

GENERAL POLICY AND PROCEDURE

DEPARTMENT OF PUBLIC SERVICE
TRANSPORTATION DIVISION
CITY OF COLUMBUS, OHIO

SUBJECT: Contractor and Consultant Evaluation

EFFECTIVE DATE: April 11, 2005

PAGES: 1 w/Attachment

BY: RJB

APPLICABILITY:

Effective January 1, 2005 all contractors, consultants, subcontractors and subconsultants under contract with the Transportation Division will be evaluated using the attached forms provided by the Purchasing Office.

GENERAL:

I. For Approval and Acceptance of Studies, Design and Contract Documents

For Preliminary Engineering Documents and Studies, the project manager (and plan review manager as applicable) shall jointly complete the evaluation form and submit it to the City Engineer for review and approval with the final draft of the study. No study will be accepted by the City Engineer without the completed evaluation form attached with the submittal.

For Transportation Division Capital Improvements, the project manager and plan review manager shall complete the evaluation form and submit it to the City Engineer for review and approval with the plan or document originals to be signed. No plans or documents will be signed without the completed evaluation form attached to the documents.

II. For Acceptance of Construction

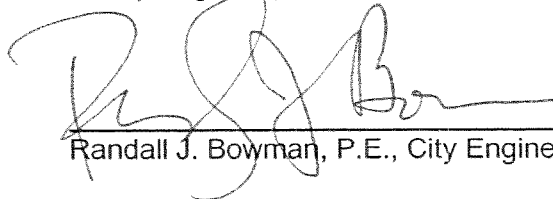
The project manager and construction manager shall jointly complete an evaluation form for both the contractor and the design consultant. The completed forms shall be attached to the request for final payment, and submitted to the City Engineer for approval. No payments will be approved without the completed evaluation form attached to the pay request.

PROCEDURE:

Following approval of the prepared evaluation form, the original shall be sent to the Purchasing Office. Copies shall be distributed as follows:

- Public Service Department Contracts Officer
- Division Administration File
- Project File
- Equal Business Opportunity Commission Office
- Evaluated Contractor/Consultant (with cover letter from City Engineer)
- Lead Contractor/Consultant is evaluation is for Subcontractor or Subconsultant (with cover letter from City Engineer)

APPROVED BY:


Randall J. Bowman, P.E., City Engineer

4/11/05
Date



City of Columbus
Mayor Michael B. Coleman

Department of Finance
Joel S. Taylor, Director

Return Completed Form to:
Purchasing Office
50 W. Gay Street, 1st Floor
Columbus, Ohio 43215-9036
(614) 645-8315 Fax: (614) 645-7051

PROFESSIONAL SERVICE CONTRACTOR/SUBCONTRACTOR EVALUATION

SEE PAGE SIX FOR INSTRUCTIONS

Contract Number: _____ Internal Contract Number: (if applicable) _____

Department: _____ Division: _____

Contract Administrator: _____ Phone No. _____

Capital Improvement Project Name and Number: (if applicable) _____

Duration of Project: _____

Person completing this form _____ Date: _____

Title: _____ Phone: _____ Fax: _____

Is Professional Service Provider: _____ Contractor _____ Subcontractor

Name _____

Address: _____

Federal Identification Number _____

Is Contractor/Subcontractor: _____ Majority _____ MBE _____ FBE

Type and Scope of Service Performed: _____

Project Description: _____

PROFESSIONAL SERVICE CONTRACTOR/SUBCONTRACTOR EVALUATION

SCOPE OF WORK REPRESENTED BY CONTRACTOR AND ALL SUBCONTRACTORS

Name of Contractor: _____

check one: Majority MBE FBE Scope: (briefly) _____

Dollar amount of contract: \$ _____ Percent of contract: _____ %

Name of Subcontractor: _____

check one: Majority MBE FBE Scope: (briefly) _____

Dollar amount of contract: \$ _____ Percent of contract: _____ %

Name of Subcontractor: _____

check one: Majority MBE FBE Scope: (briefly) _____

Dollar amount of contract: \$ _____ Percent of contract: _____ %

Name of Subcontractor: _____

check one: Majority MBE FBE Scope: (briefly) _____

Dollar amount of contract: \$ _____ Percent of contract: _____ %

MODIFICATIONS

MOD #	\$AMOUNT	DESCRIPTION OF SERVICE/CAUSE FOR MODIFICATION

PROFESSIONAL SERVICE CONTRACTOR/SUBCONTRACTOR EVALUATION

Rating: 1=Lowest; 5=Highest: NA=Not Applicable, Circle One

1= (Poor) was below minimal standards. Did not meet most of the requirements in a satisfactory manner:

2= (Fair) Met many of the requirements, but did not fully comply with all of the requirements in a consistently satisfactory manner.

3= (Good) Consistently met the requirements.

4= (Excellent) Met the requirements and performed many important aspects in a superior fashion.

