

## Negotiations

Negotiations	
In the subject line above input Negotiations Professional Evaluation	
General Scoring Guidance	
A score of 1 indicates the professional did not satisfactory meet expectations as related to the subject matter of the evaluation criteria. A score of 3 indicates the Professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria A score of 5 indicates the Professional performed over and above expectations as related to the subject matter of the evaluation criteria A score of 1 or 5 requires a written comment explaining the score. For a score of 3, the required comment can be "N/A" since all expectations were met, or at the DPM's option a written comment can be provided to support the score.	
Timeliness Scoring Guidance: The Professional is expected to meet the schedule established with the DPM during the negotiations phone call. Milestones met should include such items as the initial delivery of the PSANS process and proposal and resubmission of the PSANS if changes are required. A small deviation of +/- 3 days should still be considered acceptable.	
1. Timeliness - Has the Professional met the established Negotiations schedule?:	1 - Didn't meet schedule 3 - Met schedule (within + or - 3 days) 5 - Ahead of schedule
* Timeliness Rating:	-- Please select an option --
* Timeliness Comment:	
Quality Scoring Guidance: The Professional is expected to submit a Proposal that is clear, concise, and includes all of the required information. The Professional is also expected to understand and complete the PSANS correctly. Having to make changes to the Proposal or to the PSANS fields no more than two times should still be considered acceptable.	
2. Quality - Was the proposal/process complete?:	1 - Unsatisfactory (Sent back to Professional more than twice) 3 - Satisfactory (Sent once or twice back to Professional) 5 - Excellent (Moved forward without being sent back to the Professional)
* Quality Rating:	-- Please select an option --
* Quality Comment:	
Negotiations Scoring Guidance: The Professional is expected to submit a reasonable fee and be willing to negotiate with the DPM or be able to justify the amount based on the described project scope.)	
3. Negotiations - Was the Professional willing to discuss their fee and services?:	1 - Not willing to discuss 3 - Willing to discuss 5 - No discussion required
* Negotiations Rating:	-- Please select an option --
* Negotiations Comment:	
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## Design Development or 50% Design Complete

### Design Development

In the subject line above input Design Development of 50% Design Professional Evaluation

#### General Scoring Guidance

A score of 1 indicates the professional did not satisfactory meet expectations as related to the subject matter of the evaluation criteria.

A score of 3 indicates the Professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria

A score of 5 indicates the Professional performed over and above expectations as related to the subject matter of the evaluation criteria

A score of 1 or 5 requires a written comment explaining the score.

For a score of 3, the required comment can be "N/A" since all expectations were met, or at the DPM's option a written comment can be provided to support the score.

**Timeliness Scoring Guidance:** The Professional is expected to adhere to the design schedule established with the DPM at the beginning of the project or as modified with a Professional Schedule Revision Request process in e-Builder. Milestones met should include such items as design submissions, work orders, permit and approval applications, utility service confirmations/agreement information, monthly progress reports, meeting minutes, etc. A small deviation of +/- 3 days should still be considered acceptable.

1. Timeliness - Is the Professional meeting the committed to Design schedule?:

1 - Behind Schedule  
3 - On Schedule (within + or - 3 days)  
5 - Ahead of schedule

\* Timeliness Rating:

-- Please select an option --

\* Timeliness Comment:

**Quality Scoring Guidance:** The Professional's design is expected to meet the Conditions of Satisfaction established in the PDS or the Client Agency's project goals described in the Project Program Statement and/or Agreement Attachment 1. A Professional's design that goes above and beyond the Conditions of Satisfaction or project goals should be considered exceptional.

2. Quality - Is the Professional meeting the Conditions of Satisfaction and/or project goals?:

1 - Not meeting all conditions/project goals  
3 - Meeting all conditions/project goals  
5 - Exceeding conditions/project goals (providing additional value)

\* Quality Rating:

-- Please select an option --

\* Quality Comment:

**Invoices Scoring Guidance:** The Professional is expected to correctly submit all invoices, including both basic services and work orders, in e-Builder. Having to return more than 10% of these invoices should be considered unacceptable.

