

Professional Services Evaluation Form



Service Provider Name and Address: 		Evaluation Type: <input type="checkbox"/> Service Provider <input type="checkbox"/> Sub-Contractor													
		Project Name:	GIS Number:												
		Project Number:													
Type of Work: <input type="checkbox"/> Design <input type="checkbox"/> Survey <input type="checkbox"/> Other (Specify):		Date Contract Agreement Approved:													
		Type of Contract Agreement:													
Complexity of Work: <input type="checkbox"/> Difficult <input type="checkbox"/> Routine <input type="checkbox"/> Simple	ACHD Use:														
Amount of Original Agreement: \$	Total From Amendments/Change Orders: \$	Total Agreement Amount: \$													
Original Agreement Completion Date:	Actual Completion Date (with Extensions):	Actual Total Amount Paid: \$													
Type and Extent of Subcontracting (if applicable):															
Performance Rating Scale: <table style="width: 100%; text-align: center; border: none;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"><u>5</u></td> <td style="width: 20%;"><u>4</u></td> <td style="width: 20%;"><u>3</u></td> <td style="width: 20%;"><u>2</u></td> <td style="width: 20%;"><u>1</u></td> </tr> <tr> <td>N/A = Not Applicable</td> <td>Outstanding</td> <td>Above Average</td> <td>Satisfactory</td> <td>Marginal</td> <td>Unsatisfactory</td> </tr> </table>					<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	N/A = Not Applicable	Outstanding	Above Average	Satisfactory	Marginal	Unsatisfactory
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>										
N/A = Not Applicable	Outstanding	Above Average	Satisfactory	Marginal	Unsatisfactory										
Name and Title of ACHD Co-Signer:		Signature:	Date:												
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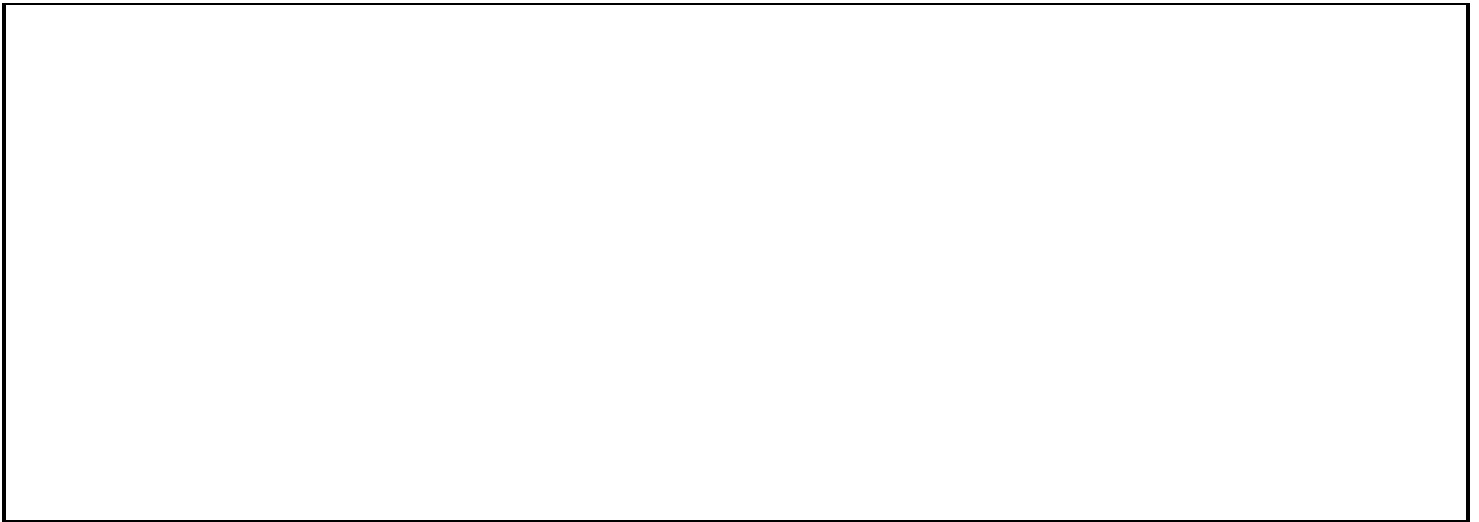
Criteria

1. Quality Control Criteria:	Score:
A. Quality of Work Product	
B. Timely Identification and Correction of Deficient Work	
C. Sub-Contractor Performance	
D. Other:	

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2. Schedule Criteria:	Score:
A. Adequacy of Original Progress Schedule	
B. Submission/Communication regarding Revised Progress Schedules	
C. Adherence to Approved Schedule, As Amended	
D. Timely and Diligent Progression of Work	
E. Timely Submission of Required Documentation	
F. Resolution of Delays	
G. Other:	
3. Management Criteria:	Score:
A. Cooperation and Responsiveness	
B. Management of Resources and Personnel	
C. Coordination and Control of Sub-Contractors	
D. Professional Conduct	
E. Other:	
4. Communication Criteria:	Score:
A. Produced clear, concise oral and written communications	
B. Demonstrated an understanding of oral and written instructions	
C. Communicated at intervals appropriate for the work	
D. Respected and used acceptable lines of communication	
E. Communicated openly and honestly	
F. Other:	
6. Other Compliance Criteria:	Score:
Additional Comments (Optional):	

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A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for the user to provide their evaluation or comments.

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Evaluation Instructions:

Why Evaluate Service Providers/Sub-Contractors?

- Scores from these evaluations factor into "Past Performance" ratings that are used to assist in determining selection of service providers for future awards.
- Meaningful evaluations help ACHD to provide feedback to service providers to improve future performance and, thereby, award to the very best people and firms.

How to Evaluate Service Providers/Sub-Contractors:

- When assessing the schedule completion, address ACHD delays, if any.
- Ratings should be based on notes, observations, and other experience germane to the performance on the current project.
- Score accurately. A score of four (4) is respectable, however, a score of five (5) is exceptional and should be used judiciously.

When to Evaluate Service Providers /Sub-Contractors:

- Always complete the Professional Services Evaluation Form within a reasonable period of time following the project's completion. All Sub-Contractors with significant project participation, i.e., more than \$50,000, should also be evaluated.