



Arizona Department of Transportation
Intermodal Transportation Division
206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janice K. Brewer
Governor

John S. Halikowski
Director

June 28, 2010

Floyd Roehrich, Jr.
State Engineer

INFORMATION BULLETIN NO. 10-02

TO: ADOT Project Managers
Resident Engineers
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: REVISED CONSULTANT EVALUATION GUIDELINES

The Consultant Evaluation program for ECS contracts has been revised and will become effective for new contracts with a Notice to Proceed date after July 1, 2010. A series of training sessions have been implemented by ECS over the past few months to familiarize ADOT PMs and Consultants with program guidelines and how to complete evaluations in the electronic Contact Management System (eCMS).

Attached for your information is a copy of the guidelines for the program. Please review them carefully to familiarize yourself with changes to the process, which include how results of evaluations will be used, procedures and timelines for completing evaluations.

Any questions regarding this bulletin should be directed to the Engineering Consultants Section at (602) 712-7525.

Vivien Lattibeaudiere, Ph.D.
Director
Engineering Consultant Section

Consultant Evaluation Instructions

The ECS Contract Specialist will initiate the completion of consultant evaluation forms for contracts annually on their NTP anniversary date.

Since evaluations will be used as a factor in the consultant selection process, it is important for ADOT PMs, Resident Engineers or other applicable staff to complete evaluations in a timely manner.

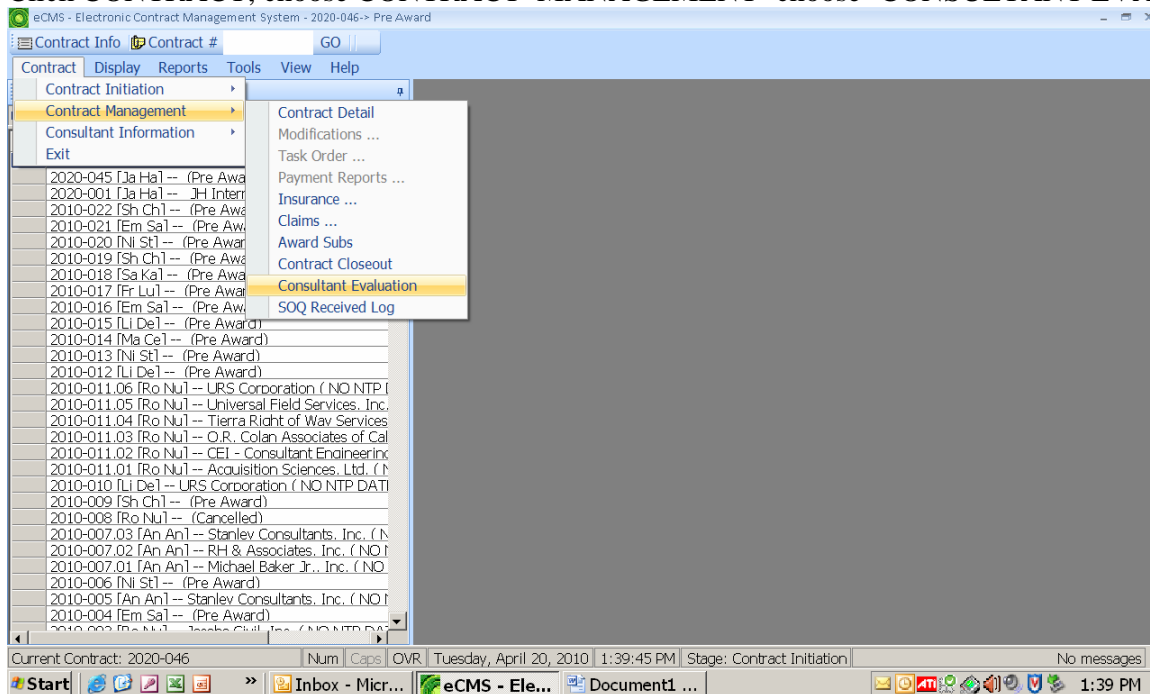
Please adhere to the following general guidelines in completing the consultant evaluation electronically in eCMS.

1. All consultant evaluations, annual, final or otherwise shall be initiated by the ECS Specialist. ADOT PMs, who wish to conduct a consultant evaluation outside of the normal annual or final cycle, should contact the ECS Specialist to initiate the evaluation process.
2. Section I (Items 1-4) of the evaluation form shall be completed by ECS staff in eCMS and forwarded to the ADOT PM through automatic email notification.
3. The ADOT PM shall confer with other ADOT Project Team members involved in the contract and complete Section II of the evaluation form (Items 5-11) in eCMS. The ADOT PM shall forward the fully completed evaluation to the consultant electronically through eCMS within 14 calendar days from the receipt of notification from the ECS Specialist.

How to Access...

Select the correct contract from the Contract List

Click **CONTRACT**; choose **CONTRACT MANAGEMENT** choose **'CONSULTANT EVALUATION'**.



This will bring up the CONSULTANT EVALUATION dialogue box.

