### Negotiations

#### General Scoring Guidance

A score of 1 indicates the professional did not satisfactorily meet expectations as related to the subject matter of the evaluation criteria.
A score of 3 indicates the professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria.
A score of 5 indicates the professional performed over and above expectations as related to the subject matter of the evaluation criteria.

For a score of 5, the required comment can be "N/A" since all expectations were met, or at the DPM's option a written comment can be provided to support the score.

#### Timeliness Scoring Guidance

The Professional is expected to meet the schedule established with the DPM during the negotiations phone call. Milestones met should include such items as the initial delivery of the PSANS process and proposal and resubmission of the PSANS if changes are required. A small deviation of +/- 3 days should still be considered acceptable.

| 1. Timeliness - Has the Professional met the established Negotiations schedule? |
|---------------------------------|------------------------------------------------------------------|
| **Timeliness Rating:**          | -- Please select an option --                                    |
| **Timeliness Comment:**         |                                                                  |

#### Quality Scoring Guidance

The Professional is expected to submit a Proposal that is clear, concise, and includes all of the required information. The Professional is also expected to understand and complete the PSANS correctly. Having to make changes to the Proposal or to the PSANS fields no more than two times should still be considered acceptable.

| 2. Quality - Was the proposal/process completed? |
|-----------------------------------------------|--------------------------------------------------|
| **Quality Rating:**                           | -- Please select an option --                    |
| **Quality Comment:**                          |                                                  |

#### Negotiations Scoring Guidance

The Professional is expected to submit a reasonable fee and be willing to negotiate with the DPM or be able to justify the amount based on the described project scope.

| 3. Negotiations - Was the Professional willing to discuss their fee and services? |
|---------------------------------------------|-----------------------------------------------------------------------------------|
| **Negotiations Rating:**                    | -- Please select an option --                                                     |
| **Negotiations Comment:**                   |                                                                                    |

To complete this form hit Post Form button located on the top of the form, once posted go back into the form and hit Close. All forms will be stored in the Forms Module of the project.
Design Development or 50% Design Complete

### General Scoring Guidance

A score of 1 indicates the professional did not satisfactorily meet expectations as related to the subject matter of the evaluation criteria.

A score of 3 indicates the professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria.

A score of 5 indicates the professional performed over and above expectations as related to the subject matter of the evaluation criteria.

For a score of 3 or 5 requires a written comment explaining the score.

**Timelessness Scoring Guidance:** The professional is expected to adhere to the design schedule established with the DPM at the beginning of the project or as modified with the Professional Schedule Revision Request process in e-Build. Milestones met should include such items as design submissions, work orders, permit and approval applications, utility service confirmations/agreement information, monthly progress reports, meeting minutes, etc. A small deviation of ±3 days should still be considered acceptable.

<table>
<thead>
<tr>
<th>1. Timeliness - Is the professional meeting the committed to design schedule?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Timeliness Rating:</strong></td>
</tr>
<tr>
<td><strong>Timeliness Comment:</strong></td>
</tr>
</tbody>
</table>

**Quality Scoring Guidance:** The professional’s design is expected to meet the Conditions of Satisfaction established in the PDS or the Client Agency’s project goals described in the Project Program Statement and/or Agreement. Attachment 1, a professional’s design that goes above and beyond the Conditions of Satisfaction or project goals should be considered exceptional.

<table>
<thead>
<tr>
<th>2. Quality - Is the professional meeting the Conditions of Satisfaction and/or project goals?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quality Rating:</strong></td>
</tr>
<tr>
<td><strong>Quality Comment:</strong></td>
</tr>
</tbody>
</table>

**Invoices Scoring Guidance:** The professional is expected to correctly submit all invoices, including both basic services and work orders, in e-Build. Having to return more than 10% of these invoices should be considered unacceptable.

