



## Consultant Performance Evaluation Instructions

### For District Supervisors

- Please complete a CEI Consultant Performance Evaluation form for each Agreement and/or each on-call work order in which your office received consultant services during any part of the last calendar year.
- Complete all applicable fields on each evaluation.
- Submit each form by clicking the Submit Form button at the top-right.

The screenshot shows a web form interface. At the top, there is a toolbar with various icons for navigation and editing. Below the toolbar, a status bar indicates the current page is 1 of 3. At the bottom, there is a purple bar with a 'Submit Form' button highlighted by a red arrow. The text 'Please fill out the following form. When finished, click Submit Form to return the completed form.' is visible in the background.

- If modifications are made after submitting, please resubmit.
- Save each form after submitting.
- Print and send to your respective District Operations Engineer.
- The **deadline to submit all evaluations is Friday, February 20, 2015.**

### For District Operations Engineers

- Please review each CEI Consultant Performance Evaluation form prepared by your respective District Supervisors.
- Coordinate with the District Supervisors to make any changes/revisions as needed.
- When each form is acceptable, Please sign and date.
- Forward evaluations on to Regional Operations Engineer.

### For Regional Operations Engineers

- Please review each CEI Consultant Performance Evaluation form for your respective region.
- Coordinate with the District Operations Engineers to make any changes/revisions as needed.
- When each form is acceptable, Please sign and date.
- Messenger-mail the completed forms to:
  - John Paul Saalwaechter, PE  
Construction Division  
Suite 700, James K. Polk Building  
505 Deaderick Street  
Nashville, Tennessee 37243-1402
- Please try to **mail all evaluations by February 27, 2015.**

## CEI CONSULTANT PERFORMANCE EVALUATION—RATINGS GUIDELINES

Evaluate the consultant based on the following guidelines. The full range of values should be used. **Intermediate values in the range may be used.** Place the points in the appropriate box on the front of this form. For items that do not apply to a particular consultant, no points should be allowed. A final percentage should be based on the total number of points rated by the District Supervisor divided by the total possible points for the items that apply.

General Performance Levels and Rating Ranges			
Rating Range	0-20	0-10	0-5
Excellent	16-20	8-10	5
Good	11-15	6-8	3-4
Poor	6-10	3-5	1-2
Unacceptable	0-5	0-2	0

### TIMELY COMPLETION OF WORK

#### A. Responsiveness to request/issues.

- 20 All requests/issues quickly resolved.
- 14 Most requests/issues resolved in reasonable time.
- 7 Too much time required to resolve some requests/issues.
- 0 Frequent calls required to resolve requests/issues. Pattern of slow response to concerns.

#### B. Dissemination of project records and documentation.

- 10 Prompt distribution of information and thorough communication with stakeholders.
- 5 Leisurely distribution of information and moderate communication with stakeholders.
- 0 Late distribution of information and partial communication with stakeholders.

#### C. Records Closeout.

- 10 Completed accurately and promptly.
- 5 Completed with errors and took more time than allowed.
- 0 Completed with several errors and took much more time than expected.

### ADHERENCE TO CONTRACT SCOPE AND BUDGET

#### D. Competence in Management and Administration with defined management roles and procedures.

- 20 Department guidance rarely required. Strict enforcement of contractor's conformance with Plans and Specifications.
- 14 Department guidance occasionally required. Moderate enforcement of contractor's conformance with Plans and Specifications.
- 7 Department guidance frequently required. Lenient enforcement of contractor's conformance with Plans and Specifications.
- 0 Department guidance continuously required. Little enforcement of contractor's conformance with Plans and Specifications.

#### E. Documentation and organization (quantities/measurements, progress payments, inspections, DWRs, etc.)

- 20 Accurate and complete; very organized and easily accessible.
- 14 Minor or few errors and omissions; fairly organized and accessible.
- 7 Major or numerous errors and omissions; poor organization and accessibility.
- 0 Incomplete or unacceptable submissions, disorganized and difficult to locate specific items.

#### F. Efficiency of inspectors and assistants to adequately oversee all contract work.

- 10 Adequate number of people; labor force is knowledgeable of proper procedures.
- 5 Number of people is adequate, some training is needed, supervision is occasionally necessary.
- 0 Insufficient/excessive number of people or inadequate training or supervision continuously required.

#### G. Negotiation and processing of Change Orders at project level.

- 10 Change Orders handled at the project level.
- 5 Change Orders require additional work that could have been completed by consultant. Minor or few errors and omissions.
- 0 Change Orders were ineffectively handled and passed on to TDOT staff.

#### H. Adherence to budget.

- 5 Costs billed to date are consistent with the progress of work completed and accepted by the Department.
- 3 Costs billed to date exceeds the percentage of work completed and accepted by the Department. Underestimation less than 10%.
- 0 Costs billed to date exceeds the percentage of work completed and accepted by the Department. Underestimation greater than 10%.

## QUALITY OF THE WORK

### I. General project and public safety.

- 20 Safety concerns are addressed promptly. All personnel trained and following good safety practices. High regard for public safety.
- 14 Safety is adequate. Most personnel trained and following good safety practices. Demonstrates concern for public safety.
- 7 Safety concerns are addressed eventually. Minor problems with safety practices. Some regard for public safety.
- 0 Unsafe conditions are not addressed. Personnel exhibit unsafe practices.

### J. Surveying accuracy and consistency.

- 10 Accurate and complete surveys.
- 5 Minor or few errors and omissions on surveys.
- 0 Major or numerous errors and omissions on surveys.

### K. Professionalism and attention to detail.

- 5 Services performed with complete professionalism and quality.
- 3 Services performed with some professionalism and quality.
- 0 Services performed lacked professionalism and quality.