# CONSULTANT EVALUATION - PRELIMINARY ENGINEERING



North Dakota Department of Transportation, Environmental & Transportation Services

SFN 51727 (Rev. 10-2010)

PCN | | | | | |

| | | |
|---|---|---|
| Project Number | | |
| Project Description | | |
| Consultant Project Manager | Consulting Firm and Address | |
| Consultant Project Team Members | | |
| NDDOT Technical Advisor | | |
| Consultant Fee<br>Original Contract Fee $ | Final Contract Fee $ | |
| Contract Phase | Consultant Selection Date | Contract Execution Date |

**INSTRUCTIONS:** Review the consultant's performance on this project. Rate the following items on a scale of 1to5 (1=Exceptional, 2=Exceeds Standards, 3=Satisfactory, 4=Marginal, 5=Unsatisfactory, NA=Not Applicable). Add comments if rating is Exceptional, Exceeds Standards, Marginal, or Unsatisfactory.

| Rating | |
|---|---|
| _____ | **1. Milestone Items**<br>Were all milestone activities met and completed on time? If not, which milestones were missed and why? Explain the process used to get the project back on schedule? Was the Final PCR or Final Plans delivered on time? (Please include correspondence/documentation to back of this evaluation) |
| _____ | **2. Project Management and Coordination**<br>Rate the quality of project management and coordination. Were status reports on time and accurate? Was coordination and correspondence done through the technical support contact? Were project management conflicts, schedules, and issues identified early on by the consultant and addressed in a timely manner to the satisfaction of the NDDOT? (Please include correspondence/ documentation to back of this evaluation) |

| Rating | |
|---|---|
| _____ | **3. Quality Control/Quality Assurance (QC/QA)**<br>Rate the quality of QC/QA of the consultant? Did the Environmental Document and process (ECL, PCR, SOVs and mailing list, etc…) follow the Design Manual and template formats? Did the plans and procedures follow the Design Manual and CADD Standards? Was the work submitted completed to NDDOT satisfaction? Were comments and revisions incorporated to the satisfaction of the NDDOT and responded to in a timely manner? |
| _____ | **4. Wetland Delineation and Permits**<br>Was the wetland delineation and any permits submitted in timely matter? Did the wetland delineation and any permits follow the Design Manual formats, review, and submittal process? Was the quality of the work submitted completed to NDDOT satisfaction? Were comments and revisions incorporated to the satisfaction of the NDDOT and responded to in a timely manner? |
| _____ | **5. Project Survey**<br>Was the survey submitted in timely matter? Was the survey format, review, and submittal completed in compliance with Chapter 19 of Surveys and Photogrammetry Manual? Was the right of way plat format, review, and submittal completed in compliance with Chapter 20 of the Surveys and Photogrammetry Manual? Was the quality of the work submitted completed to NDDOT satisfaction? Were comments and revisions incorporated to the satisfaction of the NDDOT and responded to in a timely manner? |

| Rating | |
|---|---|
| _____ | **6. Right of Way**<br>Were the right of way items (limts, plats, appraisals, forms, etc.) submitted in timely matter? Were the right of way items format, review, and submittal completed in compliance with the Right of Way Manual? Was the quality of the work submitted completed to NDDOT satisfaction? Were comments and revisions incorporated to the satisfaction of the NDDOT and responded to in a timely manner? |
| _____ | **7. Structures and Hydraulics**<br>Were the structure and hydraulic items (design, reports, calculations, etc.) submitted in timely matter? Were the structure and hydraulic items format, review, and submittal completed in compliance with the NDDOT Design Manual? Was the quality of the work submitted completed to NDDOT satisfaction? Were comments and revisions incorporated to the satisfaction of the NDDOT and responded to in a timely manner? |
| **Additional Comments:** | |

**X** _____ _____
Local Government/Bridge/Design Division Representative Date

**X** _____ _____
Local Government/Bridge/Design Division Engineer Date

**X** _____ _____
Environmental Transportation Services Division Representative Date

**Consultant Comments**

X _____ _____

Consultant Representative Date