

Project Manager A/E Evaluation

Project Name:
Project Number:
Project Manager:

A/E Firm Name:
Date:

DESIGN AND CONSTRUCTION PHASE: To be completed by Project Manager at Final Acceptance of Construction.	Grading Criteria 4 = (Outstanding) 3 = (Above Average) 2 = (Average) 1 = (Below Average) 0 = (Unacceptable) Provide comments for all grades.	Grade
1. Schedule/Delivery	<ul style="list-style-type: none"> Timely delivery of AE proposal Met the agreed upon schedule for Design Documents Meeting minutes were promptly issued after each meeting 	
Comments:		
2. Dependability/Responsiveness	<ul style="list-style-type: none"> Promptly answers questions Returns calls in a timely manner Shows initiative to get the work done Maintained a cohesive staff throughout the project 	
Comments:		
3. Quality/Knowledge of Work	<ul style="list-style-type: none"> Shows full understanding of the scope of work Complies with Northwest guidelines Accuracy of plans and specifications Addenda during bidding weren't excessive Minimum amount of contract change orders 	
Comments:		
4. Cooperation/Team Work	<ul style="list-style-type: none"> Display ability to work with/address Northwest concerns Display flexibility in solving problems Open minded in addressing issues Receptive to ideas 	
Comments:		
5. Problem Resolution	<ul style="list-style-type: none"> Display ability to think outside the box Responds to RFIs in a timely manner Display ability to quickly find the solution to the issue Thoroughly investigates issue prior to proposing solution 	
Comments:		

CONSTRUCTION PHASE: To be completed by Project Manager at Final Acceptance of Construction.	Grading Criteria 4 = (Outstanding) 3 = (Above Average) 2 = (Average) 1 = (Below Average) 0 = (Unacceptable) Provide comments for all grades.	Grade
6. Initiative	<ul style="list-style-type: none"> • Visits job site on regular basis • Anticipates issues and offers solutions 	
Comments:		
7. Cooperation/Issue Resolving	<ul style="list-style-type: none"> • Good communication and attitude • Assistance in resolving field issues • Good team member 	
Comments:		
8. Knowledge/Expertise of Design	<ul style="list-style-type: none"> • Shows in-depth knowledge of design documents and intent of design documents. • Ability to quickly find answers within the design documents. 	
Comments:		
9. Responsiveness	<ul style="list-style-type: none"> • Issues RFPs, DSIs, and meeting minutes in a timely manner • Responds to RFIs, submittals and reviews contractor pay requests in a timely manner • Upon request promptly visits the work site to resolve construction issue or ensure the quality of construction • Upon substantial completion, promptly issues punch list items to the contractor. 	
Comments:		
10. Quality of Design	<ul style="list-style-type: none"> • Minimum number of Contract Changes • Design allowed for a good flow of construction • Design was clear and easily interpreted • Minimum number of design errors and/or omissions 	
Comments:		

Rater Signature _____
 (Project Manager)

Approval Signature _____
 (Director of Capital Programs)