced clear, concise oral and written communication	
2. Responded promptly to LPA comments and or requests.	
3. Notified LPA early regarding schedule "issues"	
4. LPA officials were kept informed of project scope, schedule, budget and community impact.	
Total/Average Score	
Comments:	

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Comments Continued

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<b>Management</b>	Score
1. Submitted accurate and timely reports, schedules and invoices.	
2. Conducted meeting efficiently	
3. Responsive; coordinated LPA effectively and collaboratively, adapted to changes requested by LPA.	
4. Maintained continuity on staff assignments and managed subconsultants effectively.	
Total/Average Score	
Comments:	

<b>Schedule</b>	Score
1. Met milestones or due dates to meet project schedule including any amendments.	
Total/Average Score	
Comments:	

<b>Overall Performance Rating</b>	Score
1. Total/Average Score	
What are the deficiencies?	

<b>Scoring Legend</b>	
10-9	Consistent performance exceeding expectations
8-7	Consultant work is clearly better than that of average consultant
6-5	Reliable work typical of most consultants
4-3	Consultant work is clearly of lesser quality than most consultants
2-1	Consistent problems with work quality and timeliness requiring corrective action

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Type of Evaluation	Interim <input type="checkbox"/>	Final <input type="checkbox"/>
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Rated By (Name)	Signature	Date

Consultant (Name)	Signature	Date
<p>Signature confirms only that Consultant has read the Performance Evaluation; it does not indicate agreement or disagreement with the content of the evaluation. Consultant comments, if any, should be attached to the evaluation.</p>		