



WYOMING WATER DEVELOPMENT OFFICE
CONSULTANT PERFORMANCE REVIEW
PLANNING DIVISION



Consultant Name:

Project Name:

Address:

WWDO Level:

City, State, Zip:

Sponsor Name:

Consultant Contact:

County:

A. Knowledge of Agency Requirements

Rating:

Remark:

B. Coordination & Communication

Rating:

Remarks:

C. Consultant Personnel, Supervision & Management

Rating:

Remarks:

D. Work Schedules & Deadlines

Rating:

Remarks:

<i>E. Data & Report Accuracy</i>	Rating: <input type="text" value="Select a Rating"/>
<u>Remarks:</u>	

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

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

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

Prepared By: **Date:**
Project Manager

Reviewed By: **Date:**
Immediate Supervisor



**WYOMING WATER DEVELOPMENT
OFFICE CONSULTANT PERFORMANCE
REVIEW
PLANNING DIVISION**



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

Consultant's Comments:	
1	
2	
3	
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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.**

	<u>CRITERIA RATING</u>
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. KNOWLEDGE OF AGENCY REQUIREMENTS

- Consultant was familiar with the Agency's policies and procedures.
- Consultant acquired all necessary authorizations, licenses or permits to perform contracted services.
- Consultant provided copies of each subcontractor contract to the Agency.
- Consultant provided Certificate of Good Standing with the Unemployment Insurance and Workers' Compensation Program, and provided proof of insurance coverages as specified in the contract.
- Consultant maintained the flexibility necessary for meeting the changing Agency needs.
- Consultant served the Agency, but was not subservient to it. This means that the Consultant must occasionally give the Agency guidance based on their expertise that may contradict the direction of the project.
- Any publicity given to the program, or services provided, identified the Agency as the sponsoring entity and was not released without prior written approval from the Agency.
- Consultant completed the Agency's scope of services in a satisfactory and proper manner.

- Consultant was knowledgeable regarding the project subject matter, and fulfilled their contractual requirements with the Agency.

B. COORDINATION & COMMUNICATION

- Consultant displayed a willingness to work as a team member in the development of the project. Coordination with the Agency's Project Manager was undertaken at the earliest possible time, ensuring a common understanding of the scope of the project as well as conformity with the Agency's expectations, standards, practices, format, communication protocol, Sponsor development, and such other items critical to the given project.
- Consultant developed and maintained a good working relationship with the Agency, Sponsors, and other participants.
- Consultant regularly notified Agency in advance of any meetings with the project Sponsor.
- Consultant consistently communicated with the Project Manager with regard to the progress of work.
- Consultant was proactive in communicating anticipated project issues.
- Consultant was accessible to Agency staff and Sponsor, and responsive to their questions, concerns, and requests.
- Consultant participated in community workshops/project meetings and responded in an appropriate and timely manner to citizens/groups seeking information or assistance.
- Consultant appropriately obtained access as required for project tasks.

C. CONSULTANT PERSONNEL, SUPERVISION & MANAGEMENT

- Consultant assigned the appropriate level of qualified staffing to adequately address project tasks within agreed upon schedules.
- Consultant's Project Manager was knowledgeable about project elements and able to effectively provide information on work status.
- Consultant conducted themselves in a professional manner and sought consensus with the Project Manager as circumstances required.
- Consultant managed approved subcontractors, associates, and subconsultants in a satisfactory manner.
- Consultant required a minimal amount of supervision/direction to complete the scope of services.

D. WORK SCHEDULES & DEADLINES

- Consultant obtained any needed approvals and decisions from the Agency in a timely manner, thereby permitting the project to flow smoothly and quickly.
- The Consultant kept the Project Manager informed as to the progress of work.
- The Project Manager was informed of any changes in scope, lack of information, or decisions acquired from outside sources that would adversely affect the schedule or would not permit the work to progress in a logical manner.
- Consultant participated and contributed to the decision making process.
- Consultant submitted memos, reports, GIS, models, project notebook, and other supporting documentation to the Agency in a timely manner, per the contract.

- If Consultant requested an extension of time, submission of evidence of the causes for the delay were satisfactory.

E. DATA & REPORT ACCURACY

- Consultant selected and analyzed all data in a systematic and meaningful manner so as to contribute directly in meeting the objectives of the project.
- Consultant clearly described the assumptions and methodology used in the project analysis.
- Draft and final data, memos, reports, maps, plans, models and other deliverables were complete, accurate, and grammatically correct prior to submission to the Agency.
- Consultant presented study findings at public meeting in a professional and accurate manner.
- Consultant addressed the Agency's and Sponsor's draft comments in the final deliverables and developed a record of the report presentations meeting.
- Consultant provided the Agency with data, cost estimates, memos, reports, maps, plans, models and other deliverables that met Agency standards for content and format. The final report, appendices, and executive summary were well organized, clear, and concise, and as applicable, were signed and stamped by a professional engineer and/or geologist licensed in the State of Wyoming.
- Consultant prepared a project notebook containing a description of the assumptions and methodologies used in the project analysis. The notebook was organized in such a way as to allow replication of the steps, calculations, and procedures used by the Consultant to reach conclusions described in the final report.

F. PROJECT BUDGET

- Consultant performed the scope of services within the contract budget.
- If the project tasks approached a budget overrun, the Consultant brought this fact to the attention of the Project Manager in a prompt and timely manner and offered alternative solutions to the budget problems.
- Consultant received authorization from the Project Manager before any work was initiated under the discretionary task.

G. PROJECT INVOICING

- Consultant provided the Agency with mathematically correct and itemized breakdowns of billing charges by task in accordance with contract requirements.
- Hourly rates, reimbursables and other costs submitted agreed with the contract price schedule.
- Supporting documentation for invoices were provided and questions were answered in a timely manner.
- Consultant submitted a brief monthly project progress report outlining the study status, progress, and results to date, regardless of whether or not a billing statement was submitted.

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.