

A&E CONSULTANT PAST PERFORMANCE ASSESSMENT

Caltrans Request for Qualifications (RFQ) Notice Number: _____ Name of Consultant: _____

Name of Key Member from Section G of the SF330: _____

Employee of: **Prime** or **Sub** Consultant (Circle one) Role: **Contract Manager (CM)** or **Key Member** (Circle one)

Project Number, example project Title, and location from Section F or H of the SF330: _____

Specify the roles and responsibilities that were performed by the Key Member on the example project named above:

Question	Ranking Definitions	Ranking
How did the CM or Key Member perform his/her job?	Excellent -proactively anticipated & solved issues, effective team work (E) Satisfactory -occasional unanticipated issues, few team mistakes (S) Poor -issues remained unresolved, frequent team mistakes (P)	
Was the product and/or milestones delivered timely?	Excellent -always met schedule commitments (E) Satisfactory -almost always met schedule commitments (S) Poor -consistently missed schedule commitments (P)	
Were the products delivered within budget?	Excellent -always within budget (E) Satisfactory -almost always within budget (S) Poor -consistently over budget (P)	
What was the quality of the deliverables?	Excellent -minimal corrections, review comments resolved during 1 st review (E) Satisfactory -review comments & corrections resolved in 2 to 3 submissions (S) Poor -repeatedly submitted deliverables without adequately addressing issues (P)	
Was the CM or Key Member communication clear and effective?	Excellent -always answered calls & correspondence promptly; provided creative cost control measures; partnered proactively; managed subcontractors effectively (E) Satisfactory -answered calls & correspondence promptly most of the time; open to considering cost control measures when suggested; partnered when required; occasionally ineffective at managing subcontractors (S) Poor -frequently did not answer correspondence or return calls; adverse to cost control measures; inflexible with partners; often ineffective at managing subcontractors (P)	
What was the quality of the contract administration (Applicable only if this is a reference check for a CM)	Excellent -invoices & Progress Reports, with rare exception, on time & complete; rarely disputed invoices; always communicated at appropriate intervals (E) Satisfactory -invoices occasionally late or disputed; Progress Reports occasionally incomplete or late; occasionally miscommunicated (S) Poor -invoices consistently late; often inappropriately billed; Progress Reports often incomplete & late; often failed to communicate appropriately (P)	

Name of Project Owner (Agency): _____ Date: _____

Signature of Project Owner Representative: _____ Phone: _____

Printed Name: _____ Email: _____

Project Owner Representative's role on project: _____