

**MAINE DEPARTMENT OF TRANSPORTATION
CONSULTANT PERFORMANCE EVALUATION FORM**

Consultant: _____

Evaluation Period: _____

Address: _____

City: _____

State: _____

Project Location: _____

CT No.: _____

CSN: _____

PIN: _____

Original Contract Amt.: _____

Actual Amount Expended: _____

Project Description: _____

*Evaluate the Consultant's performance in each of the following areas. **IF YOU ARE CHECKING OFF NO, EXCELLENT OR UNSATISFACTORY, A COMMENT IS MANDATORY. IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH SEPARATE SHEET(S)***

1. PROJECT COST & SCOPE, DELIVERABLES AND QUALITY OF PRODUCTS INCLUDING MODIFICATIONS (This section includes timeliness and schedules):

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| a) Was the project/contract completed in accordance with the scope of work, within anticipated cost, and was every effort made to provide a quality product? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| b) Did the consultant utilize the "Potential Change Notice" to communicate anticipated changes in scope? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| c) Did the materials used on the project/contract meet MaineDOT's specifications? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| d) Was the project/contract completed on schedule? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |

Comments: _____

Rating: Excellent Satisfactory Unsatisfactory N/A

2. COMPETENCY:

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| a) Did the Consultant's staff have adequate knowledge and experience to satisfactorily complete the project/contract? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| b) Did the Consultant's staff attempt to anticipate, evaluate, and identify solutions to problems before they caused delays? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| c) Did the consultant's performance result in the loss of federal funds? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |

Comments: _____

Rating: Excellent Satisfactory Unsatisfactory N/A

3. TEAM APPROACH, EFFICIENCY AND WORK ORGANIZATION:

- a) Did the Consultant's staff work as a team in their approach to the project/contract? Yes No N/A
- b) Was the number of personnel assigned to the project/contract sufficient to satisfactorily and efficiently complete the project/contract? Yes No N/A
- c) Did the Consultant make suggestions that improved efficiency and resulted in cost savings? Yes No N/A
- d) Did the consultant complete the work in a well thought out and organized manner? Yes No N/A

Comments: _____

Rating: Excellent Satisfactory Unsatisfactory N/A

4. CONSTRUCTABILITY:

- a) Were the plans and specifications developed to minimize Change Orders and misinterpretation in the field? Yes No N/A

Comments: _____

Rating: Excellent Satisfactory Unsatisfactory N/A

5. PROGRESS REPORTS:

- a) Were progress reports submitted on a monthly basis? Yes No N/A
- b) Was the information provided in accordance with the MaineDOT Consultant Procurement Manual? Yes No N/A

Comments: _____

Rating: Excellent Satisfactory Unsatisfactory N/A

10. ADDITIONAL COMMENTS & RECOMMENDATIONS:

Comments: _____

Overall Rating: Excellent Satisfactory Unsatisfactory N/A

Signature of Rater (CA): _____ Date: _____

11. CONSULTANT COMMENTS:

Agree

Disagree

Comments: _____

Signature of Consultant: _____ Date: _____

cc: Consultant Firm
Contract Administrator
Project File