Contract Information

Contract No: 2020-001 Contract Type: Cost Plus Fixed Fee

Project Manager: Doug Cosper Work Type: Misc/Other Skills

Specialist Assigned: Vivien Lettbeaudiere ADOT Section: PMS ECS

ECS Section: A Prime Consultant: JH International

NTP Date: Original Number of Days: 0

Original Completion Date: Additional Number of Days: 0

Current Completion Date: Current Total Number of Days: 0

☐ On-Call ☐ Supplemental Services

Special Options: ☐ Sole Source / Impractical to Bid ☐ Letter of Agreement ☒ Standard Contract

Financial Info **Req. Services** **Orig. Budget** **Overhead** **Contr. Dates** **Comments**

Sub Consultants **Documents** **Admin. Det. Letter** **Contact Info** **Evaluation**

Immig. Cert. **Panel** **EstCosts_PAWd** **FixedFee_PAWd** **PAWd_ChkList**

Cost Prop. **Comments**

Evaluation Type: ! Evaluation

Start Date: 3/24/2010 Due Date: 3/31/2010 Select

Eval Description	Start Date	Due Date	CMS Publish Date	PM Publish Date	Re-Publish
Annual	3/24/2010	3/31/2010			
Annual	3/26/2010	4/26/2010	3/26/2010	3/26/2010	3/26/2010
Final	3/26/2010	5/7/2010	3/26/2010		
Annual	3/30/2010	4/30/2010	3/30/2010		

Current Contract: 2020-001 Num Cg

Start Inbox - Micr... eCMS - Ele... Document1 ... 1:41 PM

Click on the next Evaluation that needs the PM Section completed.

Contract Information

Contract No: 2020-001 Contract Type: Cost Plus Fixed Fee

Project Manager: Doug Cosper Work Type: Misc/Other Skills

Specialist Assigned: Vivien Lettbeaudiere ADOT Section: PMS ECS

ECS Section: A Prime Consultant: JH International

NTP Date: Original Number of Days: 0

Original Completion Date: Additional Number of Days: 0

Current Completion Date: Current Total Number of Days: 0

☐ On-Call ☐ Supplemental Services

Special Options: ☐ Sole Source / Impractical to Bid ☐ Letter of Agreement ☒ Standard Contract

Financial Info **Req. Services** **Orig. Budget** **Overhead** **Contr. Dates** **Comments**

Sub Consultants **Documents** **Admin. Det. Letter** **Contact Info** **Evaluation**

Immig. Cert. **Panel** **EstCosts_PAWd** **FixedFee_PAWd** **PAWd_ChkList**

Cost Prop. **Comments**

Evaluation Type: ! Evaluation

Start Date: 3/24/2010 Due Date: 3/31/2010 Select

Eval Description	Start Date	Due Date	CMS Publish Date	PM Publish Date	Re-Publish
Annual	3/24/2010	3/31/2010			
Annual	3/26/2010	4/26/2010	3/26/2010	3/26/2010	3/26/2010
Final	3/26/2010	5/7/2010	3/26/2010		
Annual	3/30/2010	4/30/2010	3/30/2010		

Current Contract: 2020-001 Num Cg

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PM Column

Next evaluation to Complete

This will bring up the CONSULTANT EVALUATION FORM.

This explains the CONSULTANT EVALUATION PROGRAM GUIDELINES

Read, acknowledge and click NEXT

Arizona Department of Transportation
ENGINEERING CONSULTANT EVALUATION FORM
ANNUAL EVALUATION

Consultant Firm Name: JH International
Consultant Project Mgr: Label
Contract Number: 2020-001
Contract Start Date:
Contract Expiration Date:
Project Location: THIS IS NOT A REAL CONTRACT. THIS IS USED FOR TESTING AND PRESENTATION PURPOSE

Date and Time: 4/20/2010 1:43:54 PM
ADOT Project Mgr: Doug Cosper
ADOT Section: PMS ECS
Original Budget: \$1500000.00
Revised Budget: \$1500000.00

Section I: Items 1-4 shall be completed by Engineering Consultants Section Staff to evaluate the Prime Consultant's contract management performance and forwarded to the Project Manager to complete Items 5-12. General comments are required to support the scores in each major category. Specific comments must be written to justify any items receiving a score of 2 or less.

Show Answers for Sections 1-4

Section II: Items 5 - 12 shall be completed by the ADOT PM and Project Team for Pre-Design/Design to evaluate the Prime Consultant's project performance. Items 12 shall be completed by the RE and Project Team for Post Design Services. General comments are required to support scores in each major category. Specific comments must be written to justify any item receiving a score of 2 or less. Project Manager shall review completed evaluation with Consultant and obtain signature, sign the form and forward to ECS electronically within 21 days of receipt from ECS.

5. COOPERATION AND COMMUNICATION
5.1 How did the Consultant respond to written and verbal requests?
N/A 01 02 03 04 05 Define Score

5.2 What kind of rapport and working relationship did the Consultant have with stakeholders?

Section I (Items 1-4) have been completed by ECS staff in eCMS and forwarded to the ADOT PM. To view the answers to Section 1-4 Click SHOW ANSWERS FOR SECTION 1-4.

Review ECS Specialist's Evaluation

Section I: Items 1 - 4 shall be completed by Engineering Consultants Section Staff to evaluate the Prime Consultant's contract management performance and forwarded to the Project Manager to complete Items 5-12. General comments are required to support the scores in each major category. Specific comments must be written to justify any items receiving a score of 2 or less.

