

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION M-1	DATE
CONSTRUCTION OPERATIONS	CONSULTANT EVALUATION SYSTEM	10/31/2017

Consultant Evaluation Purpose

The Consultant Evaluation System was established to measure Consultant performance, and provide the Consultant with feedback so that it can improve its performance. Additionally, ratings are used as a selection criterion during the consultant selection process for new contracts. The evaluation of the Consultant's performance includes the evaluation of work performed by subconsultants. A separate evaluation for subconsultants is **not** performed.

Rating Cycle

Consultant Evaluations are performed annually with the rating period being January 1st through December 31st. However, for Project Specific Agreements, if the consultant has performed less than \$300,000.00 of work, or has had less than 2 months of work, a rating is not required unless the rating is the final rating.

The Regional Consultant Coordinators will submit a list of all Agreements requiring a rating by January 2nd to the Division Consultant Coordinator.

Evaluation and Submission to the Regional Consultant Coordinator

The Regional Consultant Coordinators will advise the RE's, or the Field Manager when a consultant RE is assigned to the project, to complete the Consultant Evaluation Form [DC-180](#), by December 10th.

The RE will access the Consultant Evaluation Form on the intranet and complete the Form following the instructions and guidelines provided with the Form, and e-mail the Form to the Field Manager. The Field Manager will review the evaluation to ensure a consistent standard is being applied. If the Field Manager concurs with the RE's evaluation, the Field Manager will e-mail the completed Form [DC-180](#) to the Regional Consultant Coordinator. If the Field Manager doesn't agree, the rating must be discussed with the RE and an agreement on the rating must be decided. When a consultant RE is assigned to the project, the Field Manager will complete the Consultant Evaluation Form and e-mail it to the Regional Consultant Coordinator.

The Regional Consultant Coordinator will complete the Project Management portion of the Form.

Rating Summary

A Consultant receives a single overall rating for an Agreement. For Multi-Project Agreements, the Regional Consultant Coordinator will enter a single weighted average (weighed by agreement cost performed over the rating cycle). For Term Agreements, the Regional Consultant Coordinator will enter a single average (using a simple mean average of all rated task assignments). The Regional Consultant Coordinator will enter all ratings in the Consultant Evaluation Summary Spreadsheet and submit it to the Division Consultant Coordinator by January 21st.

The Regional Consultant Coordinator will print a copy of the completed Consultant Evaluation form and submit it to the Rater for the Rater's files.

Disputed Ratings

Raters should periodically discuss a Consultant's performance with the Consultant Project Manager. If a Consultant is performing poorly, a Rater should communicate any dissatisfaction so that the Consultant can rectify the situation. A Consultant should not be surprised by a rating.

If a Consultant receives a rating of 3.80 or less for an Agreement, the Regional Consultant Coordinator will e-mail a copy of the rating to the Consultant. If a Consultant receives a rating of 3.80 or less for an Agreement and if the Consultant disputes the rating, the Consultant will be granted a meeting to discuss how the rating was determined. The granting of a meeting should not be interpreted as subjecting the evaluation to a negotiation. If the rating conforms to the guidelines, and the Rater is confident of his or her evaluation, the rating should not be changed. If any errors have been made or reconsideration is deemed necessary for a proper evaluation, a revised Consultant Evaluation Form will be generated, and the Regional Consultant Coordinator will submit a revised rating to the Division Consultant Coordinator.

Submission to Professional Services

The Division Consultant Coordinator will compile the summary of ratings provided by all of the Regions into a single Summary Spreadsheet.

The Division Consultant Coordinator will transmit the combined Consultant Evaluation Summary Spreadsheet to Professional Services by January 31st.