3. Invoices - What percentage of Professional invoices were incorrect and required revision?:

1 - Over 10% required revision  
3 - 10% and under required revision  
5 - 0% required revision

\* Invoices Rating:

-- Please select an option --

\* Invoices Comment:

**Budget Scoring Guidance:** The Professional is expected to design to the budget. If this is a typical project, they should be designing to the guidelines included in the PPM. If this is a Lean project, they should be working with the third-party cost estimator to meet the established Target Value. Note, in rare situations when Base Bid #1 must be less than 90% and this is outside the control of the Professional, this should be considered acceptable.

4. Budget - Has the Professional controlled cost and optimized the budget?:

1 - Base Bid #1 is less than 90% or over 95% of current construction budget or More than 2% over or under the Target Value  
3 - Base Bid #1 is between 90% - 95% of current construction budget or Within 2% of the Target Value

\* Budget Rating:

-- Please select an option --

\* Budget Comment:

**Communication Scoring Guidance:** The Professional is expected to clearly and satisfactorily communicate in a timely fashion with all project stakeholders. Communication should include, but not limited to, written correspondence, verbal interaction at meetings and conference calls, graphics, meeting minutes, and reports.

5. Communication - How is the Professional's communication with project stakeholders? (Responsiveness, Promptness, Clarity):

1 - Unsatisfactory  
3 - Satisfactory  
5 - Excellent

\* Communications Rating:

-- Please select an option --

\* Communications Comment:

Sufficient Alternatives Scoring Guidance: The Professional is expected to present design options and alternatives as needed at the appropriate times during design. This could include design options presented during the Programming/Schematic Design phase and/or design alternatives proposed to keep the design on budget.

6. Sufficient Alternatives - Did the Professional provide options/alternatives for evaluation?:	1 - No options/alternatives where provided 3 - Sufficient options/alternatives where provided 5 - Innovative options/alternatives where provided
* Sufficient Alternatives Rating:	-- Please select an option --
* Sufficient Alternatives Comment:	

Project Procedures Manual (Rules) Scoring Guidance: The Professional is expected to read, understand, and be in general compliance with the guidelines, policies, and procedures identified in the PPM or as agreed upon at the beginning of the project for Lean project. Having to occasionally correct the Professional or guide them to a certain part of the PPM should be considered acceptable.

7. Project Procedures Manual (Rules) - Did the Professional follow the Project Procedures Manual (Rules)?:	1 - Yes 3 - No
* Project Procedures Manual (Rules) Rating:	-- Please select an option --
* Project Procedures Manual (Rules) Comment:	

To complete this form hit Post Form button located on the top of the form, once posted go back into the form and hit Close. All forms will be stored in the Forms Module of the project.

# 100% Design Complete

100% Design

In the subject line above input 100% Design Professional Evaluation

### General Scoring Guidance

A score of 1 indicates the professional did not satisfactorily meet expectations as related to the subject matter of the evaluation criteria.

A score of 3 indicates the Professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria

A score of 5 indicates the Professional performed over and above expectations as related to the subject matter of the evaluation criteria

A score of 1 or 5 requires a written comment explaining the score.

For a score of 3, the required comment can be "N/A" since all expectations were met, or at the DPM's option a written comment can be provided to support the score.

**Timeliness Scoring Guidance:** The Professional is expected to adhere to the design schedule established with the DPM at the beginning of the project or as modified with a Professional Schedule Revision Request process in e-Builder. Milestones met should include such items as design submissions, work orders, permit and approval applications, utility service confirmations/agreement information, monthly progress reports, meeting minutes, etc. A small deviation of +/- 3 days should still be considered acceptable.

1. Timeliness - Has the Professional met the committed to Design schedule?:

1 - Behind Schedule  
3 - On Schedule (within + or - 3 days)  
5 - Ahead of schedule

\* Timeliness Rating:

-- Please select an option --

\* Timeliness Comment:

**Quality Scoring Guidance:** The Professional's design is expected to meet the Conditions of Satisfaction established in the PDS or the Client Agency's project goals described in the Project Program Statement and/or Agreement Attachment 1. A Professional's design that goes above and beyond the Conditions of Satisfaction or project goals should be considered exceptional.

