

# Contract Administration/Construction Engineering Inspection Consultant Performance Evaluation

## **PURPOSE**

Develop a Consultant Performance Evaluation in response to the 2010 Internal QA Program Audit Recommendation stating the following:

*Item No. 10 - "ODOT should continue to develop the consultant performance evaluation process, consistent with Federal Acquisition Regulations. The process should include the opportunity for input from all involved parties in ODOT, including the Contract Administration Unit. The results should be used in selecting firms for CEI, rather than awarding the Contract to the firm that performed design services. The process should also separate evaluations for design services from CEI."*

## **BACKGROUND**

Workgroup Members:

- ACEC members: OBEC and MSA, & Mead & Hunt
- ODOT members: OPO, Construction Section, Active Transportation Section

## **ACEC STEERING COMMITTEE APPROVAL OF RECOMMENDATIONS (5/11/2012):**

- Proposed CA/CEI Consultant Performance Evaluation form for use in a pilot program for further testing and data collection.
  - Pilot Program start immediately for the 2012 construction season, on all projects with the CE Consultant performing CA/CEI, a duration of 9 to 12 months.
  - Data generated from the pilot program would be used to further assess the performance evaluation questions, the overall scoring and to produce data to develop a scoring range.
  - Once the scoring range is determined, the data generated, collected and reviewed from the pilot program would determine how the performance evaluations would be used.

## **CA/CEI CONSULTANT EVALUATION FORM:**

- Format is similar to existing forms on ODOT website
- Sections and questions follow the latest SOW template for Construction Engineering (CE) Phase on OPO's website
  - Instructions are below each question
  - There are six (6) sections and 26 questions
  - Questions 1-23 follow the overall SOW template task, with objective scoring
  - Questions 24-26 are overall performance questions that are subjective in nature, but objective scoring
  - Objective scoring is based on documented notices from the LAL or Agency Representative to substantiate lower scores.
  - Scoring ranges for individual questions were from 5 to 1, with 5 being the highest score and 1 being the lowest.
  - Text boxes require documentation when scores of 2 or 1 are given or when additional comments assisted in the overall scoring criteria.
  - If a particular portion of the work is not included in the Consultant's SOW, it should be rated as Not Applicable and be given a score of "0".

## **EXPECTATIONS:**

- Projects that have Construction Engineering work performed in this 2012 construction season (Consultant performing the CE Phase or CA/CEI work), the ODOT PMs or LALs will be required to perform an evaluation using this form.
- The ODOT PMs or LALs must provide a copy of the evaluation form to the Consultant PM as soon as possible along with an explanation of the Pilot Program.

- The ODOT PMs or LALs must communicate with the Consultant performing the CE phase work that their performance on this contract will be evaluated as part of the new Pilot Program.
- The ODOT PMs or LALs should also communicate with the CE Consultant that they are encouraged to participate in the results at close out or at the end of the construction season.
- Results will be collected and entered into a database to further evaluate the overall scores and determine any adjust to the rating process.
- **NOTE:** *Because the evaluation form is in the Pilot phase, the results, at this time are not being used for future selection.*

### **2012 Construction Season- CA/CEI Consultant Evaluation Form – Pilot Program Timeline:**

#### **Spring 2012:**

- Provide a copy of the evaluation form to the CA/CEI Consultant's PM as soon as possible along with an explanation of the Pilot Program.
- Communicate with the Consultant performing the CE phase work that their performance on this contract will be evaluated as part of the new Pilot Program.
- Communicate with the CE Consultant that they are encouraged to participate in the results at Project closeout or at the end of the 2012 construction season.
- **NOTE: Results are not being used in future selection process at this time.**
- *The ODOT PMs or LALs are also encouraged to send any comments, concerns to OPO or CAU regarding the CA/CEI Consultant Evaluation form during the testing phase.*

#### **Summer 2012:**

- Review and track performance using the evaluation form as a guide
- Track and document: issues, comments, concerns and commendable performance
- Gather any supporting information from other Agency Representatives (OCR, RAS, REC) and the Local Agency, if applicable.

#### **Fall 2012:**

- Project Closeout –
  - Fill out the CA/CEI evaluation form and attach any applicable documentation
  - Review the results with the Consultant performing the CA/CEI work on the project
  - Request the Consultant sign the CA/CEI evaluation form
  - Send the CA/CEI evaluation form to the OPO email address listed on the form and a copy to the CA/CEI Consultant
- Longer Duration Projects –
  - At 12 months from the Notice to Proceed date noted on the WOC, SOW or Price Agreement:
    - Fill out the CA/CEI evaluation and attach any applicable documentation
    - Review the results with the CA/CEI Consultant performing the CA/CEI work on the project
    - Request the Consultant sign the CA/CEI evaluation form
    - Send the CA/CEI form to the OPO email address listed on the form and a copy to the Consultant

#### **Winter 2012:**

- OPO and Contract Administration Unit will evaluate the data, providing ongoing assistance to the ODOT PMs and LALs.
- Results will be collected and entered into a database to further evaluate the overall scores and determine any adjust to the rating process.

- Because the evaluation form is in the Pilot phase, the results, at this time are not being used for future selection.