

DOTD Project Evaluation

Evaluator: _____ **Date:** _____
Consultant: _____ **Discipline:** Choose an item. _____
Project #: _____ **Prime/Sub:** Choose an item. _____
PO/Contract #: _____ **Complex (Y/N):** Choose an item. _____
Contract Value: Choose an item. _____

1. Provide a brief description of the project.
2. Explain the technical accuracy of the consultant's deliverables throughout the project.
3. Describe all notable aspects, positive and negative, of the consultant's participation in the project.
4. If the consultant was the prime summarize the management of the project.

PM Section Head / District Administrator

DOTD Project Evaluation

Instructions

1. Evaluation shall only be completed at the completion of the contract/task order deliverables or early termination of contract/task order.
2. Sub-consultant evaluations should only be completed when the sub-consultant has performed enough work to allow an independent assessment of the sub-consultant's performance.
3. Write only as much as needed to convey the entire experience, but limit evaluation to a maximum of 2 pages.
4. Evaluations should be based on fact.
5. All evaluations should include, when applicable, both positive and negative aspects of the consultant's performance.
6. Evaluation is for the firm not individuals within the firm.
7. The Section Head of the evaluator shall sign off on the evaluation and the Section head of the technical discipline being evaluated shall initial #2 acknowledging approval of the technical evaluation.
8. #2- Include, but do not limit discussion to, the number and significance/severity of deliverable errors and/or revisions. Compare and contrast the firm's performance to the generally accepted expectations of professionals performing work for the DOTD.
9. #4- Include, but do not limit discussion to, the timeline, communication, invoicing, budget, and use and management of staff and sub-consultants. Compare and contrast the firm's performance to the generally accepted expectations of professionals performing work for the DOTD.