



WYOMING WATER DEVELOPMENT OFFICE  
CONSULTANT PERFORMANCE REVIEW  
CONSTRUCTION DIVISION



<b>Consultant Name:</b>	<b>Project Name:</b>
<b>Address:</b>	<b>WWDO Level:</b> <input type="text" value="Select a Level"/>
<b>City, State, Zip:</b>	<b>Sponsor Name:</b>
<b>Consultant Contact:</b>	<b>County:</b> <input type="text" value="Select a County"/>

<b>A. Consultant Personnel, Supervision &amp; Management</b>	<b>Rating:</b> <input type="text" value="Select a Rating"/>
<u>Remarks:</u>	

<b>B. Coordination &amp; Communication</b>	<b>Rating:</b> <input type="text" value="Select a Rating"/>
<u>Remarks:</u>	

<b>C. Work Schedules &amp; Deadlines</b>	<b>Rating:</b> <input type="text" value="Select a Rating"/>
<u>Remarks:</u>	

<b>D. Design &amp; Detail Accuracy</b>	<b>Rating:</b> <input type="text" value="Select a Rating"/>
<u>Remarks:</u>	

<b><i>E. Construction Administration</i></b>	<b>Rating:</b> <input type="text" value="Select a Rating"/>
<u>Remarks:</u>	

<b><i>F. Project Budget</i></b>	<b>Rating:</b> <input type="text" value="Select a Rating"/>
<u>Remarks:</u>	

<b><i>G. Project Invoicing</i></b>	<b>Rating:</b> <input type="text" value="Select a Rating"/>
<u>Remarks:</u>	

<b><i>H. Overall Performance</i></b>	<b>Rating:</b> <input type="text" value="Select a Rating"/>
<u>Remarks:</u>	

**Prepared By:**  **Date:**   
\_\_\_\_\_

Project Manager

**Reviewed By:**  **Date:**   
\_\_\_\_\_

Immediate Supervisor

**Consultant's Comments:**

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**Respondent's Name:**

**Date:** July 14, 2016

## INSTRUCTIONS FOR PREPARING CONSULTANT PERFORMANCE REVIEW

### PURPOSE OF EVALUATION

The Consultant Performance Review has two purposes. First, WWDO's review identifies the Consultant's strong and weak points. Second, the review is used as input for evaluating the Consultant for future WWDC work.

### RATING

The Consultant's performance in each area should be rated according to "Superior", "Satisfactory", "Unsatisfactory" or "Not Applicable (NA)". **Ratings of "Superior" and "Unsatisfactory" should be explained in more detail in the remarks sections, but remarks are not limited to this rating.**

#### CRITERIA RATING

Superior	Consultant <u>consistently exceeded</u> expectations.
Satisfactory	Consultant <u>consistently met</u> expectations.
Unsatisfactory	Consultant <u>consistently failed to meet</u> expectations.
(NA) Not Applicable	As determined by the reviewer.

### RATING CRITERIA

The following areas explain in more detail what the preparer of this form should consider when evaluating the Consultant's performance.

#### A. CONSULTANT PERSONNEL, SUPERVISION & MANAGEMENT

- Consultant assigned experienced personnel to manage, design and perform construction management services on the project.
- Consultant managed their sub-consultants on the project.
- Consultant coordinated work, schedule and delivery of work products for the entire consultant team.
- Consultant monitored quality control and performed quality assurance of work deliverables

#### B. COORDINATION & COMMUNICATION

- Consultant planned, scheduled and organized project kick-off and design review meetings with the Sponsor and WWDO.
- Consultant kept the Sponsor and the WWDO informed on all project related issues and provided timely responses to Sponsor and WWDO questions and concerns.

- Consultant provided effective verbal and written communication between the Sponsor and WWDO.
- Consultant kept the Sponsor and WWDO informed on the progress of the work.
- Consultant identified action items, responsible parties and completion/delivery dates in meeting minutes.
- Consultant prepared and disseminated design meeting minutes to all meeting attendees in a timely manner.