2. Quality - Has the Professional met the Conditions of Satisfaction and/or project goals?:

1 - Not met all conditions/project goals  
3 - Met all conditions/project goals  
5 - Exceeded conditions/project goals (provided additional value)

\* Quality Rating:

-- Please select an option --

\* Quality Comment:

**Invoices Scoring Guidance:** The Professional is expected to correctly submit all invoices, including both basic services and work orders, in e-Builder. Having to return more than 10% of these invoices should be considered unacceptable.

3. Invoices - What percentage of Professional invoices were incorrect and required revision?:

1 - Over 10% required revision  
3 - 10% and under required revision  
5 - 0% required revision

\* Invoices Rating:

-- Please select an option --

\* Invoices Comment:

**Budget Scoring Guidance:** The Professional is expected to design to the budget. If this is a typical project, they should be designing to the guidelines included in the PPM. If this is a Lean project, they should be working with the third-party cost estimator to meet the established Target Value. Note, in rare situations when Base Bid #1 must be less than 90% and this is outside the control of the Professional, this should be considered acceptable.

4. Budget - Has Professional controlled cost and optimized the budget?:

1- Base Bid #1 is less than 90% or over 95% of current construction budget or More than 2% over or under the Target Value  
3- Base Bid #1 is between 90% - 95% of current construction budget or Within 2% of the Target Value

\* Budget Rating:

-- Please select an option --

\* Budget Comment:

**Communication Scoring Guidance:** The Professional is expected to clearly and satisfactorily communicate in a timely fashion with all project stakeholders. Communication should include, but not limited to, written correspondence, verbal interaction at meetings and conference calls, graphics, meeting minutes, and reports.

5. Communication - How is the Professional's communication with project stakeholders? (Responsiveness, Promptness, Clarity...):

1 - Unsatisfactory  
3 - Satisfactory  
5 - Excellent

\* Communications Rating:

-- Please select an option --

\* Communications Comment:

Sufficient Alternatives Scoring Guidance: The Professional is expected to present design options and alternatives as needed at the appropriate times during design. This could include design options presented during the Programming/Schematic Design phase and/or design alternatives proposed to keep the design on budget.

6. Sufficient Alternatives - Did the Professional provide options/alternatives for evaluation?:

1 - No options/alternatives where provided  
3 - Sufficient options/alternatives where provided  
5 - Innovative options/alternatives where provided

\* Sufficient Alternatives Rating:

-- Please select an option --

\* Sufficient Alternatives Comment:

Project Procedures Manual (Rules) Scoring Guidance: The Professional is expected to present design options and alternatives as needed at the appropriate times during design, including design alternatives proposed to keep the design on budget. If no options or alternatives were required since the last evaluation, provide a score of 3 and explain the score in the comment section.

7. Project Procedures Manual (Rules) - Did the Professional follow the Project Procedures Manual (Rules)?:

1 - Yes  
3 - No

\* Project Procedures Manual (Rules) Rating:

-- Please select an option --

\* Project Procedures Manual (Rules) Comment:

To complete this form hit the Post Form button located on the top of the form, once posted go back into the form and hit Close. All forms will be stored in the Forms Module of the project.

