



Company Name & Contact	Type of Project	Communication	Budget Control	Document Quality	Schedule Control	Construction Control	Comments
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**Applicant:**

Ref. #1		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	
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Ref. #3		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor	

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## Explanation of Terms

### **Type of Project**

What kind of work did this applicant perform? Was it new construction? Was it modernization? Did it include the same kind of work anticipated for this project (i.e. roof replacement, window replacement, electrical system upgrade, etc.)?

### **Communication**

How well did the applicant communicate. Did they keep all parties informed of project developments and events? Did they hold/attend meetings regularly? Did they document meetings adequately (i.e. prepare meeting minutes., etc.)?

### **Budget Control**

Were their estimates accurate? How well did the applicant adhere to the budget? If the program exceeded the budget, did they offer recommendations as to how to reduce the scope to fit the budget?

### **Document Quality**

Did the construction documents adequately describe the work and the bidding requirements? Were there any bid protests resulting from misinterpretation of the documents? Were there any change orders resulting from misinterpretation of the documents?

### **Schedule Control**

Did the applicant meet the required deadlines for document submissions, etc.?

### **Construction Control**

Did the applicant adequately protect the Owner's interest on issues such as shop drawing review, product substitutions, change order negotiations, payment requisition reviews, etc.? Did the applicant hold regular job meetings and prepare appropriate meeting minutes?

### **Comments**

Provide any additional comments that may help in evaluating this applicant.