

Past Performance Criteria and Scoring

		Poor Performance					Acceptable (Good) Performance	Exceptional Performance			
		A	B								A+B
Project Manager Evaluation		Base Score	-15	-12	-9	-6	-3	+0	+3	+6	Total
1	Accuracy and Completeness of Deliverables: Information and/or quantities are correct. Technical judgment was exercised. Quality assurance measures are implemented - apparent that deliverables are checked prior to submission. (Preliminary/final plans, draft/final reports, presentation materials, data, test results, etc.)	17	Significant errors; incomplete; technical issues; apparent that deliverables are not checked	Between -9 and -15	Numerous corrections needed; partially incomplete; questionable that deliverables are checked	More than reasonable corrections needed	This Score Not Available	Satisfactory; corrections needed reasonable, easily addressed in comparison to project complexity	Few, if any, accuracy problems or edits required; saved your Firm time	Innovative approach implemented that saved time, money, or improved product quality	0
Remarks:											
2	Deliverable Presentation and Format: Products are neat, organized, clear, and in conformance with applicable standards and requirements	14	This Score Not Available	Unorganized; your firm's standards or format not used	Your Firm's standards randomly followed; deliverable presentation affects product usefulness	Acceptable, but needs improvement	This Score Not Available	Satisfactory Deliverables	This Score Not Available	Excellent presentation; adds to overall quality of project	0
Remarks:											
3	Schedule Management: Generally adheres to the schedule and meets major deadlines. Also, proactive in addressing issues potentially affecting schedule. (Missed deadlines attributed to slow or poorly timed responses from your Firm should not count against the provider.)	13	This Score Not Available	Missed deadlines significantly affected your Firm's project development schedule	Missed deadlines affected your Firm's project development schedule	Inconsistent; deadlines periodically missed without advance notification/coordination with your Firm	Deadlines periodically missed, but proactive in advance notification/coordination with your Firm	Deadlines met; Effective Schedule Management	This Score Not Available	Compressed schedule met	0
Remarks:											

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4	Responsiveness to Review Comments: Comments (many or few) are appropriately addressed within one review iteration.	10	This Score Not Available	This Score Not Available	Multiple iterations required <input type="checkbox"/>	Less than most of the time <input type="checkbox"/>	Most of the time <input type="checkbox"/>	Yes <input type="checkbox"/>	This Score Not Available	This Score Not Available	0
Remarks:											
5	Level of your Firm's Oversight: Your Firm's PM involvement is commensurate with project requirements. Additional time and attention is not required as a result of the provider's need for management or technical support.	10	This Score Not Available	This Score Not Available	Significantly more than expected <input type="checkbox"/>	Increased review time; your Firm's interaction needed on basic technical issues <input type="checkbox"/>	More than expected <input type="checkbox"/>	As expected; Normal oversight <input type="checkbox"/>	Less than expected; PM's expertise and experience provided significant benefit; saved your firm time <input type="checkbox"/>	This Score Not Available	0
Remarks:											
6	PM Responsiveness/Availability: PM promptly returns calls and e-mails. PM is available for questions and meetings as needed.	7	This Score Not Available	This Score Not Available	This Score Not Available	Problem with response rate and/or availability <input type="checkbox"/>	PM slow to respond; inconsistent availability <input type="checkbox"/>	Responsive and Available PM <input type="checkbox"/>	This Score Not Available	This Score Not Available	0
Remarks:											

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7	Coordination and Communication: There is a clear, effective communication structure. Issues (good, bad or routine) are communicated promptly. Documentation and coordination is professional. Familiar with and effective in required/necessary external coordination (the public, other agencies, etc.).	7	This Score Not Available	This Score Not Available	This Score Not Available	Less than satisfactory; project negatively affected	Acceptable, but lacks consistency; could be better	Good Coordination and Communication	Communication and coordination capabilities add to quality of project/ process	This Score Not Available	0
Remarks:											
8	Reliability/Responsibility: Takes responsibility - no excuses. Proactive in avoiding problems, bringing solutions to your firm's attention, and obtaining necessary information, as appropriate. Stays on top of the situation.	7	This Score Not Available	This Score Not Available	This Score Not Available	Unacceptable; expected your firm, to solve project issues	Acceptable, but needs improvement	Satisfactory; Reliable and Responsible	Above satisfactory; made your Firm's job easier	This Score Not Available	0
Remarks:											
9	Subconsultant Management: Subs were well-managed. Issues, if any, were not apparent and were managed so not to interfere with production. PM takes responsibility for all products. Poor sub performance not an issue.	6	This Score Not Available	This Score Not Available	This Score Not Available	Sub issues not managed well; coordination affected	Less than satisfactory	Satisfactory Subconsultant Management	This Score Not Available	This Score Not Available	0
Remarks:											

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10	Scope Management - Supplemental Work: Scope changes (additional work) identified in advance and well supported, reasonable time and cost estimates provided. Concerns identified in a timely manner that could affect scope or schedule.	5	This Score Not Available	Less than satisfactory <input type="checkbox"/>	Satisfactory Scope Management <input type="checkbox"/>	This Score Not Available	This Score Not Available	0			
Remarks:											
11	Contract Administration: PM is familiar with and abides by the terms and conditions of the contract or amendments. Proactively addresses federal, state & local regulations, coordinates with your firm as required, provides appropriate progress reports, and remains aware of end dates.	4	This Score Not Available	Less than satisfactory <input type="checkbox"/>	Satisfactory; Contract Terms and Conditions Followed <input type="checkbox"/>	This Score Not Available	This Score Not Available	0			
Remarks:											
Project Manager Total		100									0

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Firm Evaluation		Base Score	-15	-12	-9	-6	-3	+0	+3	+6	Total
1	Responsiveness: Anticipates or responds timely to needs identified by your firm, such as adjusting resources in response to schedule demands, replacing project manager, task leaders, or other staff, if problems exist.	20	Not responsive; problems not addressed <input type="checkbox"/>	Between -9 and -15 <input type="checkbox"/>	Between -6 and -12 <input type="checkbox"/>	Some attempt made, but less than satisfactory <input type="checkbox"/>	This Score Not Available	Satisfactory; Firm Responsive <input type="checkbox"/>	Firm goes above and beyond normal practices in response to your firm's needs <input type="checkbox"/>	This Score Not Available	0
Remarks:											
2	Resource Management: Personnel/expertise and/or equipment are appropriately allocated. Promptly/adequately addresses staffing issues, when necessary. Minimum reallocation of staff throughout project life except for instances beyond the provider's control (retirements, resignations, dismissals, unexpected/excessive delays imposed by your firm or others).	20	Personnel or equipment not appropriate; multiple changes in PM or key staff <input type="checkbox"/>	Between -9 and -15 <input type="checkbox"/>	Between -6 and -12 <input type="checkbox"/>	Less than satisfactory <input type="checkbox"/>	This Score Not Available	Satisfactory Resource Management <input type="checkbox"/>	Minimum reallocation of staff when significant uncontrollable delays occur <input type="checkbox"/>	This Score Not Available	0
Remarks:											
3	Invoicing: Neat, accurate, consistent, includes required back-up, prepared according to payment terms, and timely (according to contract terms).	10	This Score Not Available	This Score Not Available	Frequently late or consistently submitted with problems <input type="checkbox"/>	Less than satisfactory; periodically late; frequent problems <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Satisfactory On-Time; generally good form <input type="checkbox"/>	On-Time; exceptional form; saves your firm time <input type="checkbox"/>	This Score Not Available	0
Remarks:											
Firm Total		50									0