Hide Answers for Sections 1-4

1. CONTRACT DOCUMENTS

1.1 Were Contract Documents submitted complete, accurate and in accordance with ECS guidelines (e.g. cost proposals, insurance certificates, key personal changes, audit related information, closeout documents, etc) ?
N/A 01 02 03 04 05 Define Score

1.2 Were contract documents submitted on time (e.g., cost proposals, insurance certificates, key personnel changes, audit related information, closeout documents, etc.)?
N/A 01 02 03 04 05 Define Score

1.3 Did the Consultant comply with audit requirements (i.e., is responsive to audit information requests including timely submission of overhead/pricing information; has compliant accounting system; and submits overhead/pricing information in compliance with applicable Federal Acquisition Regulation including Cost Accounting Standards and ADOT Policy)?
N/A 01 02 03 04 05 Define Score

Section Comments:

2. CONTRACT MODIFICATIONS

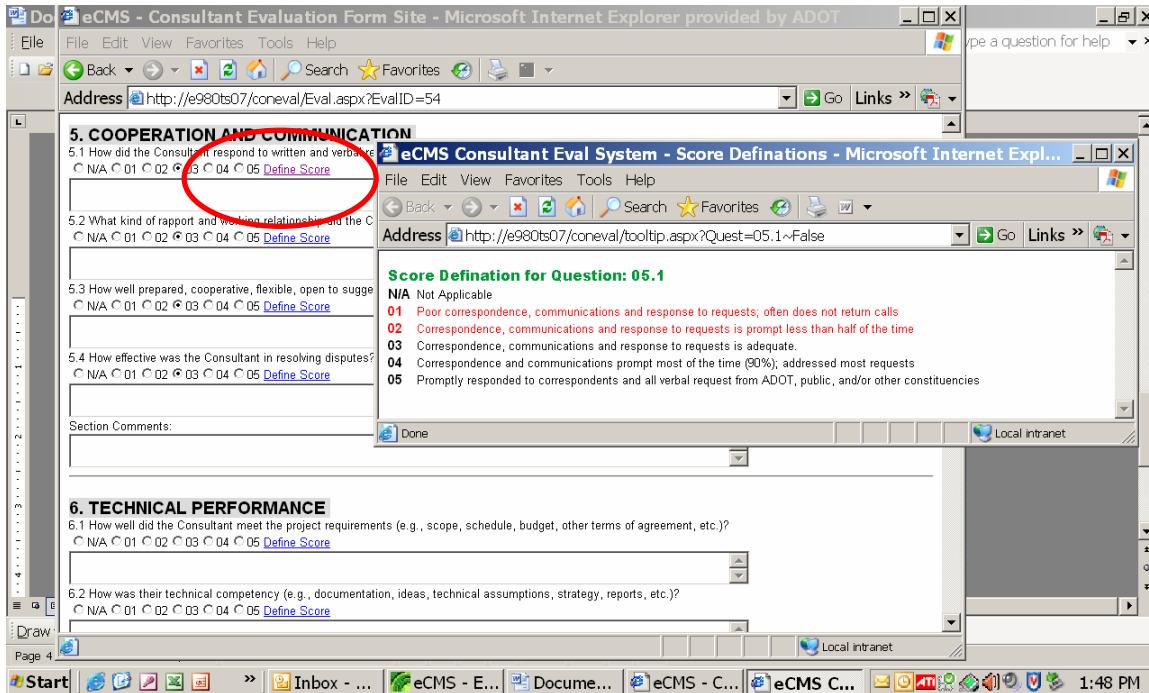
2.1 Were contract modifications and task orders submitted accurate, complete (including Financial details and summary), sufficiently documented (with required documentation and backup) and in accordance with ECS guidelines?
N/A 01 02 03 04 05 Define Score

The ADOT PM shall confer with other ADOT Project Team members involved in the contract and complete Section II (Items 5-11) in eCMS.

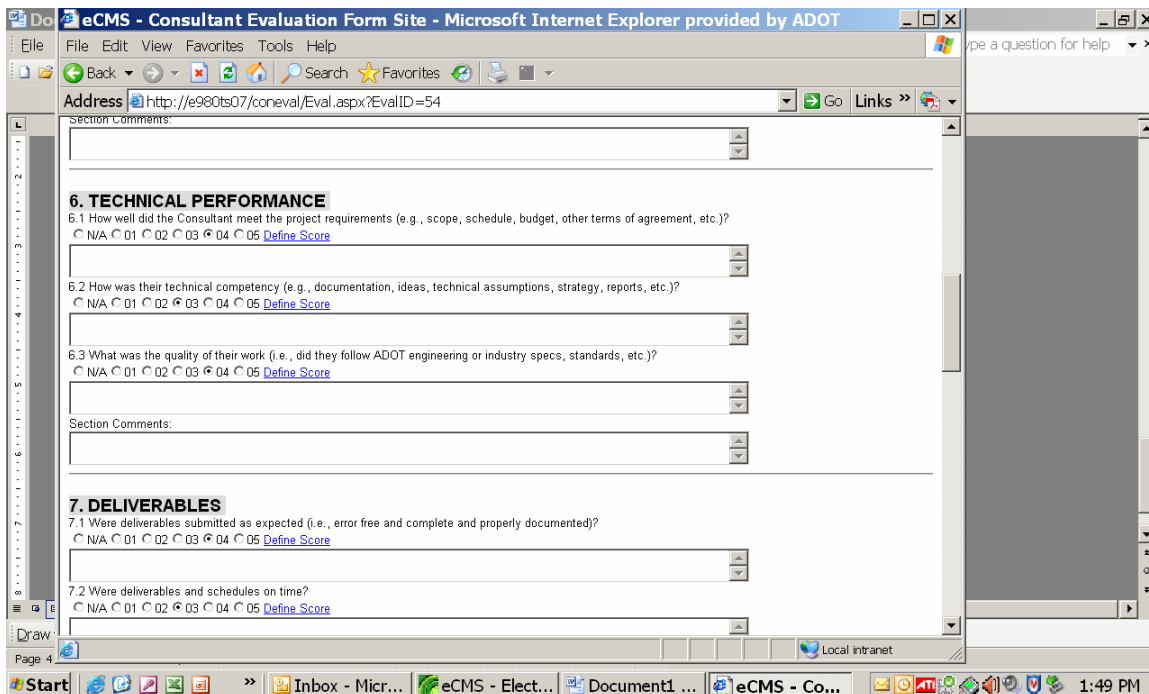
General comments are highly recommended to support scores in each major performance category.

