

EXHIBIT H – PERFORMANCE EVALUATION PROCESS

The Agency may conduct performance evaluation(s) on the selected Consultant(s) during the Price Agreement term, which be compiled and maintained by Agency, and become a written record of Consultant's performance, including information gained during an exit interview. The Agency will provide copies of any performance evaluation documentation to the affected Consultant and upon request, to third parties, unless lawfully exempt from disclosure.

The following information describes the Agency's use of the performance evaluation documentation:

Performance Evaluation Process:

- a. Agency's Right to Evaluate.** Agency may, at its sole discretion, conduct performance evaluations. Agency reserves the right to negotiate the criteria of the Performance Evaluation Form prior to execution of the Price Agreement, but the criteria will be the same for all consultants if multiple Price Agreements are awarded.
- b. Evaluation Process.** The performance evaluation results may be used as written documentation for addressing areas of Consultant's performance throughout the term of the resulting Price Agreement. Agency reserves the right to conduct performance evaluations on an interim basis throughout the term of the Price Agreement.
- c. Consultant's Review/Response.** The Agency shall provide a copy of the performance evaluation form results to Consultant within **ten** (10) business days following completion. Consultant may respond, in writing, or may request a meeting to address any or all findings contained in the completed Consultant's performance evaluation form within five (5) business days following receipt.
- d. Agency's Use of Performance Evaluation.** Agency may, at its sole discretion, use performance evaluation findings and conclusions in any way deemed necessary by Agency, including, but not limited to, corrective action, withholding of retainage, determining eligibility for future WOC assignments, and as a criterion of selection for future Agency contracts.

If the WPM determines the need for a Performance Evaluation, the following sample Consultant Evaluation Form may be used as part of the performance evaluation process.

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SAMPLE CONSULTANT EVALUATION FORM

Consultant: _____

Project Title and Key Number: _____

Price Agreement Number: _____ WOC Number: _____

Type of Work Performed (check all that apply):

- Bridge Engineering
- Roadway Engineering
- Geotechnical Engineering
- Scheduling
- Training
- Air Analysis
- Interim
- End of Project
- Noise Analysis
- HazMat
- Computer Aided Drafting
- Construction Engineering and Inspection
- Project/Program Management
- Subconsultant
- Traffic
- Environmental
- Right of Way
- Hydraulic Engineering and Design
- Evaluation Type
- Other: _____

SCORING

Excellent 10 to 8	Good 7 to 5	Fair 4 to 3	Poor 2 to 0
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1. **Negotiations** Score: _____
Cooperative and responsive
 2. **Cost/Budget** Score: _____
Complete within WOC budget including amendments.
 3. **Schedule** Score: _____
Complete within WOC schedule including amendments.
 4. **Scope of Work** Score: _____
Products met quality/expectations set forth in the WOC/PRICE AGREEMENT, consultant presented accurate analyses & recommendations
 5. **Communications** Score: _____
Clear, concise communications, represented project appropriately in public
 6. **Management** Score: _____
Team player, sub management, accurate/timely invoices, accurate progress reports, etc.
 7. **DBE Goal (if applicable)** _____% Met Goals? Yes = 10; No = 0 Score: _____
- Total Score:** _____
- Overall Average Performance Rating (total score/number of criteria rated):** _____

Rated By WPM (Name and Title): _____ WPM Signature _____ Date _____

Contract Administrator (Name and Title) _____ Contract Administrator Signature _____ Date _____

Agency reserves the right to adjust evaluation score(s) upon Agency's findings of good cause. Send all completed forms to ODOT's Procurement Office, Contract Administrator.