

Company: .
Document .
description:

Department:

Contract start date:

Division:

Assignment end date:

Assignment size:

Type:

Phase:

Project number:

Justification for
Interim All:

Overall Project Management (25%)

score value
0.00

weighted
per cent
0.00%

- 1 Produced quality tender package (documents, specifications, drawings, and quality) that comply with Region of Peel standards or required minimal revisions to bring them into compliance

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

- 2 Site visits were conducted appropriately and proactively. Any issues observed during visits were resolved

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

Company: .

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3 Schedule timelines were managed well to ensure deliverables were completed according to schedule and issue management was timely. Potential delays were identified early

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

4 Resources proposed in RFP were available or were replaced with a suitable alternative. An effort was made to minimize resource replacements

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

5 Design support available during project phase

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

6 Qualified inspectors available during construction phase

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

Company: .

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7 Consultant scope changes were valid, accurately documented and were brought to Region's attention in a timely manner

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

8 Ensured safety requirements were met on site

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

39 Vendor comments

Contract specific
comment:

Evaluation
comment:

Score: 0 / 0

Value added:

Communications and Cooperation (10%)

score	value
0.00	<input type="text"/>

weighted
per cent
0.00%

Company: .

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9 Conducted effective meetings. Meeting minutes including documentation were completed as per requirements and schedule timelines

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

10 Coordination strategies were efficient and effective with all stakeholders

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

11 Proper QA/QC and knowledge of Regional standards and procedures avoided excess use of Regional resources

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

12 Maintained professional and cooperative relationships with all stakeholders (sub consultants, operations and third parties) and was accessible and responsive to questions and requests for information

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

Company: .

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13 Demonstrated professional conduct with the public during consultations and communications

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

14 Maintained detailed and accurate site notes, documentation and files

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

40 Vendor comments

Contract specific
comment:

Evaluation
comment:

Score: 0 / 0

Value added:

Planning and Scheduling (18%)

score	value
0.00	<input type="text"/>

weighted
per cent
0.00%

Company: .
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15 Property acquisition process was followed and documentation/drawings were provided and met Regional standards

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

16 Studies and reports were accurate and complete for project phase and schedule

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

17 Traffic management plans and studies were effective and complied with the most current traffic regulations

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

18 Utility identification (including conflict) and relocations were assessed and completed according to schedule

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

Company: .

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19 Permits and approvals obtained in timely manner to accomplish scheduled activities and to avoid project delays

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

20 Efficient and effective commissioning and training plans provided a smooth transition to Operations

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

21 Drawings (including record drawings) were provided to the Region according to scheduled timelines

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

41 Vendor comments

Contract specific
comment:

Evaluation
comment:

Score: 0 / 0

Value added:

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Quality of Work (30%)	score	value	weighted per cent
	0.00	<input type="text"/>	0.00%

22 Deliverables displayed the level of quality required

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

23 Produced complete reports including design reports, deficiency lists and warranty items and studies on agreed upon schedule and as per project requirements

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

24 Compliance to Regional CAD design standards with minimal resubmissions

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

25 Minimal contract changes during project phase as a result of accurate and quality drawings and specifications

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

Company: .

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26 Value engineering demonstrated through constructability in design, life cycle costing, time savings, etc. and/or based on value engineering requested.

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

27 Worked with quality sub consultants and third parties and appropriately coordinated project tasks with these parties

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

28 Quality of work displayed comprehensive knowledge of Regional standards

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

29 Maintained professional and ethical conduct throughout assignment

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

Company: .

Document .
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30 Ensured construction complies with approved design

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

42 Vendor comments

Contract specific
comment:

Evaluation
comment:

Score: 0 / 0

Value added:

Project and Financial Administration (12%)

score	value
0.00	<input type="text"/>

weighted
per cent
0.00%

31 Budgets and costs managed to successfully accomplish project outcomes

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

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32 Construction and long-term operation and maintenance costs were considered through effective and efficient life cycle costing to provide the best value for the solution

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

33 Ensured site met environmental compliance and was maintained as per Regional and other agency and governing authority requirements

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

34 Project invoices, including resource invoices, submitted to the Region were accurate and as per scheduled timelines

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

35 Ensured scope changes for contractors/sub consultants or additional work for existing consultants included proper backup documents and appropriate extension of time required as part of change

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

Company: .
Document .
description:

43 Vendor comments

Contract specific comment:

Evaluation comment:

Score: 0 / 0

Value added:

	score	value	weighted per cent
Risk and Issue Management (5%)	0.00	<input type="text"/>	0.00%

36 Early identification of issues critical to completion of the project

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

37 Resolved issues efficiently and effectively, determining causes and identifying solutions with minimal long term impacts to the Region

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

38 Accountability and responsibility accepted for work produced and tasks assigned

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

ID:

Date:

Number: .

Iteration:

Company: .

Document .
description:

44 Vendor comments

Contract specific
comment:

Evaluation
comment:

Score: 0 / 0

Value added:

Total score	Total value added	Percent
0	<input type="text"/>	0

Rating:

Overall comments:

Project manager: _____

Date: _____

Approver: _____

Date: _____