Documentation and specific comments **must** be included to justify any performance factor receiving a score of 2 or less.

To access the Score Definitions click DEFINE SCORE



If the ADOT PM is a Supplemental Services (SS) consultant, the PM portion of the evaluation must be completed in eCMS by the SS consultant's Supervisor or Manager.



Complete Section II (Items 5-11)

8.5 Did the Consultant Project Manager manage the Subconsultants progress reports/invoices/payments throughout project?
☐ N/A ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 [Define Score](#)

Section Comments:

9. UTILIZATION OF KEY SUBCONSULTANTS

9.1 Did the Prime Consultant assign tasks to the Subconsultants as proposed in the contract?
☐ N/A ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 [Define Score](#)

9.2 Did the Prime Consultant meet DBE Goals?
☐ N/A ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 [Define Score](#)

Section Comments:

10. SUB-CONSULTANTS

11. OTHER (List and provide a general score for any discipline-specific criteria).

Other Issue:
☐ N/A ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 [Define Score](#)

Section II, Item 12 (Post-Design) will be forwarded to the ADOT Resident Engineer (RE) by the ADOT PM for completion, as applicable. The ADOT RE shall confer with the ADOT PM and other ADOT project team members involved in the project and shall complete the Section II, Item 12 within 5 calendar days.

When totally completed, the ADOT PM shall discuss the evaluation with the consultant (telephonically or in-person) and “publish” it to the consultant through eCMS.

Arizona Department of Transportation
ENGINEERING CONSULTANT EVALUATION FORM
 ANNUAL EVALUATION

B1011
 PM

Last Saved @ 4/20/2010 1:56:51 PM **PUBLISH -->**

Consultant Firm Name:	International	Date and Time:	4/20/2010 1:45:55 PM
Consultant Project Mgr:	Label	ADOT Project Mgr:	Doug Cosper
Contract Number:	2020-001	ADOT Section:	PPMS ECS
Contract Start Date:		Original Budget:	\$1500000.00
Contract Expiration Date:		Revised Budget:	\$1500000.00
Project Location:	THIS IS NOT A REAL CONTRACT. THIS IS USED FOR TESTING AND PRESENTATION PURPOSE		

Section I: Items 1 - 4 shall be completed by Engineering Consultants Section Staff to evaluate the Prime Consultant's contract management performance and forwarded to the Project Manager to complete Items 5-12. General comments are required to support the scores in each major category. Specific comments must be written to justify any items receiving a score of 2 or less.

Show Answers for Sections 1-4

Section II: Items 5 - 12 shall be completed by the ADOT PM and Project Team for Pre-Design/Design to evaluate the Prime Consultant's project performance. Item 12 shall be completed by the RE and Project Team for Post Design Services. General comments are required to support scores in each major category. Specific comments must be written to justify any item receiving a score of 2 or less. Project Manager shall review completed evaluation with Consultant and obtain signature, sign the form and forward to ECS electronically within 21 days of receipt from ECS.

5. COOPERATION AND COMMUNICATION

5.1 How did the Consultant respond to written and verbal requests?
☐ N/A ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05 [Define Score](#)

5.2 What kind of rapport and working relationship did the Consultant have with stakeholders?

After the evaluation is published by the ADOT PM and sent to the consultant the ECS Specialist and the consultant will be notified through automatic email notification

Arizona Department of Transportation
ENGINEERING CONSULTANT EVALUATION FORM
ANNUAL EVALUATION

Publish Successful, Thank You!

Contract Number: 2020-001
Contract Start Date:
Contract Expiration Date:
Project Location: THIS IS NOT A REAL CONTRACT. THIS IS USED FOR TESTING AND PRESENTATION PURPOSE

Section I: Items 1 - 4 shall be completed by Engineering Consultants Section Staff to evaluate the Prime Consultant's contract management performance and forwarded to the Project Manager to complete Items 5-12. General comments are required to support the scores in each major category. Specific comments must be written to justify any items receiving a score of 2 or less.

Section II: Items 5 - 12 shall be completed by the ADOT PM and Project Team for Pre-Design/Design to evaluate the Prime Consultant's project performance. Item 12 shall be completed by the RE and Project Team for Post Design Services. General comments are required to support scores in each major category. Specific comments must be written to justify any item receiving a score of 2 or less. Project Manager shall review completed evaluation with Consultant and obtain signature, sign the form and forward to ECS electronically within 21 days of receipt from ECS.

