

Designer Evaluation - Standard 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

Comments

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

1. Design

a. Design submission represents a constructible solution. Further, all design disciplines were well-coordinated with constructability thoroughly reviewed and accomplished prior to the release of Construction Documents to the contractor.

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b. Design submission represents an understanding of the program and required functional layout

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c. Designer provided thorough codes and regulatory authority reviews and compliance

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d. If building required contextual and aesthetic presence, submission achieved that goal

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

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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

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b. Completeness, accuracy, and timeliness of administrative documentation

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

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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

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

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c. Designer worked diligently with the project team to address issues during construction

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

4. Budget

a. Designer provided complete construction cost estimates at each design phase

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b. Designer successfully maintained the project budget through construction

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c. (For D/B/B only) Designer's construction cost estimate was accurate as compared to the average of the bids received.

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c1.(For CM/GC projects only) Designer worked diligently with the CM to bring project budget into range for an acceptable GMP

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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

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

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c. Designer was diligent in meeting User Agency's schedule

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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.

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

Overall Total: 0
Overall Average: #DIV/0!