

Plan No.:

Project ID:

NOTE: All evaluations and scoring guide references within are based in accordance with the the governing contract; applicable Alberta Infrastructure specifications and guidelines; vendor submissions and project plans.

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.  
 "Performance Scale" = score of 1 to 5.

INDICES	KEY PERFORMANCE INDICATORS	TYPE OF SCORE	SCORING GUIDE: EXCEEDS/SURPASSED	SCORING GUIDE: NEEDS IMPROVEMENT
QUALITY	DESIGN: Contract Deliverables are concise, complete, accurate, and provide required level of detail with regards to design Work as required (such as, but not limited to: Pre-Design, Schematic Design, Design Development, Construction Documents, and Pre-Tender).	Performance Scale	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.
	Provides a final product that functions (i.e. effective, economical, efficient, safe, convenient, easy to operate and maintain including engineering and architectural support and service) for program users in accordance with requirements.	Performance Scale	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. Design 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. Design inadequately enhances asset preservation and fails to reflect project objectives and constraints.
	Provides an effective technical concept, which meets the project's environmental requirements, including sustainable design criteria; addresses any compliance issues with the Technical Design Requirements (TDR) within required timeframes.	Performance Scale	Deliverables exceed mandatory environmental expectations, and long-term sustainability requirements. Negotiates and incorporates changes due to regulatory requirements (over and above guidelines and standards), in a timely and cost effective manner. Has no compliance issues with TDR.	Deliverables fail to consider or inadequately considers required environmental issues and sustainability, or life cycle costs and/or long-term sustainability. Consultant fails to address or inadequately addresses compliance issues with the requirements within committed timeframes.
	BUILD: Deliverables are provided as required. Responds to noted deficiencies, corrections are made quickly. Work is completed to the quality standards outlined in the contract. Testing and inspections allow for time to correct deficiencies.	Performance Scale	Work is completed and exceeds the quality standards outlined in the contract. Testing and inspections are done early and allow sufficient time to correct deficiencies.	Fails to respond to, or provides inadequate response to noted deficiencies; corrections are not made when necessary. Resolving issues requires Infrastructure intervention. Work is below the quality standards outlined in the contract and requires correction/resolution. Testing and inspections fail to allow sufficient time to correct deficiencies as required by the work.
	On-site during construction to review work for quality and to ensure all tests and inspections are completed as required.	Performance Scale	Exceeds expectations for site review and quality control. Ensures all required tests and inspections are completed on time and proactively communicates with Infrastructure staff regarding status updates and issues.	Fails to be on-site, or inadequately attends site as required during construction to review work for quality in accordance with the work. Fails to provide progress updates, or provides inadequate progress updates as required by the work. Requires intervention and involvement from Infrastructure staff to meet deliverables.
	Accurate contract documents are submitted to Infrastructure on time and as required, including, but not limited to submittals, requests for information, progress invoices (draws), schedule of values, change orders, "as-built" and O&M manuals.	Performance Scale	All shop drawings are stamped and reviewed for accuracy by General Contractor before sending to the Province. Requests for Information (RFIs) are proactive and offer solutions. Monthly progress invoices accurately reflect work completed in the field. Progress invoices are submitted with detailed break down of costs. Change orders are submitted with all required back-up. Change order pricing provides a break out of labour/materials/equipment costs. Submittals are received earlier than required. Quality Assurance and Quality Control documents are provided proactively throughout the project and exceed expectations.	Submitted shop drawings are inadequate, and/or do not meet requirements of specifications. Invoices are overbilled and require revisions. Change orders are missing information. Lump sum pricing on change orders (unless allowed by contract). Submittals are inadequate or are not provided on time.

Plan No.:

Project ID:

