

Designer Evaluation (Small Projects)

Instructions: This evaluation tool should be used with its supporting scoring rubric. The rubric will further define the intention and range of each particular criteria listed. **An interim evaluation should be executed on all projects using this form along with providing comments and feedback to the evaluated entity.** This effort allows open communications among the project team and provides opportunities for improvements if needed before the execution of the final, and documented evaluation. Each criteria will be ranked numerically and supporting comments offered. Each field is fillable and scoring is automatically tabulated and averaged below with the total average score. Please use only whole numbers, as decimals are not allowed.

Evaluator Name

Evaluator Discipline

Evaluator Firm

Project SBC#

Project Name

Evaluation Date

Choose Evaluation Phase

Excellent/Strong = 10-8
 Proficient = 7-5 Weak = 4-0

Comments

1. Design

a. Design submission represents a constructible and coordinated solution.

--	--

b. Designer provided reasonable options or alternatives for consideration of the Owner and User.

--	--

c. Designer acted proactively and responsively towards codes and regulatory authority reviews and compliance

--	--

d. Designer followed instructions relative to the State's Project Guidelines and Resources and submissions were complete and accurate.

--	--

e. Design submissions were complete as prescribed for each design phase.

--	--

Total: 0
Average: #DIV/0!
(30%) weighting factor x 1.3 #DIV/0!

2. Bidding/Construction Administration

a. Designer was not responsible for any error and/or omission that had a significant, negative impact on the owner or the contractor

--	--

b. Completeness, accuracy, and timeliness of administrative documentation

--	--

c. Appropriate Designer personnel with decision making responsibilities assigned to the Construction Administration phase

--	--

Total: 0
Average: #DIV/0!
(10%) weighting factor x 1.1 #DIV/0!

3. Communications

a. Designer issued accurate and timely design and construction meeting minutes

--	--

b. Designer coordinated and communicated effectively with the Owner and the Contractor

--	--

Total: 0
Average: #DIV/0!
(10%) weighting factor x 1.1 #DIV/0!

4. Budget

a. Designer successfully maintained the project budget through construction

--	--

b. Designer's construction cost estimate was accurate as compared to the average of the bids received.

--	--

Total: 0
Average: #DIV/0!
(30%) weighting factor x 1.3 #DIV/0!

5. Schedule

a. Designer maintained the integrity of the project schedule for items within their control

--	--

b. Shop drawings, RFIs, RFPs, COs were responded to, evaluated, and processed promptly

--	--

Total: 0
Average: #DIV/0!
(10%) weighting factor x 1.1 #DIV/0!

6. Professionalism

a. Designer fulfilled the obligations and expectations of the role of Designer on this project through leading, collaborating, and creating a team approach.

--	--

Total:	0
Average:	#DIV/0!
(10%) weighting factor x 1.1	#DIV/0!
Overall Total:	0
Overall Weighted Average:	#DIV/0!