



Consultant Evaluation Form

Contract * PIN Project Number

Project Location

Selection Status

Scope Description Work Discipline

Acting As Consultant PM *
UDOT PM

Firm Evaluation Type * Please select a value... ▼

Local Government LG PM

Select the categories to be evaluated

Only complete the sections you are evaluating. There is no need to calculate the category score or the overall evaluation score at the end, as Interchange will figure scores when entered when entered.

- | | | |
|--|---|--|
| General Management <input checked="" type="checkbox"/> | Construction Engineering Management <input checked="" type="checkbox"/> | Design <input checked="" type="checkbox"/> |
| Acting as UDOT PM <input checked="" type="checkbox"/> | Post Construction for Design <input checked="" type="checkbox"/> | Local Government <input checked="" type="checkbox"/> |
| Environmental Services <input checked="" type="checkbox"/> | Public Involvement <input checked="" type="checkbox"/> | Right of Way <input checked="" type="checkbox"/> |

General Management

1. Manages **RESOURCES** effectively (contract administration, milestones, tasks, subconsultants, schedules, progress reports, invoices, payments).
2. Develops, implements, follows and documents a **QUALITY CONTROL / QUALITY ASSURANCE PLAN** (scope of services).
3. **COMMUNICATES** effectively with the Project Team, subconsultants, stakeholders, and the public (meetings, scope, schedule, budget, progress of project, milestones, invoices, changes).
4. Manages **CONTRACT BUDGET** effectively.
5. **NEGOTIATES** the contract and modifications in a fair, collaborative and open manner.

6. Understands and conforms to **UDOT POLICY**, procedures, standards, manuals of instruction and, if applicable, federal-aid requirements.

7. Develops updates and meets a realistic **SCHEDULE** for the project and scope of services.

8. Ability to anticipate and **ADAPT** to changes.

Category Score

Acting As UDOT Project Manager

1. Identifies tracks and manages **RISK** and develops mitigation strategies.

2 Fosters a team environment that finds **INNOVATIVE SOLUTIONS** to project challenges.

3. Effectively manages the **PROJECT BUDGET**.

4. Defines **PROJECT SCOPE** and manages the team to deliver that scope.

5. Exhibits strong **LEADERSHIP** (communications, collaboration, vision, etc.).

Category Score

Construction Engineering Management

1. **PARTNERS** effectively with contractor, subconsultants, UDOT, Local Agency (if applicable), utilities and adjacent property owners.

2. Performs and documents in a timely manner quality **MATERIALS TESTING** and **INSPECTION** consistent with UDOT standards.

3. Ensures contractor **COMPLIES** with the construction contract.

4. Monitors and supports a **SAFE** work environment for project personnel and the public.

5. Timely and accurate **CONTRACT ADMINISTRATION** (change orders, progress payments, process reviews,

6. Effectively **OVERSEES** project construction functions independently with minimal guidance from District Engineer and Project Manager, etc.).

Category Score

Environmental Services

1. Prepares a **QUALITY** environmental document.

2. Understands and conforms to the **NEPA PROCESS** and other state and federal laws (Section 106, 4(f), Endangered Species Act, Clean Water Act).

3. Proposes innovative **SOLUTIONS** to environmental challenges.

4. Develops and follows a quality **PUBLIC INVOLVEMENT** plan.

5. Maintains a **COLLABORATIVE** atmosphere.

6. Develops, implements, follows and documents a **QUALITY CONTROL/QUALITY ASSURANCE** process (discipline specific).

Category Score

Post Construction for Design

1. Provides timely and effective **DESIGN SUPPORT** during construction.

2. Actively **INVOLVED** during the construction phase (meeting attendance, shop drawing review, transfer of project commitments).

3. Produced a **HIGH QUALITY** plan set (accurate quantities, minimum design changes during construction, minimal design-related change orders).

Category Score

Public Involvement

1. **TIMELY** response to stakeholder inquiries.

2. **COORDINATION** with the project team (UDOT, Local Gov., contractor, etc.).

