

CONSULTANT EVALUATION



Consultant name:		Project Date:		
Project Description and Location:		Project Value:		
Project Manager:		Project Status:		
Rating	Criteria			
1	Consistently falls below expectations or frequently misses expectations – performance jeopardized the achievement of contract requirements, despite additional oversight, there are a number of performance issues that required the City to provide additional oversight to ensure that contract requirements were met.			
2	Mostly or consistently meets expectations - there are very minor performance or no performance issues and the contractor has met the contract requirements.			
3	Exceeds expectations - Contractor has demonstrated a performance level in measureable excess of the contract requirements.			
1 = unacceptable		2 = met expectations		
3 = exceeded expectations		N/A = not applicable		
EVALUATION CATEGORIES				
	1	2	3	N/A
Quality of Consultant's Work				
1. Quality of consultant's work				
2. Quality of project manager / lead				
3. Quality of consulting team (including sub-contractors or partners)				
4. Consultant is innovative and creative and produces a high quality (acceptable quality) of work				
5. Quality of deliverables				
Comments				
Compliance				
1. Compliance with contract documents				
2. Works within scope				
3. Complies with OH&S and safety regulations (as applicable)				
4. Complies with City policies (as applicable)				
Comments				
Project Schedule and Project Completion				
1. Adheres to project schedule and completes work on time				
2. Responds to client within reasonable time				
3. Submits project updates in a timely manner				
4. Notification of possible delays, issues or concerns				
5. Timeliness and quality of remedies for changes or unacceptable work or lack of performance				
Comments				
Working Relationship between Consultant and Client				
1. Cooperation/communication with Client				
2. Attendance at project meetings				
3. Commitment of the Consultant to the project				
4. Consultant ever terminated due to performance issues or other				
5. Consultant's professionalism and ethics				
Comments				

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