



**PASCO COUNTY BOARD OF COUNTY COMMISSIONERS
CONSULTANT PERFORMANCE EVALUATION
Professional Service (Engineering/Architectural) Projects**

The Purchasing Department would like your opinion of this Consultant. This evaluation will be kept on file in the Purchasing Department and referred to when recommending future contracts.

This information will also be shared with the Consultant to inform them of commendable as well as deficient areas in their service.

GENERAL INFORMATION

Department Name:

Project Manager Name:

Email: Tele. #

Consultant Being Evaluated:

This is a Preliminary Evaluation; Final Evaluation

RFP/RSQ/IFB Number:

Project Name and Location:

Scope of Work:

Contract Start Date: ___/___/___ Contract End Date: ___/___/___

Actual Completion Date: ___/___/___ Liquidated Damages Assessed: Yes No

Total Number of Change Orders: _____ Total Liquidated Damages Assessed: _____

Total Number of Change Orders (Errors and Omissions): _____

Total Number of Change Orders (Customer Requested): _____

Total Number of Change Orders (Unforeseen): _____

Original Contract Cost:
 \$

Final Contract Cost [Including Change Orders]:

\$

NOTE: Scores of 2 or below must include additional information in the box provided.

Phase (s): **Planning** **Design** **Construction Services** **Other**

	Rating Scale:				
	Poor		Average		Excellent
Thoroughness of site investigation	1	2	3	4	5
<input type="text"/>					
Quality of briefings and presentations	1	2	3	4	5
<input type="text"/>					
Quality of design/Free of errors and omissions	1	2	3	4	5
<input type="text"/>					
Compliance with laws, ordinances, and regulations	1	2	3	4	5
<input type="text"/>					
Provide deliverables in conformance with contract requirements	1	2	3	4	5
<input type="text"/>					
Reports and recommendations clear and concise	1	2	3	4	5
<input type="text"/>					
Accurate and timely meeting minutes	1	2	3	4	5
<input type="text"/>					
Adherence to allotted budget	1	2	3	4	5
<input type="text"/>					
Adherence to schedule	1	2	3	4	5
<input type="text"/>					
Staffing and resources	1	2	3	4	5
<input type="text"/>					
Deliverables clear and accurate	1	2	3	4	5
<input type="text"/>					
Problem Resolution	1	2	3	4	5
<input type="text"/>					
Management of sub-consultant work	1	2	3	4	5
<input type="text"/>					
Cooperativeness	1	2	3	4	5
<input type="text"/>					
Professional conduct	1	2	3	4	5
<input type="text"/>					

Overall Performance

1 2 3 4 5

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Specific comments:

Would you recommend this Consultant for another County project? Yes No, please explain

NOTICE TO CONSULTANTS: Consultant shall, within 30 days, submit a written response to the Purchasing Department disputing any information contained in this Evaluation and setting forth any additional information concerning the building project or the oversight of the contract by the public agency that may be relevant to the evaluation of the contractor's performance.

Evaluated by:

Reviewed by:

Signature Date

Department Director/Division Head Date

Approved by:

Purchasing Director Date