



Professional Performance Evaluation

Project Information

Project Name: _____ Date of Evaluation: _____

Project Number: _____ Evaluator(s): _____

OPP Project Leader: _____

Campus: _____

Project Start Date: _____ Substantial Completion: _____

Professional Firm: _____ Discipline of Professional: _____

Original Fee Amount: _____ Total Amount of Amendments: _____

Professional's Project Manager: _____

Preliminary Evaluation

Key Personnel: _____

Final Evaluation

Type of Contract

1-P

1-S

1-T

Project Comments/Description:

Performance Evaluation

Please give one rating for each category. Add comments as required to justify your rating.

	Unacceptable	Poor	Average	Very Good	Excellent	
1 Project Design / Programming (SD/DD stages)	0	25	50	75	100	<input type="text"/>
<i>Rate this professional's performance in regards to the design stage of the project.</i>						
a. Grasp of project and user's requirements						
b. Design approach and methodology						
c. Responsiveness to Owner's concerns						
d. In-house resources						
e. Staying within budget guidelines						
f. Identifying codes, regulations and permit requirements as they relate to the project						
g. Ability to meet project milestones (deadlines)						
h. Creativity						
i. Design quality						
j. Knowledge/Familiarity with comparable facilities						

Comments:

2 Construction Documentation (CD stage)	0	25	50	75	100	<input type="text"/>
<i>Rate this professional's performance with regard to producing construction documents.</i>						
a. Quality of documents and specification information						
b. Attention to special detailing required for the project						
c. Compliance with PSU design standards						
d. Responsiveness to review comments and requests						
e. Submission of additional information						
f. Coordination with other design disciplines						
g. Staying within budget guidelines						
h. Ability to meet scheduled submissions						
i. Ability to manage key consultants (if any)						
j. Ability to translate design intent through detailing						

Comments:

3 Construction Administration	0	25	50	75	100	<input type="text"/>
<i>Rate this professional's ability to perform construction administration duties.</i>						
a. Quality of meeting minutes						
b. Review and return of shop drawings in a timely fashion						
c. Response to RFIs						
d. Prompt response and review of Change Order requests						
e. Knowledge of project details and design by field representative						
f. Site visitations timely and productive, followed by report						
g. Relationships with contractors, users, and owner						
h. Error and omissions						

Comments:

Unacceptable	Poor	Average	Very Good	Excellent
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4 Project Management and Personnel

0 25 50 75 100

Rate the professional's performance and quality of their project team assigned to the project.

Comments:

5 Project Close-Out

0 25 50 75 100

Rate this professional's performance during the close-out process.

- a. Punchlist development and management
- b. Follow-up on punchlist items
- c. Record drawing submission on time
- d. Appropriate documentation submitted per requirements

Comments:

6 Customer Satisfaction with Design

0 25 50 75 100

Rate this professional's performance in meeting customer expectations.

Comments:

Key Consultant Review

Consultant: _____ **Discipline:** _____

Comments:

Consultant: _____ **Discipline:** _____

Comments:

Consultant: _____ **Discipline:** _____

Comments:

Consultant: _____ **Discipline:** _____

Comments:

Summary Sheet

Project: _____

Professional: _____

Performance Categories	
1	Project Design / Programming (SD/DD stages)
2	Construction Documentation (CD stage)
3	Construction Administration
4	Project Management and Personnel
5	Project Close-Out
6	Customer Satisfaction with Design

Rating per Category

Weight (%)
20
20
15
15
15
15

Scoring

Overall Company Rating

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Overall Comments:

Rating Reference	
Unacceptable:	0
Poor:	25
Average:	50
Very Good:	75
Excellent:	100

Project Leader: _____

Signature: _____

Date: _____

Would you hire this firm again?

Yes

No