<table>
<thead>
<tr>
<th>3. Invoices - What percentage of professional invoices were incorrect and required revisions?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Invoices Rating:</strong></td>
</tr>
<tr>
<td><strong>Invoices Comment:</strong></td>
</tr>
</tbody>
</table>

**Budget Scoring Guidance:** The professional is expected to design to the budget. If this is a typical project, they should be designing to the guidelines included in the RFP. If this is a Lean project, they should be working with the third party cost estimator to meet the established Target Value. Note: In rare situations when Base Bid #1 must be less than 90% and this is outside the control of the professional, this should be considered acceptable.

<table>
<thead>
<tr>
<th>4. Budget - Has the professional controlled cost and optimized the budget?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Rating:</strong></td>
</tr>
<tr>
<td><strong>Budget Comment:</strong></td>
</tr>
</tbody>
</table>

**Communication Scoring Guidance:** The professional is expected to clearly and satisfactorily communicate in a timely fashion with all project stakeholders. Communication should include, but not be limited to, written correspondence, verbal interaction at meetings and conference calls, graphics, meeting minutes, and reports.

<table>
<thead>
<tr>
<th>5. Communication - How is the professional’s communication with project stakeholders? (Responsiveness, Promptness, Clarity)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications Rating:</strong></td>
</tr>
<tr>
<td><strong>Communications Comment:</strong></td>
</tr>
</tbody>
</table>
### Sufficient Alternatives Scoring Guidance

The Professional is expected to present design options and alternatives as needed during design. This could include design options presented during the Programming/Schematic Design phase and/or design alternatives proposed to keep the design on budget.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - No options/alternatives where provided</td>
<td></td>
</tr>
<tr>
<td>2 - Sufficient options/alternatives where provided</td>
<td></td>
</tr>
<tr>
<td>3 - Innovative options/alternatives where provided</td>
<td></td>
</tr>
</tbody>
</table>

#### Sufficient Alternatives Rating

- **Comment:**

---

### Project Procedures Manual (Rules) Scoring Guidance

The Professional is expected to read, understand, and be in general compliance with the guidelines, policies, and procedures identified in the FPM or as agreed upon at the beginning of the project for Lean project. Having to occasionally correct the Professional or guide them to a certain part of the FPM should be considered acceptable.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Yes</td>
<td></td>
</tr>
<tr>
<td>2 - No</td>
<td></td>
</tr>
</tbody>
</table>

#### Project Procedures Manual (Rules) Rating

- **Comment:**

---

To complete this form hit Post Form button located on the top of the form, once posted go back into the form and hit Close. All forms will be stored in the Forms Module of the project.
### 100% Design Complete

#### General Scoring Guidance
A score of 1 indicates the professional did not satisfactorily meet expectations as related to the subject matter of the evaluation criteria. A score of 2 indicates the Professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria. A score of 5 indicates the Professional performed over and above expectations as related to the subject matter of the evaluation criteria. A score of 1 or 5 requires a written comment explaining the score.

For a score of 3, the required comment can be "NUA" show all expectations were met, or at the DPM's option a written comment can be provided to support the score.

#### Timeliness Scoring Guidance
The Professional is expected to adhere to the design schedule established with the DPM at the beginning of the project or as modified with a Professional Schedule Revision Request process in e-Build. Milestones will include such items as design submissions, work orders, permit and approval applications, utility service confirmations/agreement information, monthly progress reports, meeting minutes, etc. A small deviation of +/- 3 days should still be considered acceptable.

| 1. Timeliness - Has the Professional met the committed to Design schedule? |
|-----------------------------|-----------------------------|
| 1 - Behind Schedule         | 2 - On Schedule (within +/- 3 days) |
| 3 - Ahead of Schedule       | 4 - Please select an option  |
| Timeliness Rating:          | Timeliness Comment:         |

#### Quality Scoring Guidance
The Professional's design is expected to meet the Conditions of Satisfaction established in the PDS or the Client Agency's project goals described in the Project Program Statement and/or Agreement Attachment 1. A Professional's design that goes above and beyond the Conditions of Satisfaction or project goals should be considered exceptional.

