**SE-290**

**PROFESSIONAL SERVICES PERFORMANCE EVALUATION**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**PROJECT LOCATION:**

**PROJECT TYPE / COMPLEXITY (see code below):**

**CONSTRUCTION BUDGET:**

**A/E FIRM:**

**PROJECT MANAGER:**

**ADDRESS: Street/PO Box**:

**City:**       **State:**       **ZIP:**      -

**EMAIL:**       **TELEPHONE:**

**CONSULTANTS**

**CIVIL:**        **ELECTRICAL:**

**STRUCTURAL**:       **FIRE PROTECTION:**

**MECHANICAL:**       **OTHER:**

**EVALUATED BY:**        **DATE:**

**COMMENTS**:

**DESIGN DEVELOPMENT PHASE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Weight\*** | **Rating** | **Max. Score** | **Score** |
| Depth of Program Review/Understanding |       |       |  **0** |  **0** |
| Development & Analysis of Options |       |       |  **0** |  **0** |
| Document Quality & Coordination |       |       |  **0** |  **0** |
| Response to Review Comments |       |       |  **0** |  **0** |
| Estimate/Schedule Development & Update |       |       |  **0** |  **0** |
| Architectural Design Merit |       |       |  **0** |  **0** |
| Engineering Design Merit |       |       |  **0** |  **0** |
| **Total Design Development Phase Score** | **N/A** | **N/A** |  **0** |  **0** |

***Note: Do not fill in the Score columns of this form. They will be filled automatically when data is entered into the database.
\*Weight factors (1 thru 10) are to be assigned by Agency based on the needs of the specific project --- Weight x Rating = Score***

 0.00%

**DESIGN DEVELOPMENT PHASE PERFORMANCE RATING**

**Rating Scale Total Performance Rating Key Project Type/Complexity**

4 = Excellent 90 – 100% = Excellent 1 = Complex

3 = Very Good 70 – 89% = Very Good 2 = Addition/Remodel

2 = Satisfactory 40 – 69% = Satisfactory 3 = Major Engineering

1 = Poor <40% = Unacceptable 4 = Standard

 5 = Utilitarian

 6 = Remedial

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**EMAIL:**       **TELEPHONE:**

**CONSULTANTS**

**CIVIL:**        **ELECTRICAL:**

**STRUCTURAL**:       **FIRE PROTECTION:**

**MECHANICAL:**       **OTHER:**

**EVALUATED BY:**        **DATE:**

**COMMENTS**:

**CONSTRUCTION DOCUMENTS/BID PHASE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Weight\*** | **Rating** | **Max. Score** | **Score** |
| Document Quality & Completeness |       |       |  **0** |  **0** |
| Document Coordination |       |       |  **0** |  **0** |
| Estimate Update/Level of Detail |       |       |  **0** |  **0** |
| Ability to Meet Schedules |       |       |  **0** |  **0** |
| Design Merit/Technical Detail |       |       |  **0** |  **0** |
| Responsiveness to Agency, OSE & Bidders |       |       |  **0** |  **0** |
| Communications |       |       |  **0** |  **0** |
| **Total Construction Documents/Bid Score** | **N/A** | **N/A** |  **0** |  **0** |

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 0.00%

**CONSTRUCTION DOCUMENT/BID PHASE PERFORMANCE RATING**

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**STRUCTURAL**:       **FIRE PROTECTION:**

**MECHANICAL:**       **OTHER:**

**EVALUATED BY:**        **DATE:**

**COMMENTS**:

**TOTAL VALUE OF CHANGE ORDERS: $**

**AGENCY – INITIATED CHANGE ORDERS (% OF ORIGINAL AWARD)**

**A/E – CAUSED CHANGE ORDERS (% OF ORIGINAL AWARD)**

**CONSTRUCTION PHASE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Weight\*** | **Rating** | **Max. Score** | **Score** |
| Participation in Meetings |       |       |  **0** |  **0** |
| Communications |       |       |  **0** |  **0** |
| Response to Request for Information |       |       |  **0** |  **0** |
| Observation & Reporting |       |       |  **0** |  **0** |
| Errors & Omissions Follow-up |       |       |  **0** |  **0** |
| As-Builts, Manuals & Schedules |       |       |  **0** |  **0** |
| **Total Construction Phase Score** | **N/A** | **N/A** |  **0** |  **0** |

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