

ENGINEERING DIRECTIVE

Frank Tramontozzi (signature on original)

CHIEF ENGINEER

Design Consultant Performance Evaluations

The purpose of this Engineering Directive is to establish a formal procedure for evaluating the performance of consultant engineering firms during the design phase of projects advanced by the MassDOT Highway Division. This procedure is effective immediately and replaces all previous procedures used by the MassDOT Highway Division to evaluate the performance of design consultants.

This procedure applies to design services completed directly under MassDOT contracts and to design services completed under contracts administered by municipalities or other outside entities. This procedure does not apply to non-design architect and engineering services, such as bridge inspection, bridge rating, materials inspection, planning and survey.

All Project Managers shall complete a Consultant Evaluation Workbook (MS Excel format) for every prime consultant design assignment and for each subconsultant design assignment with a fee in excess of \$50,000. Project Managers are responsible for entering all information into the Workbook, including scores provided by Reviewing Sections throughout the design phase. Reviewing Sections are responsible for providing evaluation scores to the Project Manager as part of their design reviews at each design submission stage.

The Workbook contains a two-page Performance Evaluation Form which shall be completed/generated either immediately following project bid opening or at the conclusion of the contract, whichever comes first. The Performance Evaluation Forms shall be signed by the Project Manager and forwarded to the design consultant for review and signature. Typically, a Principal-in-Charge shall review, sign and return the Performance Evaluation Form for the design consultant. The Director/Section Head of the unit responsible for the design consultant assignment shall review and sign all completed Performance Evaluation Forms and shall then forward each completed form to the Architects and Engineers Review Board for review.

Project Managers shall retain copies of completed Performance Evaluations as part of the project file for each design assignment.

The Consultant Evaluation Workbook and Performance Evaluation Form shall not be altered by individuals, but may be updated periodically by MassDOT. These materials shall be made available to Project Managers through e-mail, shared electronic work spaces, or other similar method.

Attachment: Performance Evaluation Form

**PERFORMANCE EVALUATION
ARCHITECT-ENGINEER PROFESSIONAL SERVICES CONSULTANT**

Name & Address of Consultant		Project No	
		Project Description	
Type of Services		Complexity of Project	

Contract Data

Contract No		NTP Date		Maximum Obligation	
Contract Assignment		Completion Date		Amount Paid	
Method of Payment		Percent of Work Complete			

Description and Costs of Sub-Contracts (if any)	
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Project Manager Evaluation

Responsiveness to comments		Efficient Use of Workhours	
Involvement of Key Personnel in Engineering Services		Ability to work within budget amount or fee	
Manner in which Work was Organized and Accomplished		Overall Design Schedule Adherence	
Clearness & Completeness of Presentation		Local Office Staffing and Equipment	
Evidence of Ingenuity and Experience in Design		Capability for doing more complex work	
Performance at Public Hearings and Other Meetings		Preparation of Invoices and Other Billing Material	
		Project Manager Evaluation	

Reasons for Delays (if any)	
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Project Manager Comments

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Overall Evaluation		0	1	2	3	4	5	6	7	8	9	10
(See Page 2 for Reviewing Section Scores)												

Submitted by: _____	Title: _____	_____
	Section: _____	Evaluation Date

PERFORMANCE EVALUATION	EVALUATION DATE:
ARCHITECT-ENGINEER PROFESSIONAL SERVICES CONSULTANT	

Consultant: _____ Contract No: _____ Project No: _____

DISTRICT ROADWAY REVIEWS:

25%		
75%		
100%		

ABP CONTROLS:

Design Schedules	
Construction Time Determination Study	
Construction Estimating	
Planning Considerations	

BRIDGE REVIEWS:

Type Study/Sketch Plans	35%	
Final Design	35%	
Specs & Estimate	30%	

OTHER REVIEWS:

AAB/ADA	
Bike/Ped	
Landscape	

BOSTON TRAFFIC REVIEWS:

25%		
75%		
100%		

ROW:

Preliminary ROW Plans	
Layout Plans and Instruments	

ENVIRONMENTAL REVIEWS:

25%/Early Env Coordination		
MEPA/NEPA		
Wetlands/Water Quality		
Cultural Resources		
Hazardous Materials		

PROJECT MANAGER:

OVERALL QUALITY OF DESIGN:

	Distr.	Bridge	Envir.	Traffic	ROW	Other	Proj. Mgr.	Controls	
Evaluation:									
Weight:									<i>Weighted</i>
Weighted Score:									<i>Score</i>

CONSULTANT COMMENTS - Additional comments may be submitted separately.

Reviewed by PIC*: _____ Title: _____ Date: _____

Approved by: _____ Title: _____ Date: _____

MassDOT - Highway Division

This form is to be submitted by the Section Head to the Secretary of the Architects & Engineers Review Board at completion of work (not including construction stage) or at any other time when such a report may be pertinent.