5. COOPERATION AND COMMUNICATION
5.1 How did the Consultant respond to written and verbal requests?
N/A 01 02 03 04 05 Define Score

5.2 What kind of rapport and working relationship did the Consultant have with stakeholders?

ADOT PMs should encourage consultants to share the results of the subconsultant portion of the evaluation with their subconsultants.

The consultant shall complete Section III by indicating the firm's agreement or disagreement with the ratings, type comments and "publish" the evaluation back to ADOT through eCMS within 10 calendar days, with the goal of completing the entire evaluation process within 30 calendar days.

After the evaluation is published by the consultant and sent back to ADOT. The ADOT PM and the ECS Specialist will be notified through automatic email notification.

10. SUB-CONSULTANTS

11. OTHER (List and provide a general score for any discipline-specific criteria)
Other Issue:
N/A 01 02 03 04 05 Define Score

Section Comments:

Section III: Consultant shall review and discuss evaluation with the ADOT Project Manager, provide comments as to whether they agree or disagree with the substance of the evaluation, sign the form and forward to the ADOT PM within the specified time frame.
CONSULTANT REVIEW AND COMMENT SECTION
Comments:

User ☐ Agree ☐ Disagree
Save And Publish

The ADOT PM, ECS and other applicable ADOT staff are encouraged to take appropriate steps to resolve performance issues with consultants, as they arise, in a timely manner, and to document these issues in the eCMS Evaluation tab for that particular contract. This information will be used as a means of documenting issues for future evaluation ratings.

If performance issues arise, ADOT PMs and ECS Contract Managers should expeditiously inform consultants in writing that they are performing unsatisfactorily (using the **Issues Resolution form** located in eCMS) and provide them the opportunity to take corrective action to cure the deficiency before they are formally evaluated.

The following steps must be taken if there are performance issues with a consultant, which could potentially lead to an evaluation score of less than 3 (average):

To Access the ‘ISSUES RESOLUTION FORM’; and the ‘CONSULTANT PERFORMANCE FEEDBACK FORM’; Click on EVALUATION

Contract Information

Contract No: 2020-001 Contract Type: Cost Plus Fixed Fee

Project Manager: Doug Cosper Work Type: Misc/Other Skills

Specialist Assigned: Vivien Lettbeaudiere ADOT Section: PMS ECS

ECS Section: A Prime Consultant: JH International

NTP Date: Original Number of Days: 0

Original Completion Date: Additional Number of Days: 0

Current Completion Date: Current Total Number of Days: 0

☐ On-Call ☐ Supplemental Services

Special Options:
☐ Sole Source / Impractical to Bid ☐ Letter of Agreement ☒ Standard Contract

Financial Info Req. Services Orig. Budget Overhead Contr. Dates Comments
Immig. Cert. Panel EstCosts_PAwd FixedFee_PAwd PAwd_ChkList

Cost Prop. Comments

Sub Consultants Documents Admin. Det. Letter Contact Info **Evaluation**

Evaluation Type: Annual

Start Date: 3/24/2010 Due Date: 3/31/2010

Eval Description	Start Date	Due Date	CMS Publish Date	PM Publish Date	Re-Publish
Annual	3/24/2010	3/31/2010			
Annual	3/26/2010	4/26/2010	3/26/2010	3/26/2010	3/26/2010
Final	3/26/2010	5/7/2010	3/26/2010		
Annual	3/30/2010	4/30/2010	3/30/2010		

Click on VIEW

Contract List
List is NOT Filtered (Click button to Set Reset ...)

Contract Information
2020-046 [Ja Ha] -- (Pre Award)
2020-045 [Ja Ha] -- (Pre Award)
2020-001 [Ja Ha] -- 3H International (NO NTP)
2010-022 [Sh Ch] -- (Pre Award)
2010-021 [Em Sa] -- (Pre Award)
2010-020 [Ni St] -- (Pre Award)
2010-019 [Sh Ch] -- (Pre Award)
2010-018 [Sa Ka] -- (Pre Award)
2010-017 [Fr Lu] -- (Pre Award)
2010-016 [Em Sa] -- (Pre Award)
2010-015 [Li De] -- (Pre Award)
2010-014 [Ma Ce] -- (Pre Award)
2010-013 [Ni St] -- (Pre Award)
2010-012 [Li De] -- (Pre Award)
2010-011.06 [Ro Nu] -- URS Corporation (NO NTP)
2010-011.05 [Ro Nu] -- Universal Field Services
2010-011.04 [Ro Nu] -- Tierra Right of Way Ser
2010-011.03 [Ro Nu] -- O.R. Colan Associates c
2010-011.02 [Ro Nu] -- CEI - Consultant Engine
2010-011.01 [Ro Nu] -- Acquisition Sciences, Lt
2010-010 [Li De] -- URS Corporation (NO NTP)
2010-009 [Sh Ch] -- (Pre Award)
2010-008 [Ro Nu] -- (Cancelled)
2010-007.03 [An An] -- Stanley Consultants, Inc
2010-007.02 [An An] -- RH & Associates, Inc. (
2010-007.01 [An An] -- Michael Baker Jr., Inc. (
2010-006 [Ni St] -- (Pre Award)
2010-005 [An An] -- Stanley Consultants, Inc. (
2010-004 [Em Sa] -- (Pre Award)
2010-003 [Sa Ka] -- Jacobs Consulting (NO NTP)

Consultant Evaluation / Contract No: 2020-001

Contract Information
 Contract No: 2020-001 Contract Type: Cost Plus Fixed Fee
 Project Manager: Doug Cosper Work Type: Misc/Other Skills
 Specialist Assigned: Vivien Lettbeaudiere ADOT Section: PMS ECS
 ECS Section: A Prime Consultant: 3H International

