

## SRTA CONSULTANT PERFORMANCE EVALUATION TOOL

\* Please fill in all green-shaded fields. Comments are optional.

Consultant Name:	Contract Phase: <span style="border: 1px solid black; padding: 0 5px;">___ Initial ___ Mid ___ Close</span>
Contract #:	Project Name:
Date of Evaluation:	Type of Work Performed:
Evaluation Prepared By:	Small or DBE (Yes or No)

**Please add any other specific factors you evaluated below.**

<b>SCORE IN SHADED CELLS:</b> <b>1 = UNSATISFIED 2 = SATISFIED 3 = VERY SATISFIED</b>	<b>ENTER COMMENTS IN BOXES PROVIDED BELOW:</b>
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<b>1) Quality / Technical Performance</b>  Met work product standards. Performed & documented according to approved plan. Met DBE/UDBE Goal/Commitment (if applicable). Managed subconsultants/DBEs effectively.	<div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto;"></div> <div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto; background-color: #d9ead3;"></div> <div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto; background-color: #d9ead3;"></div> <div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto; background-color: #d9ead3;"></div>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
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<b>2) Cost Performance</b>  Finished within Contract budget. Invoices were accurate & timely, according to contract.	<div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto;"></div> <div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto; background-color: #d9ead3;"></div> <div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto; background-color: #d9ead3;"></div>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
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<b>3) Schedule Performance</b>  Submitted accurate and timely deliverables. Met milestone or completion due date(s).	<div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto;"></div> <div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto; background-color: #d9ead3;"></div> <div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto; background-color: #d9ead3;"></div>	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
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<b>4) Business Relations/Negotiations Performance</b>  Responded to customer needs. Conducted business in a professional manner. Provided effective verbal and written communication.	<div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto;"></div> <div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto; background-color: #d9ead3;"></div> <div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto; background-color: #d9ead3;"></div> <div style="border: 1px solid black; height: 20px; width: 30px; margin: 0 auto; background-color: #d9ead3;"></div>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
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<b>Grand Total Points:</b>	<b>0</b>
<i>Calculated Evaluation Score:</i>	<i>0%</i>

SRTA Project Manager:	Printed Name:	Date:

Signature of PM confirms that the evaluation has been provided to Consultant. If applicable, Consultant comments may be attached to the final assessment.

**Email completed evaluation to Consultant & submit copy to Chief Fiscal Officer to Close Out Contract.**