INDICES	KEY PERFORMANCE INDICATORS	TYPE OF SCORE	SCORING GUIDE: EXCEEDS/SURPASSED	SCORING GUIDE: NEEDS IMPROVEMENT
MANAGEMENT	No substitutions to key resources, or any substitutes thereto have been vetted and approved by Infrastructure in accordance with requirements. Resources not meeting expectations, as required, are replaced as requested by Infrastructure.	Pass/Fail		
	Liens and <i>Public Works Act</i> claims are resolved, and have minimal impact to the project schedule and/or cash flow. Payment to subcontractors is made promptly, and Statutory Declaration is signed.	Pass/Fail		
	Manages and facilitates good quality control and inspection process as required: provides timely field reviews, site monitoring/reviews and reporting as required. Timely review, as required, of submittals following Infrastructure's stated format.	Performance Scale	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 regarding owner project input in managing and producing contract deliverables and communicating updates as required.	Performance Scale	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. Exceeds expectations through responding to and incorporating Infrastructure and client feedback where reasonable and appropriate in accordance with the contract. Proposes creative design solution(s). Demonstrates thoroughness and logical approach to problem analysis and exploration of alternatives.	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. Fails to consider and/or incorporate feedback from Infrastructure and client as required by the contract. Inadequate approach to problem analysis and exploration of alternatives
	Provides proficient contract administration (accurate, organized, effective, practical adherence to the contractual obligations and procedures) as required.	Performance Scale	Contract administration tasks such as reviewing work, certifying contractor payment, and commissioning coordination are up to date and exceed requirements with no issues.	Contract administration tasks such as reviewing work, certifying contractor payment, and commissioning coordination are late and/or inadequately performed.
	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 and other stakeholders as required.	Performance Scale	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. Provides leadership and relationship management among all stakeholders that exceed 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. Fails to provide leadership and inadequately manages relationships among all stakeholders.
	Maintains qualified staff, tools and resources. Effectively manages and coordinates subcontractors and/or subconsultants.	Performance Scale	Ensures all contract requirements relating to staff and resources are met and exceeds expectations for deliverables. Staff are available when required and provide qualified supplementary resources when required. Access to firm's upper management is provided as required. Proposes workable solutions when issues arise and changes occur; proactively mitigates issues; subcontractor issues do not impact project delivery.	Fails to, or inadequately provides resources as required to meet project work or meet schedule timelines. Fails to employ individuals who are competent and suitable to perform the work as required. Staff are unavailable or not available enough to meet requirements and do not provide supplementary qualified resources when required. Contractor has issues with subcontractors or the worksite which impact performance of the work.
	Addresses changes and communicates issues promptly with the owner as required. Responds to requests and changes according to required timeframes and is accessible when contacted (for items such as, but not limited to: field changes, Requests for Information (RFIs), financial requests (e.g. accruals/invoices).	Performance Scale	Items are proactively submitted where appropriate. Requires little to no requests or re-requests for items from Infrastructure. Responses are immediate and accurate.	Inadequately addresses changes and communicates issues. Does not submit items in accordance with requirements and requires Infrastructure intervention. Late responses, containing excessive errors, and a lack of clarity (responses require multiple callbacks and exchanges with contractor stakeholders.)

Plan No.:

Project ID:

INDICES	KEY PERFORMANCE INDICATORS	TYPE OF SCORE	SCORING GUIDE: EXCEEDS/SURPASSED	SCORING GUIDE: NEEDS IMPROVEMENT
	<p>Project Milestones and Contract Deliverables are completed and submitted/issued pursuant to required timelines. Format, procedures and quality are as outlined in the contract (which may include, but is not limited to: insurance certificates, cost breakdown, waste management plan, schedule, labour rates, alternate products list, and bonds, minutes, submittals, manuals, as built, test results, proposed change quotations, invoices, contract award requirements for subcontractors, pre-requisites for interim acceptance, close-out/handover, facility training).</p>	Performance Scale	<p>Submittals exceed expectations, are early, in the required format, without errors, and offer value-added content. Value-added components for submittals such as electronic repository for sharing of submission items are included for expedited reviews and approvals. Close-out/handover procedures are promptly initiated and follow the contract. Proactively submits pre-requisites for interim acceptance after obtaining a pre-occupancy permit, if applicable. Facility training is provided as required by an experienced team member involved in the project for each discipline/trade.</p>	<p>Submittals are late or inadequate, and/or are in the wrong format, and/or include material errors. Close-out / handover procedures are delayed. Deficiencies are not remedied as required. Processes are delayed and/or require Infrastructure staff intervention to resolve. Inspection identifies items that were overlooked. Facility training is not provided as required.</p>
	<p>Design Builder is able to manage the commissioning process as required to complete the work.</p>	Performance Scale	<p>Correct deficiencies on the commissioning report and Commissioning is completed ahead of required timeframe.</p>	<p>Does not provide correct deficiencies on the commissioning report and fails to complete Commissioning in required timeframe.</p>
SCHEDULE	<p>Contract Administration and Design Work is completed on time. Meets required milestones and deliverables, provides on schedule delivery of services at every stage of the project (such as, but not limited to: contract acceptance procedures completed; tender drawings and specifications; operation &amp; maintenance manuals; approval of submittals, warrant inspections, and post occupancy documentation received).</p>	Pass/Fail		
	<p>Submits a baseline schedule with clearly defined milestone dates.</p>	Pass/Fail		
	<p>Provides adequate/appropriate time for Infrastructure to review contract deliverables in accordance with requirements.</p>	Performance Scale	<p>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.</p>	<p>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.</p>
	<p>In the field, the construction Work is completed on time and contractor meets scheduled milestones and deliverables. Provides schedule updates as required and mitigates the effects of changes on the schedule via proactive planning. The contractor is competent at daily work planning.</p>	Performance Scale	<p>Exceeds schedule requirements. Provides schedule updates as required and promptly responds to changes on the schedule as required to complete the work. Provides transparent communication and justification regarding schedule changes ahead of time to Infrastructure staff - "no surprises". Demonstrates value-add in daily work planning.</p>	<p>Fails to complete work on time. Fails to provide schedule updates as required; fails to or inadequately mitigates the effects of changes on the schedule. Fails to provide daily work planning as required.</p>