NTP Date: Original Number of Days: 0
 Original Completion Date: Additional Number of Days: 0
 Current Completion Date: Current Total Number of Days: 0

☐ On-Cell ☐ Supplemental Services
 Special Options: ☐ Sole Source / Impractical to Bid ☐ Letter of Agreement ☒ Standard Contract

Financial Info **Req. Services** **Orig. Budget** **Overhead** **Contr. Dates** **Comments**
Immig. Cert. **Panel** **EstCosts_PAWD** **FixedFee_PAWD** **PAWD_ChkList**
Cost Prop. **Comments**

Sub Consultants **Documents** **Admin. Det. Letter** **Contact Info** **Evaluation**

Document: 910-Consultant Evaluations **View**
 Original File: 910-ConsultantPerformanceFeedbackForm.XLS 910-Consultant...

Original FileName	Type of Document
910-ConsultantPerforma...	910-Consultant E...
910-IssueResolutionFor...	910-Consultant E...

Current Contract: 2020-001 Num | Cg | Cancel | Update | Close No messages

The Issues Resolution form has **Informal** and **Formal** sections for use.

Microsoft Excel - 1022PIRF

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Type a question for help

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Reply with Changes... End Review...

Informal Issue Resolution
 (Documentation of Discussions Held with Consultant Related to Performance Issues)

Summary of Verbal Discussions or Informal Attempts to Resolve Issue with Consultant (Include issue/problem discussed and consequences, in-person, by phone, during project team meeting, informally, etc.)	Date of Discussion	Summary of Proposed Resolution	List Names of ADOT & Consultant Staff Involved	Resolution Follow-up Date	Outcome Resolution

Formal Issue Resolution (To be sent to Consultant to alert them of possible low evaluation score)
 (Normally at least one attempt to informally resolve issue must be documented above before the formal written documentation below is sent to Consultant)

List Issue, Deficiency or Performance Problem(s)	Required Actions to be Taken by Consultants to	List Names of ADOT &	Date Sent to	Deadline Date to	Outcome Resolution (Upload any Consultant responses, email or other documentation of)

Sheet1 / Sheet2 / Sheet3

Draw AutoShapes

Ready NUM

Start | Inbox - Micr... | eCMS - Ele... | Document1 ... | Microsoft E... | 2:02 PM

Microsoft Excel - 1022PIRF

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Type a question for help

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Reply with Changes... End Review...

	A	B	C	D	E	F	G	H
7								
8								
9								
10								
11								
12								
13								
14								

Sheet1 / Sheet2 / Sheet3

Draw AutoShapes

Ready

Start Inbox - Micr... eCMS - Elect... Document1 ... Microsoft E... 2:02 PM

Formal Issue Resolution (To be sent to Consultant to alert them of possible low evaluation score)
(Normally at least one attempt to informally resolve issue must be documented above before the formal written documentation below is sent to Consultant)

List Issue, Deficiency or Performance Problem(s) (Upload any other supporting documentation)	Recommended Actions to be Taken by Consultants to Improve Performance	Names of ADOT & Consultant Staff Involved	Date Sent to Consultant	Deadline Date to Resolve Issue	Outcome/Resolution (Upload any Consultant responses, email or other documentation of resolution into the eCMS Evaluation Tab for the contract/other support documentation)

The Consultant Performance Feedback Form should be used to document positive performance and to be used to support scores of 3 to 5 if needed.

Microsoft Excel - 1022ConsultantPerformanceFeedbackForm

File Edit View Insert Format Tools Data FlashPaper Window Help Adobe PDF

Type a question for help

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Reply with Changes... End Review...

	A	B	C	D	E	F
1	Engineering Consultant Section					
2	Consultant Positive Performance Feedback Log					
3	Use this log to support Consultant Evaluation factor scores of 3 or above. The form can be completed by:					
4	<ul style="list-style-type: none"> Project Managers for Project Related Issues ECS staff for Contract Management and Compliance Issues Other ADOT Staff for Claims, Audit or other Contract or Project Related Issues 					
5						
6						
7						
8						
9						
10	Contract Number:		Consultant Firm Name:			
11	ADOT Project Manager:		Consultant Project Manager:			
12	ADOT Section:		ECS Contract Specialist:			
13						
14	Positive Comments					
15	(Upload any Consultant responses, emails or other documentation related to positive comments into the eCMS Evaluation Tab)					
16						
17	Issue	Positive Evaluation Comment	Comment Recorded By	Date		
18						
19						
20						

Sheet1 / Sheet2 / Sheet3

Draw AutoShapes

Ready

Start Inbox - Micr... eCMS - Elect... Document1 ... Microsoft E... 2:01 PM

**Arizona Department Of Transportation
ENGINEERING CONSULTANT EVALUATION FORM**

Consultant Firm Name		Date	
Consultant Project Manager		ADOT Project Manager	
Contract No.		ADOT Section	
Contract Start Date		Original Budget	
Contract Expiration Date		Revised Budget	
Project Location & Description			

Section II: Items 5 - 12 shall be completed by the ADOT PM and Project Team for Pre-Design/Design to evaluate the Prime Consultant's project performance. General comments are required to support scores in each major category. Specific comments must be written to justify any item receiving a score of 2 or less.