# Bid Opening

<b>Bid Opening</b>	
In the subject line above input Bid Opening Professional Evaluation	
General Scoring Guidance	
A score of 1 indicates the professional did not satisfactory meet expectations as related to the subject matter of the evaluation criteria. A score of 3 indicates the Professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria A score of 5 indicates the Professional performed over and above expectations as related to the subject matter of the evaluation criteria A score of 1 or 5 requires a written comment explaining the score. For a score of 3, the required comment can be "N/A" since all expectations were met, or at the DPM's option a written comment can be provided to support the score.	
Estimating Scoring Guidance: The Professional is expected to accurately estimate their design to maximize the budget. Bids that come in over budget or way under budget should be considered unacceptable. Bids that come in just under budget should be considered exceptional. For Lean projects with a third-party cost estimator, provide a score of 3 and explain the score in the comment section.	
1. Estimating - How were the bids relative to the current construction budget?:	1 - Project can't be awarded or the awarded base bid is less than 90% or over 100% of current construction budget. 3 - Awarded base bid is between 90%-95% of the current construction budget 5 - Awarded base bid is between 95%-100% of the current construction budget
* Estimating Rating:	-- Please select an option --
* Estimating Comment:	
Magnitude of Addenda Scoring Guidance: The Professional is expected to complete and fully coordinate their design prior to bidding. Addenda should primarily be used to respond to RFI's and clarify the bid documents. For most projects, issuing two to four addenda with minimal modifications to the drawings/specifications and minimal issuance of complete drawings or specs should be considered acceptable. Issuing a large quantity of drawings or specs or designing/redesigning the project during bidding should be considered unacceptable.	
2. Magnitude of Addenda - Size, number, and content of addenda (Use discretion based on project size):	1 - Unsatisfactory 3 - Satisfactory 5 - Excellent
* Magnitude of Addenda Rating:	-- Please select an option --
* Magnitude of Addenda Comment:	
Bid Extensions Scoring Guidance: The Professional is expected to issue addenda in a reasonable and timely manner so bidders have sufficient time to review and adjust their bids appropriately. Having to issue a bid extension because the Professional didn't address all reasonable RFI's quickly enough or if they issued an addendum with significant changes too near the bid date should be considered unacceptable.	
3. Bid Extensions - Were there bid extension(s) attributable to the Professional?:	1 - Yes, extension due to the Professional 3 - No, extension due to the Professional
* Bid Extensions Rating:	-- Please select an option --
* Bid Extensions Comment:	
Timeliness Scoring Guidance: The Professional is expected to adhere to the project schedule established with the DPM at the beginning of the project or as modified with a Professional Schedule Revision Request process in e-Builder. A deviation of +/- 14 days should still be considered acceptable.	
4. Timeliness - Has the Professional met the established schedule for bidding?:	1 - Didn't meet schedule due to Professional performance 3 - Met schedule (within + or - 14 days) 5 - Ahead of schedule
* Timeliness Rating:	-- Please select an option --
* Timeliness Comment:	
To complete this form hit Post Form button located on the top of the form, once posted go back into the form and hit Close. All forms will be stored in the Forms Module of the project.	