<table>
<thead>
<tr>
<th>2. Quality - Has the Professional met the Conditions of Satisfaction and/or project goals?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Not met all conditions/project goals</td>
</tr>
<tr>
<td>2 - Met all conditions/project goals</td>
</tr>
<tr>
<td>3 - Exceeded conditions/project goals (provided additional value)</td>
</tr>
<tr>
<td>Quality Rating:</td>
</tr>
<tr>
<td>Quality Comment:</td>
</tr>
</tbody>
</table>

#### Invoices Scoring Guidance
The Professional is expected to correctly submit all invoices, including both basic services and work orders, in e-Build. Having to return more than 10% of these invoices should be considered unacceptable.

<table>
<thead>
<tr>
<th>3. Invoices - What percentage of Professional invoices were incorrect and required revision?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Over 15% required revision</td>
</tr>
<tr>
<td>2 - 10% and under required revision</td>
</tr>
<tr>
<td>3 - 0% required revision</td>
</tr>
<tr>
<td>Invoices Rating:</td>
</tr>
<tr>
<td>Invoices Comment:</td>
</tr>
</tbody>
</table>

#### Budget Scoring Guidance
The Professional is expected to design to the budget. If this is a typical project, they should be designing to the guidelines included in the PPM. If this is a Lean project, they should be working with the third-party cost estimator to meet the established Target Value. Note: In rare situations where Base Bid #1 must be less than 90% and this is outside the control of the Professional, this should be considered acceptable.

<table>
<thead>
<tr>
<th>4. Budget - Has Professional controlled cost and optimized the budget?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Base Bid #1 is less than 90% or over 95% of current construction budget or more than 2% over or under the Target Value</td>
</tr>
<tr>
<td>2 - Base Bid #1 is between 90% - 95% of current construction budget or Within 2% of the Target Value</td>
</tr>
<tr>
<td>Budget Rating:</td>
</tr>
<tr>
<td>Budget Comment:</td>
</tr>
</tbody>
</table>

#### Communication Scoring Guidance
The Professional is expected to clearly and satisfactorily communicate in a timely fashion with all project stakeholders. Communication should include, but not limited to, written correspondence, verbal interaction at meetings and conference calls, graphics, meeting minutes, and reports.

<table>
<thead>
<tr>
<th>5. Communication - How is the Professional's communication with project stakeholders? (Responsiveness, Promptness, Clarity, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Unsatisfactory</td>
</tr>
<tr>
<td>2 - Satisfactory</td>
</tr>
<tr>
<td>3 - Excellent</td>
</tr>
<tr>
<td>Communications Rating:</td>
</tr>
<tr>
<td>Communications Comment:</td>
</tr>
</tbody>
</table>
### Sufficient Alternatives Scoring Guidance

The Professional is expected to present design options and alternatives as needed at the appropriate times during design. This could include design options presented during the Programming/Schematic Design phase and/or design alternatives proposed to keep the design on budget.

<table>
<thead>
<tr>
<th>Sufficient Alternatives Ratings</th>
<th>1 - No options/alternatives where provided</th>
<th>2 - Sufficient options/alternatives where provided</th>
<th>3 - Innovative options/alternatives where provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sufficient Alternatives Comment</td>
<td>-- Please select an option --</td>
<td>-- Please select an option --</td>
<td>-- Please select an option --</td>
</tr>
</tbody>
</table>

### Project Procedures Manual (Rules) Scoring Guidance

The Professional is expected to present design options and alternatives as needed at the appropriate times during design, including design alternatives proposed to keep the design on budget. If no options or alternatives were required since the last evaluation, provide a score of 3 and explain the score in the comment section.