Plan No.:

Project ID:

INDICES	KEY PERFORMANCE INDICATORS	TYPE OF SCORE	SCORING GUIDE: EXCEEDS/SURPASSED	SCORING GUIDE: NEEDS IMPROVEMENT
COST	Invoices submitted are in compliance with requirements and align with the progress of the work as validated by the payment certifier.	Performance Scale	Invoices are error-free and are submitted on a regular basis in the prescribed format. Exceeds expectations for organization and clarity.	Invoices are inaccurate, illegible, submitted very late or before work completed.
	Submitted change order requests are supported by factual evidence (unsolicited change order requests are approved prior to submission).	Performance Scale	Change order requests are supported by evidence, well ahead of time. Change order requests are expected and/or adds value to the project with all required information.	Change order requests are not supported by evidence. Change order requests are not expected or reflect work already completed. Requires intervention by Infrastructure to receive adequate information, or manage and resolve issues.
	Contractor-requested change orders are accurate, detailed, and comply with contract requirements. Change order costs are based on reasonable additional services required and are at market rates. Credits are identified, given, and represent the actual cost of the work.	Performance Scale	Submits pricing that accurately reflects the cost of work. Change orders are accurate, detailed, and submitted in accordance with requirements. Identifies when credits are owed back to the Province, well ahead of time.	Pricing does not match cost-of-work. Extra fees are added, but no record of extra services approved or performed. Change orders are not accurate, detailed, or justified. Infrastructure staff need to identify when/where credits should be given back to the Province.
SAFETY	Meets the contract requirements of maintaining a valid Certificate of Recognition (COR), or equivalent, during the course of the project.	Pass/Fail		
	Is not assessed any safety violations (including without limitation, WCB and OHS notices) during the course of the project.	Pass/Fail		
	Design at each stage meets basic legislative requirements, codes and standards related to safety, accessibility, and community needs.	Performance Scale	No safety issues at each design stage. Addresses safety concerns quickly, causing no delays (in schedule or adversely affecting the scope/timeframe). Proactively demonstrates inclusive public accessibility to all infrastructure.	Additional costs are incurred due to safety issues. Safety issues identified in designs (e.g.: lack reference to applicable legislative codes such as the building code, safety code, electrical code, fire code etc.). Fails to address or inadequately addresses identified safety issues. Lacks inclusive public accessibility to infrastructure as required.
	Safety management plan is effective, ensuring worksite is organized, accessible, and hazard free as required.	Performance Scale	Exceeds expectations in ensuring worksite is organized, clean, and clear of debris. Worksite is organized with equipment and materials stored in a way that does not constitute a hazard to workers. Worksite is accessible. Slip, trip and fall hazards are absent. Response to worksite hazard concerns are dealt with promptly. Worksite is generally well lit to allow for safe work. Hazardous materials are clearly identified with the appropriate caution signs posted to inform workers.	Worksite is disorganized and cluttered. Site is not safely accessible. Slip, trip and fall hazards are present. Inadequate response to worksite hazard concerns. Inadequate lighting for workers. Hazardous materials not properly identified.
<b>TOTAL SCORE</b>				

OVERALL EVALUATION COMMENTS