

## Project Manager A/E Evaluation

**Project Name:**

**A/E Firm Name:**

**Project Number:**

**Date:**

**FMDC Project Manager:**

<b>DESIGN AND CONSTRUCTION PHASE:</b> To be completed by FMDC Project Manager at Final Acceptance of Construction.	<b>Grading Criteria</b> 4 = (Outstanding)    3 = (Above Average)    2 = (Average) 1 = (Below Average)    0 = (Unacceptable) <b>Provide comments for all grades.</b>	<b>Grade</b>
1. Schedule/Delivery	<ul style="list-style-type: none"> <li>Timely delivery of AE proposal</li> <li>Met the agreed upon schedule for Design Documents</li> <li>Meeting minutes were promptly issued after each meeting</li> </ul>	
Comments:		
2. Dependability/Responsiveness	<ul style="list-style-type: none"> <li>Promptly answers questions</li> <li>Returns calls in a timely manner</li> <li>Shows initiative to get the work done</li> <li>Maintained a cohesive staff throughout the project</li> </ul>	
Comments:		
3. Quality/Knowledge of Work	<ul style="list-style-type: none"> <li>Shows full understanding of the scope of work</li> <li>Complies with FMDC guidelines</li> <li>Accuracy of plans and specifications</li> <li>Addendums during bidding weren't excessive</li> <li>Minimum amount of contract change orders</li> </ul>	
Comments:		
4. Cooperation/Team Work	<ul style="list-style-type: none"> <li>Display ability to work with/address Agency concerns</li> <li>Display flexibility in solving problems</li> <li>Open minded in addressing issues</li> <li>Receptive to ideas</li> </ul>	
Comments:		
5. Problem Resolution	<ul style="list-style-type: none"> <li>Display ability to think outside the box</li> <li>Responds to RFIs in a timely manner</li> <li>Display ability to quickly find the solution to the issue</li> <li>Thoroughly investigates issue prior to proposing solution</li> </ul>	
Comments:		

**Rater Signature** \_\_\_\_\_

## Construction Representative A/E Evaluation

**Project Name:**

**A/E Firm Name:**

**Project Number:**

**Date:**

**FMDC Construction Representative:**

<b>CONSTRUCTION PHASE:</b> To be completed by FMDC Construction Representative at Final Acceptance of Construction.	<b>Grading Criteria</b> 4 = (Outstanding)    3 = (Above Average)    2 = (Average) 1 = (Below Average)    0 = (Unacceptable) <b>Provide comments for all grades.</b>	<b>Grade</b>
1. Initiative	<ul style="list-style-type: none"> <li>Visits job site on regular basis</li> <li>Anticipates issues and offers solutions</li> </ul>	
Comments:		
2. Cooperation/Issue Resolving	<ul style="list-style-type: none"> <li>Good communication and attitude</li> <li>Assistance in resolving field issues</li> <li>Good team member</li> </ul>	
Comments:		
3. Knowledge/Expertise of Design	<ul style="list-style-type: none"> <li>Shows in-depth knowledge of design documents and intent of design documents.</li> <li>Ability to quickly find answers within the design documents.</li> </ul>	
Comments:		
4. Responsiveness	<ul style="list-style-type: none"> <li>Issues RFPs, DSIs, and meeting minutes in a timely manner</li> <li>Responds to RFIs, submittals and reviews contractor pay requests in a timely manner</li> <li>Upon request promptly visits the work site to resolve construction issue or ensure the quality of construction</li> <li>Upon substantial completion, promptly issues punch list items to the contractor.</li> </ul>	
Comments:		
5. Quality of Design	<ul style="list-style-type: none"> <li>Minimum number of Contract Changes</li> <li>Design allowed for a good flow of construction</li> <li>Design was clear and easily interpreted</li> <li>Minimum number of design errors and/or omissions</li> </ul>	
Comments:		

**Rater Signature** \_\_\_\_\_