# 50% Construction Complete

50% Construction

In the subject line above input 50% of Original Construction Duration Professional Evaluation	
General Scoring Guidance	
<p>A score of 1 indicates the professional did not satisfactory meet expectations as related to the subject matter of the evaluation criteria.                      A score of 3 indicates the Professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria                      A score of a 1 requires a written comment explaining the score.                      For a score of 3, the required comment can be "N/A" since all expectations were met, or at the APC's option a written comment can be provided to support the score.</p>	
<p>Coordination Scoring Guidance: The Plans and specifications are expected to be sufficiently detailed and accurate enough for the Contractors to satisfactorily perform their scope of work with minimal clarifications or RFI's needed from the Professional. Factors such as but not limited to the value of the project, the size of the project, the duration of the project, and the complexity of the project should be considered when answering this question.</p>	
<p>1. Coordination - Are there conflicts in the plans and specifications that impact the work between the prime contractors?                      * Coordination Rating:                      * Coordination Comment:</p>	<p>1 - Yes, many; the project schedule and Contractor progress were impacted requiring re-sequencing of the critical path and/or extending the project completion date.                      3 - Some; the project schedule and Contractor progress were minimally impacted but critical path and project completion date were not affected.                      5 - Very few; project schedule and Contractor performance were not affected in any way.</p> <p>-- Please select an option --</p>
<p>Representation Scoring Guidance: The Professional is expected to provide a representative at all job conferences that is capable, qualified and authorized to answer all questions related to the professional oversight of the project design. Factors such as but not limited to personal emergencies or weather related travel restrictions should be considered when answering this question.</p>	
<p>2. Representation - Did the Professional send representatives to all job conferences and meetings who were capable and qualified to answer questions relating to the project design?                      * Representation Rating:                      * Representation Comment:</p>	<p>1 - There were three or more job conferences that the Professional did not have a capable and qualified representative present.                      3 - There were no more than two job conferences that the Professional did not have a capable and qualified representative present.                      5 - There were no job conferences that the Professional did not have a capable and qualified representative present.</p> <p>-- Please select an option --</p>
<p>3. Site Visits and Reports - Did the Professional visit the site after each Job Conference and provide the Professionals Site Visit Reports in accordance with the terms of the Agreement?                      * Site Visits and Reports Rating:                      * Site Visits and Reports Comment:</p>	<p>1 - No                      3 - Yes</p> <p>-- Please select an option --</p>
<p>Submittals Scoring Guidance - The Professional is expected to review submittal data in fourteen calendar days or less, or as is necessary to sufficiently investigate complex items, but in all cases, the Professional shall not cause delay to the Contractors performance of their scope of work by failing to or being tardy in the review submittal data. Factors such as but not limited to the complexity of the submittal data, the value of the project, the size of the project, the duration of the project, and the complexity of the project should be considered when answering this question.</p>	
<p>4. Submittals - Did the Professional review and respond in a timely manner to contractors' submittals?                      * Submittals Rating:                      * Submittals Comment:</p>	<p>1 - There were three or more standard, non-complex submittals that the Professional did not review and respond to the Contractor in the required 14 calendar day duration.                      3 - There were no more than two standard, non-complex submittals that the Professional did not review and respond to the Contractor in the required 14 calendar day duration.                      5 - The Professional reviewed and responded to all standard, non-complex submittals in the required 14 calendar day duration.</p> <p>-- Please select an option --</p>
<p>5. Responsiveness - Did the Professional review and respond in a timely manner to the Contractors' Schedule of Values and Master Schedule?                      * Responsiveness Rating:                      * Responsiveness Comment:</p>	<p>1 - No                      3 - Yes</p> <p>-- Please select an option --</p>
<p>6. Timeliness and Completeness of As-Built Drawings - Did the Professional routinely confirm that all Prime Contractors have been regularly updating their as-built drawings?                      * Timeliness and Completeness of As-Built Drawings Rating:                      * Timeliness and Completeness of As-Built Drawings Comment:</p>	<p>1 - No                      3 - Yes</p> <p>-- Please select an option --</p>
<p>e-Builder Proficiency Scoring Guidance: The Professional is expected to have or develop and demonstrate adequate proficiency in the use of eBuilder in performing their oversight of the project in matters such as but not limited to RFI responses, Submittal review, Material Testing results review, Schedules of Value review, punchlist generation/review that is accurate and timely requiring progressively minimal assistance from the Department. Factors such as but not limited to the value of the project, the size of the project, the duration of the project, and the complexity of the project should be considered when answering this question.</p>	
<p>7. e-builder Proficiency - Has the Professional developed and demonstrated an adequate proficiency using the Departments construction management software system; e-Builder?                      * e-builder Proficiency Rating:                      * e-builder Proficiency Comment:</p>	<p>1 - No - the Professional requires significant and continual assistance in the use of e-Builder.                      3 - Progressing - the Professional requires some assistance in the use of e-Builder and their proficiency is steadily improving.                      5 - Yes - the Professional requires minimal assistance in the use of eBuilder and their proficiency is demonstrated by their consistently accurate and timely oversight of the project.</p> <p>-- Please select an option --</p>
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# 100% Construction Complete