<table>
<thead>
<tr>
<th>Project Procedures Manual (Rules)</th>
<th>1 - Yes</th>
<th>2 - No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Procedures Manual (Rules) Rating</td>
<td>-- Please select an option --</td>
<td>-- Please select an option --</td>
</tr>
<tr>
<td>Project Procedures Manual (Rules) Comment</td>
<td>-- Please select an option --</td>
<td>-- Please select an option --</td>
</tr>
</tbody>
</table>

To complete this form, hit the 'Post Form' button located at the top of the form, once posted, go back into the form and hit 'Close'. All forms will be stored in the Forms Module of the project.
## Bid Opening

### General Scoring Guidance

A score of 1 indicates the professional did not satisfactorily meet expectations as related to the subject matter of the evaluation criteria.
A score of 3 indicates the Professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria.
A score of 5 indicates the Professional performed over and above expectations as related to the subject matter of the evaluation criteria.

For a score of 1 or 3, a written comment explaining the score is required.

### Estimating Scoring Guidance

**Estimating Scoring Guidance:** The Professional is expected to accurately estimate their design to maximize the budget. Bids that come in over budget or way under budget should be considered unacceptable. Bids that come in just under budget should be considered exceptional. For Lean projects with a third-party cost estimator, provide a score of 3 and explain the score in the comment section.

<table>
<thead>
<tr>
<th>Estimating Rating</th>
<th>Estimating Comment</th>
</tr>
</thead>
</table>

1. **Estimating - How were the bids relative to the current construction budget?**
   - Project can't be awarded or the awarded base bid is less than 90% or over 100% of the current construction budget.
   - Awarded base bid is between 90%-100% of the current construction budget.

<table>
<thead>
<tr>
<th>Estimating Rating</th>
<th>Estimating Comment</th>
</tr>
</thead>
</table>

### Magnitude of Addenda Scoring Guidance

**Magnitude of Addenda Scoring Guidance:** The Professional is expected to complete and fully coordinate their design prior to bidding. Addenda should primarily be used to respond to RFI's and clarify the bid documents. For most projects, issuing two to four addenda with minimal modifications to the drawings/specifications and minimal issuance of complete drawings or specs should be considered acceptable. Issuing a large quantity of drawings or specs or designing/redesigning the project during bidding should be considered unacceptable.

<table>
<thead>
<tr>
<th>Magnitude of Addenda Rating</th>
<th>Magnitude of Addenda Comment</th>
</tr>
</thead>
</table>

2. **Magnitude of Addenda - Size, number, and content of addenda (Use discretion based on project size)**
   - Unacceptable
   - Satisfactory
   - Excellent

<table>
<thead>
<tr>
<th>Magnitude of Addenda Rating</th>
<th>Magnitude of Addenda Comment</th>
</tr>
</thead>
</table>

### Bid Extensions Scoring Guidance

**Bid Extensions Scoring Guidance:** The Professional is expected to issue addenda in a reasonable and timely manner so bidders have sufficient time to review and adjust their bids appropriately. Failing to issue a bid extension because the Professional didn't address all reasonable RFI's quickly should or if they issued an addendum with significant changes too late in the bid date should be considered unacceptable.

<table>
<thead>
<tr>
<th>Bid Extensions Rating</th>
<th>Bid Extensions Comment</th>
</tr>
</thead>
</table>

3. **Bid Extensions - Were there bid extensions attributable to the Professional?**
   - Yes, extension due to the Professional
   - No, extension due to the Professional

<table>
<thead>
<tr>
<th>Bid Extensions Rating</th>
<th>Bid Extensions Comment</th>
</tr>
</thead>
</table>

### Timeliness Scoring Guidance

**Timeliness Scoring Guidance:** The Professional is expected to adhere to the project schedule established with the DPM at the beginning of the project or as modified with a Professional Schedule Request process in eBuilder. A deviation of +/- 14 days should still be considered acceptable.

<table>
<thead>
<tr>
<th>Timeliness Rating</th>
<th>Timeliness Comment</th>
</tr>
</thead>
</table>

4. **Timeliness - Has the Professional met the established schedule for bidding?**
   - Didn't meet schedule due to Professional performance
   - Met schedule (within + or - 14 days)
   - Ahead of schedule

<table>
<thead>
<tr>
<th>Timeliness Rating</th>
<th>Timeliness Comment</th>
</tr>
</thead>
</table>

To complete this form hit Post Form button located on the top of the form, once posted go back into the form and hit Close. All forms will be stored in the Forms Module of the project.
50% Construction Complete

### General Scoring Guidance

A score of 1 indicates the professional did not satisfy most expectations as related to the subject matter of the evaluation criteria.

