



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONSULTANT CEI (CCEI) WORK PERFORMANCE
 EVALUATION**

Contract Number:
 Eval Status:

Project Title:

Contract Number:

Prime Consultant:

Sub Consultant:

**Consultant Project Manager
 First Name:**

**Consultant Project Manager
 Last Name:**

Work Type Number:

Work Type Description:

FDOT Project Manager:

**FDOT Project Manager
 Phone Number:**

Hybrid Indicator:

FM Number List:

TOTAL WEIGHTED SCORE FOR ALL QUALITATIVE CRITERIA:

0.0

FDOT Evaluator:	Date:	07/07/2023
FDOT Reviewer 1:	Date:	
FDOT Reviewer 2:	Date:	
FDOT Reviewer 3:	Date:	
FDOT Reviewer 4:	Date:	
FDOT Reviewer 5:	Date:	
FDOT Reviewer 6:	Date:	
FDOT Reviewer 7:	Date:	
FDOT Reviewer 8:	Date:	
FDOT Reviewer 9:	Date:	
FDOT Reviewer 10:	Date:	
FDOT Evaluator General Comments:		

QUALITATIVE CRITERIA

Performance Rating Scale (1-5)

- 1 Unacceptable Performance - Consistently failed to meet expectations
 - 2 Below Satisfactory Performance - Inconsistently met expectations
 - 3 Satisfactory Performance - Consistently met expectations
 - 4 Above Satisfactory Performance - Consistently met, often exceeded expectations
 - 5 Outstanding Performance - Consistently exceeded expectations
-

INSTRUCTIONS:

For each evaluation item below, please rate from 1 to 5 in accordance with the performance rating scale. Ratings in ½ point (0.5) increments between 1 and 5 are permitted. Comments are required for all rating scores less than 3 and greater than 4, but comments are encouraged for all evaluation items rated.

A. Management of CCEI Contract (weight=.12)	Average Score	0.0
---	---------------	-----

Rating Scale: 1 - 5

1. On Full CCEI/Hybrid/Regular Contracts:

Continuously provided CTQP qualified, experienced staff as proposed; was responsive to Department staffing requests; if personnel changes occurred, reasonable efforts were made so that credentials of replacement staff were equal to or exceeded the qualifications of the person (s) originally approved.

2. On Full CCEI/Hybrid/Regular Contracts:

Utilized CEI personal protective equipment at all times as required.

3. On Full CCEI/Hybrid/Regular Contracts:

Compliance with agreed upon DBE/MBE utilization goals and procedures.

4. On Full CCEI/Hybrid/Regular Contracts:

Effectively implemented and administered CCEI QA plan. Continuously assure that inspection personnel is aware of and implementing all requirements of the Statewide Inspection Guide list.

5. On Full CCEI/Hybrid/Regular Contracts:

Utilized CEI staff efficiently based on the Contractors resources and schedule, including staggering and adjusting the CEI staff work hours to meet the Contractor's work plan.

6. For Task Driven Contracts (Districtwide, On-call, GEC type): Responded by the Department deadline whether a task request was accepted. If accepted, promptly developed an understanding of the assignment; prepared and submitted an accurate request package, and dispatched approved, properly equipped personnel when needed, but not prior to receiving authorization. Submitted daily and quantity reports for the management area on the project staffing.

7. For Task Driven Contracts (Districtwide, On-call, GEC type): Provided qualified personnel as requested, covered emergencies and multiple shifts in a timely manner.

8. For Task Driven Contracts (Districtwide, On-call, GEC type): Responsive to requests, communicated with PM/PA, and timely execution of Task Work Orders

9. For Task Driven Contracts (Districtwide, On-call, GEC type): Monitored budget, timeliness of invoicing, properly documented invoices submitted monthly, redistribution of funds.

FDOT Evaluator Section Comments:

B. Issue Identification and Resolution (weight=.14)

Average Score 0.0

Rating Scale: 1 - 5

- 1. Acted proactively when identifying issues by working with various stakeholders including utilities, cities, counties, and the contractor so as to minimize time and cost overruns.**
- 2. Conducted thorough analysis of issues including a review of various alternative solutions with enough detail and back-up to show logic behind alternatives. Provided documentation for time and cost impacts as required by CPAM.**
- 3. Made decisions appropriate with authority and based these decisions on solid logic and enough supporting detail to demonstrate a well-researched effort. Decisions/recommendations consistent with the analysis.**
- 4. Resolved issues in a timely manner so as to eliminate and/or minimize time and cost impacts to the project. Escalated issues to the Department only when efforts towards resolution had reached an impasse, the issues were beyond the consultant's authority, or when project delays could result.**

FDOT Evaluator Section Comments:

1. Provided necessary project information to all project stakeholders.
2. Used an established system to track communications.
3. Scheduled, held, and documented the Pre-Construction Conference, the Monthly Scheduling Meetings, pre-activity meetings on major project activities, and the Progress Meetings (i.e. Submittals, RFI's, Progress/Schedule, MOT, Utilities, CPPR, Outstanding Issues and Claims).
4. Notified Department immediately of issues impacting schedule and costs.
5. Documented oral communications in Daily Reports, logs, or other means.
6. Coordinated with department personnel to ensure effective contract management, with required submittals made timely, in the subscribed format, with no material errors. User IDs requested promptly and access maintained; timesheets signed weekly, if required; sub-consultants paid promptly; contract funds were tracked & reported as requested to avoid rush amendments; out-of-fund conditions, or settlement agreements.
7. Communicated regularly with the Department CPM/Project Administrator and performed QC/QA inspection of staff on longer assignments to ensure the Department needs were being met.
8. Prepared written communications in the form, format, and details required by CPAM, etc. and within the appropriate time frame.

FDOT Evaluator Section Comments:

D. Project Documentation (weight=.13)

Average Score 0.0

Rating Scale: 1 - 5

1. Kept Monthly and Final estimates up to date as the project progressed.
2. Tracked, reviewed and monitored RFI's, shop drawings, contract changes, and other action items to achieve timely resolution.
3. Prepared and organized thorough and complete project documentation including a clear filing system, Daily diaries, claims documentation, Compliance monitoring and documentation, weather letters, and other project records.
4. Input information and documentation into Site Manager, EDMS, and MAC in a timely manner and complied with electronic documentation requirements.
5. Accurately verified pay items.
6. Contract modifications submitted are clear, accurate and include sufficient backup documentation.

FDOT Evaluator Section Comments:

E. Effective Administration of the Construction Contract (weight=.24)

Average Score 0.0

Rating Scale: 1 - 5

1. Administered the contract according to the plans, specifications and Contract provisions. Provide clear and timely interpretation of contract documents to Contractor.
2. Reviewed, approved, and monitored the contractor's QC plan. Took action when necessary. Verified that materials used by the Contractor substantially conformed to plans, specifications and contract provisions.
3. Provided daily inspection and testing services as required by the contract and shared results with the Contractor. Reviewed Contractor's QC results, compared to VT results and took appropriate actions.
4. The estimate (Monthly or Final) is true and correct as determined by the Consultant's reasonable and independent investigation and measurements.
5. Effectively and accurately administered the CPPR to hold the Contractor accountable for performance. Explained criteria at the pre-construction conference, discussed at the progress meetings and maintained accurate records. Utilized the CPPR process effectively to encourage Contractor to take full responsibility for quality at all levels and to properly document those items if they did not. When warranted, withheld estimates and issued verbal warnings, deficiency warning letters, and deficiency letters as appropriate. Ensure all verbal warnings, deficiency warning letters, and deficiency letters are clearly documented on the Daily Work Reports.

FDOT Evaluator Section Comments:

F. Permit Monitoring (weight=.09) Average Score 0.0

Rating Scale: 1 - 5

- 1. Monitored, verified, and documented that all permit conditions were met.**

- 2. Monitored and verified the Contractor's submittals were prepared and submitted in accordance with the contract documents/permits.**

- 3. Documented and proactively worked with the Contractor, EOR, and Permit Agencies to resolve environmental issues in a timely manner.**

FDOT Evaluator Section Comments:

G. Proactive in Regard to Public Concerns (weight=.09) Average Score 0.0

Rating Scale: 1 - 5

- 1. Provided current updates and advance notification of traffic shifts, durations, and impacts to residencies, businesses, emergency services and other entities along the project right-of-way.**

- 2. Prepared, maintained, and distributed an emergency contact list of key Department, Consultant, and Contractor personnel, and used it appropriately.**

- 3. Logged, documented, tracked, and took appropriate action on all public initiated inquiries from first contact through disposition or resolution. Participate on public related meeting to assist PIO with distributing information and answering questions related to the project impacts on stakeholders.**

- 4. Coordinated with the District Public Information Office, providing relevant data as requested for newsletters, media releases, public meetings, brochures, etc.**

- 5. Monitored that business, resident and pedestrian accesses were maintained and the signage was placed in accordance with all governing documents, and took appropriate action when necessary.**

FDOT Evaluator Section Comments:

H. Effect on Construction Cost and Time (weight=.10)

Average Score 0.0

Rating Scale: 1 - 5

1. Schedule submittals were reviewed in accordance with specifications and the Contract. Reviewed the schedule monthly, met with the Contractor monthly to discuss the schedule, and took appropriate action when construction fell behind schedule in accordance with the critical path to minimize delay to the project.

2. Verified the utility relocations were properly shown in the schedule, attempted to get the utility companies to buy into the schedule and consistently tracked and communicated with utilities to ensure that the utility companies complied with their schedules. Took appropriate actions when schedules were not met.

FDOT Evaluator Section Comments:

Interim or Final Evaluation? Interim