

CONSULTANT PERFORMANCE EVALUATION

VENDOR NAME	PROJECT MANAGER	<p>NOTE: All evaluations and scoring guide references within are based in accordance with the governing contract; applicable Alberta Infrastructure specifications and guidelines; vendor submissions and project plans.</p> <p>Legend: "As Required" = performed in accordance with contract requirements. "Exceeds" = fulfills and surpasses contract requirements in the opinion of Alberta Infrastructure. "Inadequate" = not performed in accordance with contract requirements.</p>
PROJECT CONTRACT TITLE	PROJECT ID	
CONTRACT AWARD AMOUNT	CONTRACT ID	
CONTRACT AWARD DATE	FINAL AMOUNT	
SUBSTANTIAL COMPLETION DATE	COMPLETION DATE	
PRIMARY VENDOR CONTACTS	EVALUATION NO.	
STATUS	SCHEDULED EVALUATION DATE	
CEA REVIEWER	ACTUAL EVALUATION DATE	

INDICES	KEY PERFORMANCE INDICATORS	SCORE	NARRATIVE / RATIONALE TO SUPPORT SCORE	CORRECTIVE ACTION PLAN	SCORING GUIDE: EXCEEDS/SURPASSED	SCORING GUIDE: NEEDS IMPROVEMENT
QUALITY OF DELIVERABLES: 3.00	Contract deliverables are concise, complete, accurate, and provide required level of detail.	3			Deliverables exceed expectations. Consultant responds to questions or concerns promptly and maintains productivity to meet milestones at or before the scheduled time.	Project experiences delays, unnecessary increased project costs, misses milestones and/or completion date delays, as a result of Consultant action or inaction.
	Is responsive regarding owner project input, communicating updates on deliverables as required.	3			Responds to Infrastructure feedback, and incorporates Infrastructure and client input where reasonable and appropriate in accordance with the contract. Exceeds expectations through incorporating Infrastructure feedback. Communicates updates on contract deliverables as required. Proposes creative design solution(s). Demonstrates thoroughness and logical approach to problem analysis and exploration of alternatives.	Fails to consider and/or incorporate feedback from Infrastructure and client as required by the contract. Does not provide or provides inadequate communication on updates and contract deliverables. Inadequate approach to problem analysis and exploration of alternatives.
QUALITY OF WORK / SAFETY: 3.00	Is not assessed any safety violations (such as WCB and OHS notices) during the course of the project.	Yes				
	Provides a final product or report that considers the context of the total project as required.	3			Provides improvements that exceed requirements (i.e. with respect to standards, that consider mandatory requirements) that enhance asset preservation. Users expectations are exceeded. Provides clear understanding of the overall project objectives and provides substantiated recommendations for the project. Product reflects overall project objectives and constraints.	Final product is inadequate and/or does not fulfill requirements; requires intervention from Infrastructure to meet standards and other mandatory requirements. Product inadequately enhances asset preservation and fails to reflect project objectives and constraints.
MANAGEMENT: 3.00	No substitutions to key resources, or any substitutes thereto have been vetted and approved by Infrastructure in accordance with requirements.	Yes				
	Manages and facilitates good quality control and inspection process as required: provides timely field reviews, site monitoring/reviews and reporting as required. Expedient review of submissions following Infrastructure's stated format.	3			Performed on time or ahead of schedule and with no intervention required from Infrastructure staff or user groups. Exceeds quality of deliverables.	Consultant is unreliable, does not show up on-site during scheduled times. Does not perform or inadequately performs required duties and has conflicts with user groups. Inadequate quality control of deliverables.
	Is responsive in managing the contract elements and communicating updates as required.	3			Proactively communicates updates on contract deliverables, responds quickly ahead of required timeframes. Timely, accurate and clear internal responses to contractor/stakeholders. Exceeds requirements in coordinating contract deliverables in a clear and transparent manner that incorporates other consultants/contractors, in order to meet contract deliverables on or ahead of schedule.	Does not provide communication, or inadequately communicates on contract deliverables as required, necessitates intervention by Infrastructure staff to provide deliverable information. Causes contract deliverable delays. Fails to respond within required timeframes. Responses are unclear and result in call-backs/RFI responses.
	Able to work well with stakeholders and engage the public as required, escalating issues for additional monitoring. Assists Infrastructure with preventing and resolving site problems, claims, or disputes.	3			Exceeds scope requirements for the public involvement process and stakeholder sensitivities. Provides prompt issue prevention and resolution activities in accordance with the contract.	Does not address or fails to adequately address public concerns as required by contract; external communication is poor. Fails to provide a solution-focused approach to help prevent and resolve site issues, claims and/or disputes in accordance with the contract.
	Demonstrates effective relationship management and coordination of sub-consultants, contractors and suppliers (if applicable), demonstrating leadership, efficiency, fairness, ensuring positive, professional relationship skills in working with Alberta Infrastructure staff and clients as required.	3			Exceeds expectations in managing and coordinating sub-consultants, and is cooperative and available as required. Employs sub-consultants who perform the work in accordance with all requirements.	Fails to or inadequately manages and coordinates sub-consultants as required. Fails to employ sub-consultants who perform the work in accordance with all requirements. Fails to cooperate and be available pursuant to contract.
SCHEDULE: 3.00	Work is completed on time. Meets required milestones and deliverables, provides on schedule delivery of services at every stage of the project.	Yes				

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SCHEDULE: 3.00	Provides adequate/appropriate time for Infrastructure to review contract deliverables in accordance with requirements.	3			Exceeds schedule expectations. Provides contract deliverables well ahead of committed timeframes for Infrastructure to review. Consultant's actions and responses to questions contributed to meeting all milestones and early project completion.	Response time is delayed, does not provide Infrastructure adequate time to review. Results in missing milestones contributing to delaying the completion date and/or contributing to increased project costs.
COST: 3.00	Contract amendment requests comply and align with contract requirements, accounts for items included in scope, maximization of time value while minimizing cost.	3			No additional costs / amendments for in-scope work. Exceeds expectations with respect to communication and is transparent with Infrastructure regarding contract amendments as required. Monitors change and risk management plans, making recommendations in order to meet required outcomes (including fundamental shifts in project direction).	Fails to account, or inadequately accounts for items included in scope. Amendments for additional fees do not comply or align with contract requirements and are not approved. Fails to manage changes in project direction, Infrastructure intervention is required.
	Invoices submitted are in compliance with requirements and align with the work.	3			No cost impact due to errors and omissions. Invoices are error-free and are submitted on a regular basis in the prescribed format.	Cost impact occurs due to errors and omissions. Invoices are inaccurate, illegible, submitted very late or before work completed.
	Contract is completed on budget. Manages final product in accordance with Infrastructure's approved budget.	3			Recommending and improving scope of work and standards that reduces project costs. Continuously monitoring Infrastructure's approved budget, and finds innovative ways to save costs. Completes work within or under approved budget.	Stages were delayed/late, over forecasted compared to the actuals at each stage. Fails to account for scope of work and standards, lacks contingency or risk mitigation strategies for changes, resulting in additional costs. Fails to complete work within approved budget.
TOTAL SCORE		3.00				

OVERALL EVALUATION COMMENTS