3. Provided **PROACTIVE** approach to public information and media relations.

4. Updates UDOT's **SOCIAL MEDIA AND WEBSITE** in a timely manner.

Category Score

Local Government

1. Understands and demonstrates knowledge of federal and state **REGULATIONS**.

2. Consultant **COMMUNICATES** effectively with Local Government officials.

3. Consultant produces **QUALITY DELIVERABLES**.

4. Understands and follows the Local Government project **DELIVERY PROCESS**.

5. Manages **BUDGET** effectively (scope of services and project, progress reports, subconsultants, invoices, modification requests).

6. Develops and meets a realistic **SCHEDULE** for the project and scope of services.

Category Score

Design for: Roadway/Structures/Right of Way/Drainage

1. Follows **UDOT DESIGN PROCESS** (knowledge of Federal/State/industry standards, project delivery network (PDN), etc.).

2. Design fulfills the project mitigation **COMMITMENTS** (environmental, right of way, utility, railroad, etc.).

3. Design adheres to UDOT's **EMPHASIS AREAS**.

4. Develops quality **DELIVERABLES** (plans, specifications, estimates, reports).

5. Delivers a product that effectively applies **INNOVATIVE SOLUTIONS** to project challenges within the project requirements (scope, schedule and budget).

6. Develops implements, follows and documents a **QUALITY CONTROL/QUALITY ASSURANCE** process (discipline specific).

7. Maintains a **COLLABORATIVE** atmosphere.

Right of Way

1. As the ROW Lead Agent (Complex and/or Non-Complex), Manages **RESOURCES** effectively (contract administration, milestones, task, subconsultants, schedules, progress reports, invoices, payments).
2. As the ROW Lead Agent (Complex and/or Non-Complex), Manages **BUDGET** effectively (scope and services and projects).
3. Understands and demonstrates a working knowledge of the federal and state **REGULATIONS** and is efficient and effective in implementing the UDOT Right of Way Operations Manual.
4. **NEGOTIATES** the contract and modifications in a fair, collaborative and open manner.
5. **COMMUNICATES** effectively with the Project Team, Landowners, Tenants and Stakeholders.
6. Performs and documents in a timely manner all **ACQUISITIONS** consistent with UDOT Policies and Procedures.
7. Performs and documents in a timely manner all **RELOCATIONS** consistent with UDOT Policies and Procedures.
8. Performs and documents in a timely manner all **APPRAISALS** consistent with UDOT Policies and Procedures.
9. Performs and documents in a timely manner all **APPRAISAL REVIEWS** consistent with UDOT Policies and Procedures.
10. WILLINGNESS to follow direction from UDOT Staff.

Category Score

Comments

Scale	Rating Description	Expected Occurrence
9.0 -10	Deliverables are exceptional with minimal UDOT direction; seeks opportunities for self-improvement; models, coaches and inspires excellent service; owns project problems and offers analysis of resolution options.	Rare (< 5%)
6.5 – 8.9	Deliverables are above average with routine UDOT direction; frequently checks in on status of service and provides consistent quality service; identifies project problems in advance and offers timely alternative options.	Occasional (20%)
4.0 – 6.4	Deliverables are adequate and meet standards with routine UDOT direction. The proposer provides expected service and quality checks required by the contract; helps to analyze and resolve problems as they occur.	Frequent (50% or >)
2.0 – 3.9	Deliverables eventually meet minimum standards with frequent UDOT coaching required and needs improvements; provided mediocre service, rarely checking for feedback; unaware of problems until discovery by others, then provides weak solution analysis. A comment is required.	Occasional (20%)
0 – 1.9	Deliverables are unacceptable and fails to meet expectations in the stated requirements of this project, even with frequent UDOT coaching; rarely provides expected service and no quality service checks are evident; unaware of problems until discovery of other, then unable to provide analysis or resolution options. A comment is required.	As Required (< 5%)

Evaluation Score

REQUIRED Enter email address for consultant evaluation recipient:

SAVE

CANCEL