5. COOPERATION AND COMMUNICATION	1	2	3	4	5	NA
5.1 How did the Consultant respond to written and verbal requests?						

Score Definition for Question: 5.1

N/A Not Applicable

01 Poor correspondence, communications and response to requests; often does not return calls

02 Correspondence, communications and response to requests is prompt less than half of the time

03 Correspondence, communications and response to requests is adequate.

04 Correspondence and communications prompt most of the time (90%); addressed most requests

05 Promptly responded to correspondents and all verbal request from ADOT, public, and/or other constituencies

Comments:

	1	2	3	4	5	NA
5.2 What kind of rapport and working relationship did the Consultant have with stakeholders?						

Score Definition for Question: 5.2

N/A Not Applicable

01 Poor rapport with ADOT, public and/or other constituencies

02 Below average rapport and working relationship with ADOT, public and/or other constituencies

03 Good rapport and working relationship with ADOT, public and/or other constituencies

04 Very good rapport and working relationship with ADOT, public and/or other constituencies

05 Excellent rapport and working relationship with ADOT, public and/or other constituencies

Comments:

	1	2	3	4	5	NA
5.3 How well prepared, cooperative, flexible, open to suggestions was the Consultant's team?						

Score Definition for Question: 5.3

N/A Not Applicable

01 Team often uncooperative, unprepared and resists changes

02 Team sometimes uncooperative, unprepared and less open to suggestions

03 Team cooperative, prepared and willing to change when necessary

04 Team cooperative, generally prepared and open to suggestions

05 Team very cooperative, well prepared, flexible and very open to suggestions

Comments:

	1	2	3	4	5	NA
5.4 How effective was the Consultant in resolving disputes?						

Score Definition for Question: 5.4

N/A Not Applicable

01 Major disputes occurred that needed to be resolved through informal or formal dispute resolution

02 Multiple time consuming disputes to resolve; some resolved at the second dispute resolution level

03 Average number of disputes that were handled at the Team or Project Manager level

04 Very minor disputes that were resolved well at the Team or Project Manager level

05 Little or no disputes

Comments:

6. TECHNICAL PERFORMANCE	1	2	3	4	5	NA
6.1 How well did the Consultant meet the project requirements (e.g., scope, schedule, budget, other terms of agreement, etc.)?						

Score Definition for Question: 6.1

N/A Not Applicable

01 Significant variation from scope of work and terms of agreement

02 Scope of work and terms of agreement followed with major changes

03 Scope of work and terms of agreement followed with some changes

04 Scope of work and terms of agreement followed with minor changes

05 Scope of work and terms of agreement followed very well with no changes required

Comments:

	1	2	3	4	5	NA
6.2 How was their technical competency (e.g., documentation, ideas, technical assumptions, strategy, reports, etc.)?						

Score Definition for Question: 6.2

N/A Not Applicable

01 Consistently lack of documentation and justification of strategy, designs and/or reports

02 Periodically lacks documentation and justification of many strategies, designs and/or reports

03 Adequately documented and justified technical assumptions for strategy, design and/or reports

04 Well documented and justified technical assumptions for strategy, design and/or reports

05 Very innovative ideas; creative solutions with excellent documentation and justified technical assumptions for

Comments:

	1	2	3	4	5	NA
6.3 What was the quality of their work (i.e., did they follow ADOT engineering or industry specs, standards, etc.)?						

Score Definition for Question: 6.3

N/A Not Applicable

01 Work not according to ADOT, engineering or industry specifications /standards; revisions always required

02 Work often not according to ADOT, engineering or industry specifications/standards; revisions frequently required

03 Work meets ADOT, engineering or industry specifications/standards; some revisions required

04 Work often meets or exceeds ADOT, engineering or industry specifications/standards; very few revisions

05 Work exceeds ADOT, engineering or industry specifications/standards;no revisions required

Comments:

7. DELIVERABLES	1	2	3	4	5	NA
7.1 Were deliverables submitted as expected (i.e., error free and complete and properly documented)?						

Score Definition for Question: 7.1

N/A Not Applicable

01 Deliverables repeatedly submitted with multiple problems

02 Review comments resolved during second/third round of review

03 Review comments resolved during first round of review

04 Minor corrections required for some deliverables

05 All deliverables submitted were error-free, complete and properly documented

Comments:

	1	2	3	4	5	NA
7.2 Were deliverables and schedules on time?						

Score Definition for Question: 7.2

N/A Not Applicable

01 Consistently late with deliverables and schedule

02 Sometimes late with deliverables and schedule

03 Generally on time with deliverables and schedule

04 Always on time with deliverables and schedule

05 Always on time with deliverables and schedule; sometimes early

Comments:

	1	2	3	4	5	NA
7.3 Did negotiations adhere to ADOT guidelines (e.g., fees, schedule, etc.)?						

Score Definition for Question: 7.3

N/A Not Applicable

01 Contract negotiations did not meet ADOT guidelines on fee; well beyond negotiation schedule

02 Contract negotiations did not meet many of ADOT guidelines on fee; moderately beyond negotiation schedule

03 Contract negotiations generally met ADOT guidelines on fee; slightly beyond negotiation schedule

04 Contract negotiations adhered to ADOT guidelines on fee; met negotiation schedule

05 Contract negotiations well within ADOT guidelines on fee; ahead of negotiation schedule

Comments:

	1	2	3	4	5	NA
7.4 Were deliverables within and/or under the budget?						

