



Evaluations - Minimum Required



Policy Statement #4

Subject: Performance Evaluations

Effective: 12 December, 2006

original signed

David O'Hearn, Deputy Commissioner

	End of Design Development	Delivery of T&M's	50% Construction Complete	100% Construction Complete
Consultant Evaluation	✓	✓	✓	✓
CA Evaluation		✓ *	✓	✓
Contractor Evaluation			✓	✓

1. Evaluations may be done more often, as needed
2. Evaluations must be reviewed by SPM and Director of Project Management prior to being issued
3. Evaluations must be submitted to Process Management in addition to file copy
4. Signature is not required by party being evaluated
5. PM shall offer to review results with party being evaluated
6. 100% Construction Complete evaluations shall be prepared not more than 60 days after the Date of Substantial Completion
7. All performance evaluation forms are posted on the P Drive under BD&C/Publications:

- Contractor Performance Evaluation **Form 745**
- Consultant Performance Evaluation Contract/Design Phase **Form 314****
- Consultant Performance Evaluation Bid/Construction Phase **Form 714****
- Construction Administrator Performance Evaluation **Form 713****

*If Construction Administrator is contractually involved in the Design Phase

**Forms in process - not posted on P Drive