100% Construction	
In the subject line above input Last Final Inspection Professional Evaluation	
General Scoring Guidance	
<p>A score of 1 indicates the professional did not satisfactorily meet expectations as related to the subject matter of the evaluation criteria.</p> <p>A score of 3 indicates the Professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria.</p> <p>A score of a 1 requires a written comment explaining the score.</p> <p>For a score of 3, the required comment can be "N/A" since all expectations were met, or at the APC's option a written comment can be provided to support the score.</p>	
Coordination Scoring Guidance: The Plans and specifications are expected to be sufficiently detailed and accurate enough for the Contractors to satisfactorily perform their scope of work with minimal clarifications needed from the Professional. Factors such as but not limited to the value of the project, the size of the project, the duration of the project, and the complexity of the project should be considered when answering this question.	
<p>1. Coordination - Are there conflicts in the plans and specifications that impact the work between the prime contractors?:</p> <p>* Coordination Rating:</p> <p>* Coordination Comment:</p>	<p>1 - Yes, many; the project schedule and Contractor progress were impacted requiring re-sequencing of the critical path and/or extending the project completion date.</p> <p>3 - Some; the project schedule and Contractor progress were minimally impacted but critical path and project completion date were not affected.</p> <p>5 - Very few; project schedule and Contractor performance were not affected in any way.</p> <p>-- Please select an option --</p>
Representation Scoring Guidance: The Professional is expected to provide a representative at all job conferences that is capable, qualified and authorized to answer all questions related to the professional oversight of the project design. Factors such as but not limited to personal emergencies or weather related travel restrictions should be considered when answering this question.	
<p>2. Representation - Did the Professional send representatives to all job conferences and meetings who were capable and qualified to answer questions relating to the project design?:</p> <p>* Representation Rating:</p> <p>* Representation Comment:</p>	<p>1 - There were five or more job conferences that the Professional did not have a capable and qualified representative present.</p> <p>3 - There were no more than two job conferences that the Professional did not have a capable and qualified representative present.</p> <p>5 - There were no job conferences that the Professional did not have a capable and qualified representative present.</p> <p>-- Please select an option --</p>
<p>3. Site Visits and Reports - Did the Professional visit the site and provide the Professionals Site Visit Reports in accordance with the terms of the Agreement?:</p> <p>* Site Visits and Reports Rating:</p> <p>* Site Visits and Reports Comment:</p>	<p>1 - No</p> <p>3 - Yes</p> <p>-- Please select an option --</p>
Submittals Scoring Guidance - The Professional is expected to review submittal data in fourteen calendar days or less, or as is necessary to sufficiently investigate complex items, but in all cases, the Professional shall not cause delay to the Contractors performance of their scope of work by failing to or being tardy in the review submittal data. Factors such as but not limited to the complexity of the submittal data, the value of the project, the size of the project, the duration of the project, and the complexity of the project should be considered when answering this question.	
<p>4. Submittals - Did the Professional review and respond in a timely manner to contractors' submittals?:</p> <p>* Submittals Rating:</p> <p>* Submittals Comment:</p>	<p>1 - There were five or more standard, non-complex submittals that the Professional did not review and respond to the Contractor in the required 14 calendar day duration.</p> <p>3 - There were no more than two standard, non-complex submittals that the Professional did not review and respond to the Contractor in the required 14 calendar day duration.</p> <p>5 - The Professional reviewed and responded to all standard, non-complex submittals in the required 14 calendar day duration.</p> <p>-- Please select an option --</p>
<p>5. Responsiveness - Did the Professional review and respond in a timely manner to the Contractors' Schedule of Values and Master Schedule?:</p> <p>* Responsiveness Rating:</p> <p>* Responsiveness Comment:</p>	<p>1 - No</p> <p>3 - Yes</p> <p>-- Please select an option --</p>
<p>6. Timeliness and Completeness of As-Built Drawings - Did the Professional routinely confirm that all Prime Contractors have been regularly updating their as-built drawings?:</p> <p>* Timeliness and Completeness of As-Built Drawings Rating:</p> <p>* Timeliness and Completeness of As-Built Drawings Comment:</p>	<p>1 - No</p> <p>3 - Yes</p> <p>-- Please select an option --</p>
e-Builder Proficiency Scoring Guidance: The Professional is expected to have or develop and demonstrate adequate proficiency in the use of eBuilder in performing their oversight of the project in matters such as but not limited to RFI responses, Submittal review, Material Testing results review, Schedules of Value review, punchlist generation/review that is accurate and timely requiring progressively minimal assistance from the Department. Factors such as but not limited to the value of the project, the size of the project, the duration of the project, and the complexity of the project should be considered when answering this question.	
<p>7. e-builder Proficiency - Has the Professional developed and demonstrated an adequate proficiency using the Departments construction management software system; e-Builder?:</p> <p>* e-builder Proficiency Rating:</p> <p>* e-builder Proficiency Comment:</p>	<p>1 - No - the Professional requires significant and continual assistance in the use of eBuilder.</p> <p>3 - Progressing - the Professional requires some assistance in the use of eBuilder and their proficiency is steadily improving.</p> <p>5 - Yes - the Professional requires minimal assistance in the use of eBuilder and their proficiency is demonstrated by their consistently accurate and</p> <p>-- Please select an option --</p>
<p>To complete this form hit Post Form button located on the top of the form, once posted go back into the form and hit Close. All forms will be stored in the Forms Module of the project.</p>	