

School Building Authority of West Virginia
ARCHITECT/ENGINEER EVALUATION FORM
 (Submit For Each Architect/Engineer at the Conclusion of the Project)
SBA FORM 138

PROJECT: _____ DATE: _____

ARCHITECT/ENGINEER: _____

ITEM	EVALUATION CRITERIA	EVALUATION SCORE
1	Ability to work cooperatively and successfully with the educational facilities planning committee	
2	Cooperation with the project review team (owner, SBA, CM, CA, etc.)	
3	Ability to produce the building design and construction documents within the established time schedule	
4	Quality of adequate on-site project observations during the construction phase of the project	
5	Attention to timely responses on project submission documents and construction questions presented by the contractor during construction	
6	Ability to minimize construction change orders required due to a lack of design coordination or incomplete construction documents	
7	Ability to work cooperatively with the SBA planning and design review process	
8	Ability to manage the construction contracts and work cooperatively with all contractors	
9	Ability to provide clear and concise construction documents	
10	Ability to produce school design within the established budget	
11	Number of project change orders _____ that increased the cost of the project \$ _____ Of these change orders, how many were required due to design coordination or incomplete construction documents by the architect or engineer _____	
12	Did the final design meet the educational goals Yes _____ No _____	
13	Would you consider using this architect/engineer in the future Yes _____ No _____	
14	Overall evaluation of the architect/engineer's performance on this project	

EVALUATION SCORING:
 Rate the contractors performance based on the following scale:
 5 = Excellent; 4 = Good; 3 = Satisfactory; 2 = Less than Satisfactory; 1 = Unacceptable; N/A = Not Applicable
 Comments are required if any score is less than 3

EVALUATOR: _____ DATE: _____

SBA REPRESENTATIVE: _____ DATE: _____

Each architect/engineer performing services on SBA projects shall be subject to performance evaluations. Confidential information provided will be compiled by the SBA and will be used in conjunction with an SBA Architect/Engineer performance instrument to formulate a composite evaluation of the overall performance of architectural and engineering firm's ability to perform future architectural or engineering services on SBA funded services.

This document must be submitted to the SBA office at the completion of each construction period.

E-MAIL THIS FORM

This form may be submitted electronically. Attach a completed form to an e-mail addressed to the specific SBA Project Manager for the affected project. All SBA e-mail addresses are available on our website: www.sba.wv.gov.

COMMENTS: (Required for any score less than 3) - continued

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