A score of 3 indicates the professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria.

For a score of 2, the required comment can be "NA" since all expectations were met, or at the APC's option a written comment can be provided to support the score.

### Coordination Scoring Guidance: The Plans and specifications are expected to be sufficiently detailed and accurate enough for the Contractors to satisfactorily perform their scope of work with minimal clarifications or RFI's.

Factors such as but not limited to the value of the project, the size of the project, duration of the project, and the complexity of the project should be considered when answering this question.

#### 1. Coordination - Are there conflicts in the plans and specifications that impact the work between the prime contractors?

**Coordination Rating**

**Coordination Comment**

- Please select an option

- Yes, many of the project schedule and Contractor progress were impacted requiring re-sequencing of the critical path and/or extending the project completion date.
- Some of the project schedule and Contractor progress were minimally impacted but critical path and project completion date were not affected.
- Very few project schedule and Contractor performance were not affected in any way.

### Representation Scoring Guidance: The professional is expected to provide a representative at all job conferences that is capable, qualified, and authorized to answer questions related to the professional oversight of the project design.

Factors such as but not limited to personal emergencies or weather related travel restrictions should be considered when answering this question.

#### 2. Representation - Did the professional attend all job conferences and meetings who were capable and qualified to answer questions relating to the project design?

**Representation Rating**

**Representation Comment**

- Please select an option

- Three or more job conferences that the professional did not have a capable and qualified representative present.
- There were no more than two job conferences that the professional did not have a capable and qualified representative present.
- There were no job conferences that the professional did not have a capable and qualified representative present.

### Site Visits and Reports Scoring Guidance: The project is expected to review submittal data in a timely manner to ensure contractor's work is progressing according to the schedule.

Factors such as but not limited to the value of the project, the size of the project, duration of the project, and the complexity of the project should be considered when answering this question.

#### 3. Site Visits and Reports - Did the professional visit the site after each job conference and provide the professional site visit reports in accordance with the terms of the agreement?

**Site Visits and Reports Rating**

**Site Visits and Reports Comment**

- Please select an option

### Submittal Scoring Guidance: The professional is expected to review submittal data in a timely manner.

Factors such as but not limited to the value of the project, the size of the project, duration of the project, and the complexity of the project should be considered when answering this question.

#### 4. Submittals - Did the professional review and respond in a timely manner to the contractor's submittals?

**Submittal Rating**

**Submittal Comment**

- Please select an option

- There were three or more standard, non-compliance submittals that the professional did not review and respond to the Contractor in the required 14 calendar day duration.
- There were no more than two standard, non-compliance submittals that the professional did not review and respond to the Contractor in the required 14 calendar day duration.
- The professional reviewed and responded to all standard, non-compliance submittals in the required 14 calendar day duration.

### Responsiveness Scoring Guidance: The professional is expected to review submittal data in a timely manner.

Factors such as but not limited to the value of the project, the size of the project, duration of the project, and the complexity of the project should be considered when answering this question.

#### 5. Responsiveness - Did the professional review and respond in a timely manner to the contractor's schedule of values and master schedule?

**Responsiveness Rating**

**Responsiveness Comment**

- Please select an option

### Timeliness and Completeness of As-Built Drawings Scoring Guidance: The professional is expected to review submittal data in a timely manner.

Factors such as but not limited to the value of the project, the size of the project, duration of the project, and the complexity of the project should be considered when answering this question.

#### 6. Timeliness and Completeness of As-Built Drawings - Did the professional review and respond in a timely manner to the contractor's as-built drawings?