Score Definition for Question: 7.4

N/A Not Applicable

01 Consistently over budget

02 Often over budget

03 Usually within budget

04 Always within budget

05 Always within budget; sometimes under budget

Comments:

8. CONSULTANT PROJECT MANAGER/TEAM	1	2	3	4	5	NA
8.1 Was the Consultant Project Manager's leadership professional; did they create a cohesive team?						

Score Definition for Question: 8.1

N/A Not Applicable

01 Ineffective team lacking cohesiveness

02 Below average leadership and team interactions

03 Adequate leadership and team interactions

04 Good leadership; strong team

05 Excellent leadership; very professional cohesive team

Comments:

	1	2	3	4	5	NA
8.2 Did the Consultant Project Manager anticipate and resolve issues and were they prepared for contingencies, coordination and delegation?						

Score Definition for Question: 8.2

N/A Not Applicable

01 Many unresolved issues; unorganized; duplication of effort; lack coordination and delegation efforts.

02 Resolved issues slowly and usually ineffectively; frequently unprepared for contingencies; inconsistent coordination and delegation efforts.

03 Adequately resolved issues and learned from mistakes; adequately prepared for contingencies; adequate coordination and delegation efforts

04 Resolved issues well; prepared for most contingencies; effective coordination and delegation efforts.

05 Took the initiative; regularly anticipated and resolved issues very well; very prepared for contingencies; excellent coordination and delegation efforts.

Comments:

	1	2	3	4	5	NA
8.3 Was the focus on the big picture and task completion?						

Score Definition for Question: 8.3

N/A Not Applicable

01 Frequent mistakes; consistently reactive rather than proactive

02 Focused mostly on problem resolution than big picture and task completion

03 Focused mostly on task completion rather than the big picture

04 Good Focus on big picture and task completion

05 Excellent focus on big picture and task completion

Comments:

	1	2	3	4	5	NA
8.4 Did the Consultant Project Manager manage the Subconsultants milestones/tasks/schedule effectively throughout project?						

Score Definition for Question: 8.4

N/A Not Applicable

01 Schedule & Quantities not managed - no milestones met & many quantity overruns

02 Schedule & Quantities not effectively managed - 75% milestones not met & many quantity overruns

03 Schedule & Quantities managed (50%) of the time - half of milestones not met & some quantity overruns

04 Schedule & Quantities managed (75%) of the time - 25% of milestones not meet & few quantity overruns

05 Schedule & Quantities managed all the time - all milestones met & no quantity overruns

Comments:

	1	2	3	4	5	NA
8.5 Did the Consultant Project Manager manage the Subconsultants progress reports/invoices/payments throughout project?						

Score Definition for Question: 8.5

N/A Not Applicable

01 Contract documents consistently incomplete and late

02 Contract documents frequently incomplete and often submitted late

03 Contract documents adequately complete with minor changes and usually submitted on time

04 Contract documents complete and submitted on time

05 Contract documents always complete and always on time; sometimes early

Comments:

9. UTILIZATION OF KEY SUBCONSULTANTS	1	2	3	4	5	NA
9.1 Did the Prime Consultant assign tasks to the Subconsultants as proposed in the contract?						

Score Definition for Question: 9.1

N/A Not Applicable

01 Did not assign Subconsultant tasks as proposed in contract without any justification

02 Assigned less than 50% Subconsultant tasks as proposed in contract with or without a plausible explanation

03 Assigned less than 75% sub consultant tasks as proposed in contract with plausible explanation

04 Assigned 75% subconsultant tasks as proposed in contract

05 Assigned 100% subconsultant tasks as proposed in contract

Comments:

	1	2	3	4	5	NA
9.2Prime Did the Consultant meet DBE goals?						

Score Definition for Question: 9.2

N/A Not Applicable

01 Did not meet goals and no efforts was made to achieve goals; no justification on file.

02 Did not meet goals, but performed diligent search for DB firms

03 Met at least 75% of DBE goals

04 Met DBE goals

05 Exceeded DBE goals

Comments:

	1	2	3	4	5	NA
9.3 Did the Prime Consultant on a monthly basis report the DBE participation as detailed in the contract?						

Score Definition for Question: 9.3

N/A Not Applicable

01 Did not report DBE participation monthly as required

02 Reported DBE monthly participation less than 75% of the time

03 Reported DBE monthly participation 80% of the time

04 Reported DBE participation 90% of the time.

05 Reported DBE participation 100% of the time

Comments:

	1	2	3	4	5	NA
9.4 Did the Consultant monitor and manage the performance of the Subconsultant?						

Score Definition for Question: 9.4

N/A Not Applicable

01 Unacceptable (Intervention Required)

02 Below Expectations (Intervention Required)

03 Meets Expectations

04 Exceeds Expectations

05 Exceptional & Consistent

Comments:

10. SUBCONSULTANTS					
Type in the name of the firm for each Subconsultant below, then check one box for the firm's <u>Overall Project Evaluation Score</u> .	1	2	3	4	5
10.1					
10.2					
10.3					
10.4					
10.5					
10.6					
10.7					
10.8					

Score Definition for Question: 10

01 Unacceptable (Intervention Required)

02 Below Expectation (Intervention Required)

03 Meets Expectations

04 Exceeds Expectations

05 Exceptional & Consistent

Comments:

11. OTHER (List and provide a general score for any discipline-specific criteria).	1	2	3	4	5

Comments: