



Consultant Performance Evaluation Form

Cobb County Department of Transportation
 1890 County Services Parkway, Marietta, Georgia 30008-4014
 (770) 528-1600 • Fax: (770) 528-1601

Date:
 Cobb County Project No:
 GDOT Project No:
 Project Name:

Cobb County PM:
 Consultant Firm:
 Consultant PM:

Plan Review Phase(s)	Concept	PFPR	Right of Way	FFPR	Constr. Review
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5
<ul style="list-style-type: none"> • Effective in use of resources and made timely decisions • Proactively coordinate activities that may impact the project scope, schedule, and budget • Manages and coordinates subconsultants effectively 	<ul style="list-style-type: none"> • Project Manager takes initiatives and provides creative solutions • Out of scope tasks are communicated to Cobb County DOT early and scope is supplemented before work is performed 				
Comments:					

Communication and Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5
<ul style="list-style-type: none"> • Communicate issues effectively • Response to requests are clear, concise, and in a timely manner 	<ul style="list-style-type: none"> • Team is consistently well prepared, flexible, and open to suggestions. • All communication and meetings are recorded in writing (meeting minutes) 				
Comments:					

Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5
<ul style="list-style-type: none"> • Attains schedule and meets established milestones and submittal dates. • Alerts Cobb County DOT of possible schedule issues in advance of delays 	<ul style="list-style-type: none"> • Adjusts resources in response to demands of the project delivery schedule 				
Comments:					

Technical Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5
<ul style="list-style-type: none"> • Technical decisions are documented with research and supporting assumptions • Identifies design problems in a timely manner • Addresses design constraints and takes advantage of design opportunities 	<ul style="list-style-type: none"> • Propose design alternatives and articulate their advantages/disadvantages • Comments and key decisions are adequately incorporated into the plans and reports. • Incorporated local, state, & federal guidelines and standards (as appropriate) in design 				
Comments:					

Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5
<ul style="list-style-type: none"> ● Deliverables are complete for the project stage, organized, with few errors ● Deliverables demonstrates effective implementation of QA/QC plan ● Plans presentation is clear and of professional quality 					
Comments:					

Overall Rating Average: _____

Consultant Comments (attach additional sheets as necessary): _____

Please provide comments regarding the Performance Evaluation Process in general: _____

Consultant Project Manager

Cobb County Project Manager

Pre-Construction Engineer

Ratings Guidelines:

Rating #1 (Unsatisfactory) - Work required extensive revisions; included numerous & significant errors; consultant was unable or unwilling to perform consistently; required an inordinate amount of supervision, and/or failed to meet professional standards or project objectives.

Rating #2 (Fair) – Performance was marginal; work required more review and included more errors than would normally be anticipated; level of service or expertise below average.

Rating #3 (Satisfactory) – Performance and work were satisfactory; services provided were at least of industry standard; no significant errors or problems; professional service objectives met.

Rating #4 (Good) - Consultant work is better than that of the average consultant.

Rating #5 (Excellent) – Performance was clearly above standard; expectations exceeded; objectives were met with a higher level of professional expertise.