

Appendix E

POST PERFORMANCE EVALUATION CRITERIA FOR CONSULTANT/VENDOR SERVICES

The Local Agency shall complete a consultant/vendor services evaluation, provide a copy and opportunity to provide written comments to be attached to the evaluation to the consultant, and **submit their signed evaluation with their request for final payment** to the MDOT Local Agency Program Section.

5-point scale used with the rating description guidelines listed below.

Rating Description: 5-point scale used with the rating description guidelines listed below.

1 - Vendor failed to comply with applicable federal, state and/or laws regulations.

5 - Vendor displayed outstanding knowledge of applicable federal, state and/or local laws and regulations. In addition, the vendor was proactive in assuring they complied with Local Agency guidelines and procedures and therefore needed no agency intervention.

Vendor Services Specific Information:

Prime Consultant/Vendor: _____

Design Services Construction Engineering Services Testing Services

JN: _____ Description: _____

1. Was the Vendor in control of services provided to the Local Agency?

- 1 Comments: _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

2. Did the Vendor communicate adequately with Local Agency staff?

- 1 Comments: _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

3. Was the Vendor responsive to requests from the Local Agency, including requests for information and requests to make changes in work?

- 1 Comments: _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

4. Did the Vendor follow good safety practices?

<input type="checkbox"/> 1	<u>Comments:</u> _____
<input type="checkbox"/> 2	_____
<input type="checkbox"/> 3	_____
<input type="checkbox"/> 4	_____
<input type="checkbox"/> 5	_____

5. Did the Vendor meet deliverable date requirements?

<input type="checkbox"/> 1	<u>Comments:</u> _____
<input type="checkbox"/> 2	_____
<input type="checkbox"/> 3	_____
<input type="checkbox"/> 4	_____
<input type="checkbox"/> 5	_____

6. Did the Vendor coordinate work with sub vendor's work, exercise authority over sub vendors, provide notice of sub vendor work schedule, and ensure that sub vendors followed contract requirements?

<input type="checkbox"/> 1	<u>Comments:</u> _____
<input type="checkbox"/> 2	_____
<input type="checkbox"/> 3	_____
<input type="checkbox"/> 4	_____
<input type="checkbox"/> 5	_____

7. Did the Vendor have competent and sufficient personnel with the technical expertise to successfully complete the project?

<input type="checkbox"/> 1	<u>Comments:</u> _____
<input type="checkbox"/> 2	_____
<input type="checkbox"/> 3	_____
<input type="checkbox"/> 4	_____
<input type="checkbox"/> 5	_____

8. Did the Vendor have adequate and sufficient resources other than personnel (equipment, manuals, etc.) to fulfill the requirements of the scope of services?

<input type="checkbox"/> 1	<u>Comments:</u> _____
<input type="checkbox"/> 2	_____
<input type="checkbox"/> 3	_____
<input type="checkbox"/> 4	_____
<input type="checkbox"/> 5	_____

9. Did the Vendor provide a quality work product?

<input type="checkbox"/> 1	<u>Comments:</u> _____
<input type="checkbox"/> 2	_____
<input type="checkbox"/> 3	_____
<input type="checkbox"/> 4	_____
<input type="checkbox"/> 5	_____