5= (Superior) Consistently exceeded most requirements and executed most important aspect in a superior fashion

ENTIRE CONTRACT (OR DESIGN PHASE IF APPLICABLE)/PERFORMANCE ELEMENTS	RATING/CIRCLE ONE					
Overall Quality of Work	1	2	3	4	5	NA
Timely performance/Benchmarks met	1	2	3	4	5	NA
Effectiveness of Management	1	2	3	4	5	NA
Responsiveness and Cooperation	1	2	3	4	5	NA
Work Organized and Accomplished in an Effective Manner	1	2	3	4	5	NA
Specifications and Drawings Accurate, Clear and Complete	1	2	3	4	5	NA
End Product Suitable for Intended Purpose	1	2	3	4	5	NA
Did End Product Meet Requirements Within the Budget	1	2	3	4	5	NA
Competence/Experience of Staff	1	2	3	4	5	NA
Value of Progress Reports	1	2	3	4	5	NA
Good Communications	1	2	3	4	5	NA
Proper Supervision	1	2	3	4	5	NA

Were you required to provide more resources for the success of the project than originally anticipated?

Explain: _____

Did the contractor/subcontractor have the ability to control costs? _____ Yes _____ No

PROFESSIONAL SERVICE CONTRACTOR/SUBCONTRACTOR EVALUATION

Rating: 1=Lowest; 5=Highest: NA=Not Applicable, Circle One

1= (Poor) was below minimal standards. Did not meet most of the requirements in a satisfactory manner:

2= (Fair) Met many of the requirements, but did not fully comply with all of the requirements in a consistently satisfactory manner.

3= (Good) Consistently met the requirements.

4= (Excellent) Met the requirements and performed many important aspects in a superior fashion.

5= (Superior) Consistently exceeded most requirements and executed most important aspect in a superior fashion

CONSTRUCTION PHASE/PERFORMANCE ELEMENTS	RATING/CIRCLE ONE					
Overall Quality of Work	1	2	3	4	5	NA
Timely performance/Benchmarks met	1	2	3	4	5	NA
Effectiveness of Management	1	2	3	4	5	NA
Responsiveness and Cooperation	1	2	3	4	5	NA
Work Organized and Accomplished in an Effective Manner	1	2	3	4	5	NA
Specifications and Drawings Accurate, Clear and Complete	1	2	3	4	5	NA
End Product Suitable for Intended Purpose	1	2	3	4	5	NA
Did End Product Meet Requirements Within the Budget	1	2	3	4	5	NA
Competence/Experience of Staff	1	2	3	4	5	NA
Value of Progress Reports	1	2	3	4	5	NA
Good Communications	1	2	3	4	5	NA
Proper Supervision	1	2	3	4	5	NA
Were you required to provide more resources for the success of the project than originally anticipated?						
Explain: _____						

Did the contractor/subcontractor have the ability to control costs? _____ Yes _____ No

PROFESSIONAL SERVICE CONTRACTOR/SUBCONTRACTOR EVALUATION

DEFINITION: Professional Service – A service which usually requires advanced training and/or a significant degree of expertise to perform, and which often requires official certification, licensing or authorization by the State as a condition precedent to the rendering of such service. By way of example and without limiting the generality thereof, professional services include the personal services rendered by architects, attorneys at law, certified public accountants, financial consultants, city and regional planners, management consultants, and professional engineers. [Columbus City Code 329 (n)]

INSTRUCTIONS

This evaluation must be filed with the Procurement Manager (at the Purchasing Office) and the appropriate City Agency contract file within 60 days after the completion of the contract and each modification. This applies to professional service contracts exceeding \$20,000. Note: One evaluation must be filed for each professional service contractor and subcontractor

Page 1: PROFESSIONAL SERVICE CONTRACTOR/SUBCONTRACTOR: One evaluation must be filed for each professional services provider (contractor and subcontractors.) Rate the subcontractors only if you know the quality of the work they did during the contracts. If you feel the subcontractor did not play a large role, or you cannot evaluate them fairly, then do not complete and evaluation for that particular subcontractor. If another city employee believes they can fairly rate the subcontractor in question, then have them complete the evaluation.

If a contract lasts for several years, please complete this form as modifications for the project are completed.

Page 2: SCOPE OF WORK AND MODIFICATIONS: List the scope of work for the Contractor and all Subcontractors. List all modifications and the cause for the modification. if you run out of room, feel free to add another page of information

Page 3: PERFORMANCE ELEMENTS: Rate the Contractor or subcontractor according to their performance during the contract (or just the design phase of the contract if a construction phase will also be applicable.)

Page 4: PERFORMANCE ELEMENTS: Rate the Contractor or subcontractor according to their performance during the construction phase if applicable.

Page 5: COMMENTS: Use this page to add appropriate comments regarding performance.

- c: Purchasing Office, Attn: Professional Service Contractor Evaluations
Agency Contract File
Equal Business Opportunity Commission Office, Attn: Professional Service
Contractor Evaluations