

<b>RATING CRITERIA</b>
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1. RESOURCEFULNESS

- a. Ability to handle difficult assignments
- b. Ability to be innovative, if required
- c. Ability to seek out all necessary data
- d. Ability to make and maintain proper contacts

2. COMPETENCE OF TECHNICAL PERSONNEL

- a. Amount and type of WVDOH guidance required
- b. Ability to support all decisions
- c. Understanding of the project technical requirements
- d. Ability to be flexible to changing project requirements
- e. Firm is not top heavy with management personnel assigned to project
- f. Proper mixture of technical personnel assigned

3. PUBLIC RELATIONS AND MEETINGS

- a. Personnel are knowledgeable
- b. Clarity and quality of presentation(s) and display material(s)
- c. Responsiveness to questions
- d. Overall effectiveness
- e. Represents WVDOH's best interest to the public
- f. Response to community/citizen concern

4. QUALITY, ACCURACY, AND COMPLETENESS OF WORK

- a. Number of changes or additions required
- b. Are final plans acceptable for PS&E?
- c. Is it apparent that plans, specs, and/or design computations were checked prior to submission to WVDOH?
- d. Neatness
- e. Comprehensiveness
- f. Minimal PS&E revisions
- g. Number and frequency of errors and omissions
- h. Properly and expeditiously corrects errors and omissions
- i. Proper follow-up of the effects of errors and omissions on the entire project

5. SUPERVISION OF SUBCONSULTANTS

- a. Manages and reviews the work of sub-consultant to assure compliance with WVDOH procedures
- b. Ensures subs are knowledgeable of project and ensures that the subs are responsible and attentive to time frames
- c. Solicits prior WVDOH authorization of proposed subs

6. ADHERENCE TO WVDOH STANDARDS, SPECIFICATIONS AND POLICIES

- a. Ability to follow specs, Design Directives, directions by WVDOH without excessive guidance
- b. Were specs, etc. followed blindly without consideration given to actual field conditions and practices?
- c. Adherence to safe practices

7. TIMELINESS

- a. Ability to meet schedules when ample time is given
- b. Ability to meet rush schedules (short time frame)
- c. Ability to meet schedule changes mandated by WVDOH
- d. Does the Consultant promptly return your communications?

8. CONTINUITY OF PROJECT PERSONNEL

- a. Do you deal with the same individual(s) all the time?
- b. Is there a breakdown in communication or quality of work because of personnel changes, etc?
- c. If project personnel changes, are replacement personnel equally or more competent?

9. SUPPLEMENTAL WORK

- a. Prior alert for potential supplemental work
- b. Proper justification for supplemental work
- c. Submits reasonable time and cost estimates
- d. Responsive to negotiation sessions

10. COOPERATION

- a. Willingness to compromise and seek resolution
- b. Working relationship with outside agencies affected by project

EVALUATION SCALE

1. NEEDS IMPROVEMENT - Work does not meet minimum WVDOH expectations and requires multiple revisions and extraordinary effort by review personnel to achieve minimum project requirements.
2. MARGINAL - Work is frequently below WVDOH expectations. Errors and omissions are excessive requiring close supervision to achieve minimum project requirements.
3. ACCEPTABLE - Performs all aspects of the project in an acceptable manner by meeting WVDOH expectations with regard to level of accuracy and attention to detail. Errors and omissions are average in number and corrected in an acceptable time period. Schedules are generally met with only minor delays encountered.
4. ABOVE AVERAGE - Work regularly meets and at times exceeds WVDOH expectations with regard to accuracy and attention to detail. Minimal errors and/or additional direction/supervision are needed to meet project requirements. Consistently meets schedules.
5. EXCELLENT - All aspects of the project are met with particular attention to detail. Errors are few in number, minor in nature and corrected expeditiously. Requires little or no additional direction or supervision relative to project goals and schedules.

Average rating should be rounded to one-tenth of a full point, i.e. 3.1, 3.2, 3.3 . . . . .

West Virginia Department of Transportation  
Division of Highways  
**CONSULTANT EVALUATION FORM**

Consultant: \_\_\_\_\_

Office Location: \_\_\_\_\_

Project: \_\_\_\_\_

Description: \_\_\_\_\_

Type of Evaluation: Interim  Final

Final

Place an "X" in the appropriate Division identification box

		See Back of Page for Details													
		AVERAGE (Rounded to 0.1 Point)	Resourcefulness	Competence of Technical Personnel	Public Relations & Meetings	Quality Accuracy & Competence	Supervision of Subconsultants	Adherence to Standards, Specs. & Policies	Timeliness	Continuity of Project Personnel	Supplemental Work	Cooperation	AVERAGE (Rounded to 0.1 Point)		
Design	X 1	Mapping											Purpose and Need	33	Construction
	2	R/W Questionnaires											Data Collection/Analysis	34	
	3	RW 1 and 2											Alternatives Develop't/Potential Impacts	35	
	4	Prelim. Plans Roadway											Traffic Analysis	36	
	5	Prefim. Plans Span Arrangement											Quantities	37	
	6	PRELIM. FIELD EVALUATION	#										Goals, Objectives & Eval. Criteria Dev't	38	
	7	Subsurface Analysis (Geotech)											Ex. Conditions (Traffic, O/D, Deficiencies)	39	
	8	RW 3											Projections and Identification of Needs	40	
	9	Final Field Plans											Cost Estimates/AQ Eval./Prioritization	41	
	10	TS&L (Bridge)											Final Report	42	
	11	FINAL FIELD EVALUATION	#											43	
	12	Final Roadway Plans										#	FINAL PLANNING EVALUATION	44	
	13	Final Bridge Plans											Field Inspection and Testing	45	
	14	Permits & Utility Relocation Plans											Inspection Reports	46	
	15	RW 4											Maintaining Project Schedule	47	
	16	Maintenance of Traffic											Personnel Management	48	
	17	Signing & Marking											Project Materials Documentation	49	
	18	Signals/Lighting/etc.											Estimate Preparation	50	
	19	FINAL OFFICE EVALUATION	#										Final Records	51	
20	PS&E/Final Tracings										#	FINAL CONSTRUCTION EVALUATION	52		
21	Overall Project Performance											Questionnaires	53		
22	FINAL DESIGN EVALUATION	#										Title Reports	54		
Environmental	23	Purpose and Need											Appraisals	55	Right of Way
	24	Alternatives Carried Forward Report											Negotiations	56	
	25	Cultural Resources Technical Report											Relocation/Property Management	57	
	26	Natural Resources Technical Report											Closings	58	
	27	Socio-Economic Technical Report											Acceptance and Public Opinion	59	
	28	Draft Environmental Doc. (DEIS EA, CE)											Final Submission of Documents	60	
	29	Final Environmental Doc. (FEIS/FONSI)												61.	
	30	Record of Decision										#	FINAL RW EVALUATION	62	
	31											#	PROJECT MGMT EVALUATION	63	
	32	FINAL ENVIRONMENTAL EVALUATION	#									#	PRE-AGREEMENT EVALUATION	64	

Comments (enter Line No. from above):

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REVIEWER: \_\_\_\_\_

Date: \_\_\_\_\_

...VISION DIRECTOR: \_\_\_\_\_

Date: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_

- Accepted
- Request Debriefing

Date: \_\_\_\_\_