



# 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	
<b>1 Project Design / Programming (SD/DD stages)</b>	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:

<b>2 Construction Documentation (CD stage)</b>	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:

<b>3 Construction Administration</b>	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