#### C. WORK SCHEDULES & DEADLINES

- Consultant met the work schedules and milestones identified in the Professional Service Agreement.
- Consultant submitted schedules that were complete, well organized and correct.
- There were no significant schedule changes within the consultant's control.

#### D. DESIGN & DETAIL ACCURACY

- Consultant assigned experienced staff with the technical knowledge and administrative capabilities to design the project and perform construction management services.
- Consultant provided Engineer's Opinion of Probable Costs in increasing detail and accuracy at the design milestones.
- Consultant's designs and details concisely defined the scope of work of the construction project.
- Consultant addressed all of WWDO's contract document review comments.
- Consultant identified all Local, State and Federal Permits, Licenses and approvals required for construction of the project.
- Consultant identified all easements and prepared accurate legal descriptions and exhibits for the project.
- Consultant waited for the Sponsor to secure all easements before proceeding beyond the 50% design level.
- Consultant provided 90% project review submittals to the Sponsor and WWDO that were accurate and representative of the review level.

#### E. CONSTRUCTION ADMINISTRATION

- Consultant planned, scheduled and organized construction meetings including pre-bid, pre-construction and weekly Contractor coordination meetings.
- Consultant identified action items, responsible parties and completion/delivery dates in the construction coordination meeting minutes and disseminated meeting minutes to all meeting attendees in a timely manner.
- Consultant reviewed RFIs and shop drawings in a timely manner.
- Consultant provided draft Change Orders to the Sponsor and WWDO for review and concurrence.
- Contractor Change Orders were minimal and dealt with changes in the project that were outside of the Consultant's control, as opposed to design errors and omissions.
- Consultant did not allow the Contractor to proceed with work identified outside of the Contractor's agreement prior to execution of a Work Directive or a Change Order.

- Consultant provided competent RPR(s) on the project and timely and accurate daily construction reports.
- Consultant provided effective verbal and written communication with the Contractor.
- Consultant resolved construction issues in a timely manner and resolved issues at the lowest level.
- Consultant issued Defective Work Notices and worked with the Contractor to resolve any work deficiencies.
- Consultant maintained accurate records and proper documentation of issues that could result in Contractor claims.
- In advance of substantial and final completion dates, the Consultant coordinated and communicated milestone dates and liquidated damages to the Contractor.
- Consultant provided accurate and timely record drawings and O&M documents to the Sponsor and WWDO.
- Consultant coordinated Final Acceptance, including punch lists, Substantial and Final Completion Certificates, project start-up and Contractor warranties.

F. PROJECT BUDGET

- Consultant performed the scope of services within the budget of the executed Professional Services Agreement.
- Consultant communicated early with the Sponsor and WWDO regarding Engineering or Contractor budgetary issues.
- Consultant did not perform additional work outside of the agreement before executing an amendment to the Professional Services Agreement.

G. PROJECT INVOICING

- Consultant submitted accurate invoices including backup documentation for Engineering reimbursable expenses.
- Consultant prepared and submitted progress reports with monthly billing statements.
- Consultant reviewed the Contractor invoices for accuracy including supporting documentation for on-site stored materials, Contractor's Affidavit of Payment and updated construction schedules.
- Consultant submitted invoices in accordance with the Sponsor's invoice schedule.

H. OVERALL PERFORMANCE

- Considering the ratings given for criteria A through G, provide a rating representative of the Consultant's overall performance.

REVIEW

The Consultant Performance Review should be prepared by the WWDO Project Manager and reviewed by their Immediate Supervisor.

## CONSULTANT COMMENTS

A copy of the completed Consultant Performance Review form will be furnished to the Consultant for review and comments. Any comments received from the Consultant in response to the evaluation will be routed as appropriate to the Project Manager, their Immediate Supervisor and/or Agency Director for review.

## GENERAL

The Consultant Performance Review form should be completed by the WWDO Project Manager and delivered to the Consultant within four weeks of closing the project. The Consultant should deliver comments back to the WWDO within four weeks of receipt of the Consultant Performance Review.