

# TENNESSEE DEPARTMENT OF TRANSPORTATION

## CEI CONSULTANT PERFORMANCE EVALUATION

Work Performed in \_\_\_\_\_

Consultant \_\_\_\_\_

Contract No. \_\_\_\_\_

Agreement No. \_\_\_\_\_

Work Order No. \_\_\_\_\_

Project Description \_\_\_\_\_

In compliance with Policy Number: 301-01, Consultant Performance Evaluations shall be prepared annually for each contract or project, and submitted to the Director of Construction. The evaluation shall be prepared by the District Supervisor and reviewed by the District Operations Engineer and the Operations Engineer or Director of Regional Operations. Rating scores should be a whole number within the specified point range. Ratings guidelines are found on the next page.

	RATING RANGE	RATING	MAXIMUM POINTS (0 if N/A)
<b>TIMELY COMPLETION OF WORK</b>			
A. Responsiveness to requests/issues.	0-20		
B. Dissemination of project records and documentation. (Agendas, meeting minutes, material certifications, progress payments, correspondence, reports, etc.)	0-10		
C. Records Closeout.	0-10, N/A		
<b>ADHERENCE TO CONTRACT SCOPE AND BUDGET</b>			
D. Competence in Management and Administration with defined management roles and procedures.	0-20, N/A		
E. Documentation and organization. (Quantities/measurements, progress payments, inspection reports, DWRs, etc.)	0-20		
F. Efficiency of personnel and assistants to adequately oversee all contract work.	0-10		
G. Negotiation and processing of Change Orders at project level.	0-10, N/A		
H. Adherence to budget.	0-5		
<b>QUALITY OF THE WORK</b>			
I. General project and public safety.	0-20		
J. Surveying accuracy and consistency.	0-10, N/A		
K. Professionalism and attention to detail.	0-5		
<b>Work Performed between</b> _____ / _____ / _____ <b>and</b> _____ / _____ / _____	<b>Total</b>		
<b>Percent of Contract Complete:</b> _____	<b>Rating Score %</b>		%

Remarks:

Prepared by: \_\_\_\_\_ [Type Full Name] \_\_\_\_\_ [Type Date]  
District Supervisor Date

Reviewed by: Sign and Date below.  
District Operations Engineer

Reviewed by: Sign and Date below.  
Regional Operations Engineer