**As-Built Drawings Rating**

**Timeliness and Completeness of As-Built Drawings Comment**

- Please select an option

### 7. e-Build Proficiency Scoring Guidance: The professional is expected to have developed and demonstrated adequate proficiency in the use of e-Build in performing their oversight of the project in matters such as but not limited to RFIs, submittals, material testing results review, scheduling of value review, punch list generation/review that are accurate and timely requiring progressively minimal assistance from the Department.

Factors such as but not limited to the value of the project, the size of the project, duration of the project, and the complexity of the project should be considered when answering this question.

#### 8. e-Build Proficiency - Has the professional developed and demonstrated adequate proficiency in the use of e-Build?

**e-Build Proficiency Rating**

**e-Build Proficiency Comment**

- Please select an option

To complete this form hit Post Form button located on the top of the form, once posted go back into the form and hit Close. All forms will be stored in the Forms Module of the project.
**100% Construction Complete**

**In the subject line above input Last Final Inspection Professional Evaluation**

**General Scoring Guidance**

A score of 1 indicates the professional did not satisfactorily meet expectations as related to the subject matter of the evaluation criteria.

A score of 3 indicates the Professional did satisfactorily meet expectations as related to the subject matter of the evaluation criteria.

A score of 5 requires a written comment explaining the score.

For a score of 1, the required comment can be “N/A” since all expectations were met, or at the AP’s option a written comment can be provided to support the score.

**Coordination Scoring Guidance**

The plans and specifications are expected to be sufficiently detailed and accurate enough for the contractors to satisfactorily perform their scope of work with minimal clarifications needed from the professional. Factors such as but not limited to the value of the project, the size of the project, the duration of the project, and the complexity of the project should be considered when answering the question.

1. Coordination - Are there conflicts in the plans and specifications that impact the work between the prime contractor(s)?

   **Coordination Rating:**
   - Please select an option —  
   - Please select an option —  

2. Representation - Did the Professional attend representative to all job conferences and meetings who were capable and qualified to answer questions relating to the project design?

   **Representation Rating:**
   - Please select an option —  
   - Please select an option —  

3. Site Visits and Reports - Did the Professional visit the site and provide the Professionals Site Visit Report in accordance with the terms of the Agreement?

   **Site Visits and Reports Rating:**
   - No  
   - Yes

**Submittals Scoring Guidance**

The Professional is expected to review submittals in fourteen calendar days or less, or as is necessary to sufficiently investigate complex items, but in all cases, the Professional shall not cause delay to the Contractors performance of their scope of work by failing to or being tardy in the review of submittal data. Factors such as but not limited to the complexity of the submittal data, the value of the project, the size of the project, the duration of the project, and the complexity of the project should be considered when answering this question.

4. Submittals - Did the Professional review and respond to submittals to contractors' submittals?

   **Submittals Rating:**
   - Please select an option —  
   - Please select an option —  

5. Responsiveness - Did the Professional respond and request in a timely manner to the Contractor's Schedule of Values and Interim Schedule?

   **Responsiveness Rating:**
   - No  
   - Yes

**Timeliness and Completeness of As-Built Drawings**

1. Did the Professional regularly update their as-built drawings?

   **Timelessness and Completeness of As-Built Drawings Rating:**
   - Please select an option —  

**E-BUILDER Proficiency Scoring Guidance**

The Professional is expected to have or develop and demonstrate and adequate proficiency in the use of E-BUILDER in performing their oversight of the project in matters such as but not limited to RF responses, Submittal review, Material Testing results review, Schedules of values review, punchlist generation/design that is accurate and timely requiring progressively minimal assistance from the Department. Factors such as but not limited to the value of the project, the size of the project, the duration of the project, and the complexity of the project should be considered when answering this question.

1. E-BUILDER Proficiency - Has the Professional developed and demonstrated an adequate proficiency using the E-BUILDER construction management software system?

   **E-BUILDER Proficiency Rating:**
   - Please select an option —  

**To complete this form hit Post Form button located at the top of the form, once posted go back into the form and hit Close. All forms will be stored in the Forms Module of the project.**