

Consultant/Contractor Performance Evaluation (CPE) Program

When to Conduct Evaluations

Consultants/Professional Services ▼

Stand-Alone Contracts (PSAs)

- End of Design Phase
- End of Construction (Substantial Completion)
- Project completion if no Construction Phase (i.e. planning studies)

Rotation Lists (RL)

- By Project
- End of Design Phase
- End of Construction (Substantial Completion)
- Project completion if no Construction Phase (i.e. planning studies)

Building Services RLs for Asbestos, Lead Paint & Mold (Completed at the MA level)

- Each firm will be evaluated twice a year in April and October

Testing RLs

- Materials Testing RLs - End of each Project
- Geotechnical RLs - End of each Project
- Forensic Engineering RLs - Project Assignment completion

Contractors/Construction ▼

IFB (Traditional Low-Bid)

- Substantial Completion

IDIQ (Completed at the MA level)

- At the time of contract option/term renewal(s)
- End of Contract

Competitive Sealed Proposals (CSP)

- Substantial Completion

Job Order Contracts (JOC)

- By Project
- Substantial Completion

Construction Manager at Risk (CMR)

- Substantial Completion

Design-Build (DB)

- End of Design
- End of Construction (Substantial Completion)

Other ▼

Interlocal Agreements (ILA)

- Only applies to City of Austin contracts

Staff Augmentation Contracts

- End of base term and each additional term
- Additional CPEs may be completed for assignments based on the scope of work

Additional evaluations can be prepared at other times, as appropriate, at the Dept. or PM's discretion. (i.e. Warranty Phase)

performanceevaluations@austintexas.gov



FINANCIAL SERVICES
DEPARTMENT



FINANCIAL SERVICES DEPARTMENT
PROCUREMENT PROGRAMS DIVISION
Consultant/Contractor Performance Evaluation (CPE) Program

Consultant Performance Evaluation – Interim Progress Report

Date:

SECTION I. Project Information

Project Name: _____ Solicitation Number: _____ Subproject ID: _____
 Contract Number: _____ CT/MA Number: _____ DO Number: _____
 Rotation List Name: _____ Phase: _____ (If Other: _____) Industry: _____
 Engineering Discipline: MEP SUE Services Environmental Structural Transportation Drainage Geotechnical
 Construction Management Program Management General Civil Tunneling W&WW Pipeline W&WW Facilities

SECTION II. Consultant's Information

Firm's Full Legal Name:		
Program Manager (PM) Name:	PM's Phone Number:	PM's Email Address:
Principal Name:	Principal's Phone Number:	Principal's Email Address:

SECTION III. Evaluation

EVALUATION CRITERIA		1 pt.	2.5 pts.	3 pts.
- Needs Improvement (1 Point) = Does not meet contractual, technical, or professional requirements. - Successful Performance (2.5 Points) = Meets contractual requirements. - Exceptional Performance (3 Points) = Exceeds contract requirements to the City's benefit.				
1. Schedule / Timeliness of Performance – The Consultant submitted a baseline schedule and met milestones. Deliverables were submitted to the Owner in accordance with the agreed upon schedule(s). Consultant alerted the City to possible schedule problems well in advance of delays. The Consultant provided responses to RFI's/emails/request for proposals, etc., in a timely manner.				
Comments:				
2. Budget / Cost Control – The Consultant provided timely, complete, and accurate Opinion of Probable Cost or interim construction estimates per contract. Consultant suggested solutions there were cost effective, appropriate, and provided in a timely manner.				
Comments:				
3. Invoicing and Payments – Consultant paid subconsultants timely in accordance with statutory requirements and the contract. Billing was made to correct contracts. Supporting documentation for charges was provided and questions were answered in a timely manner.				
Comments:				
4. MBE/WBE/DBE Procurement Program(s) – The Consultant complied with approved MBE/WBE/DBE compliance goals, Request for Changes, and MBE/WBE close-out requirements (SMBR rating).				
Comments:				
5. Regulatory Compliance and Permitting – The Consultant determined appropriate permitting path and met all applicable regulatory and permitting requirements associated with the contract.				
Comments:				

For questions concerning the Consultant/Contractor Performance Evaluation Program,
 email the CPE Administrator at performanceevaluations@austintexas.gov



FINANCIAL SERVICES DEPARTMENT
PROCUREMENT PROGRAMS DIVISION
 Consultant/Contractor Performance Evaluation (CPE) Program

Consultant Performance Evaluation – Interim Progress Report

EVALUATION CRITERIA	1 pt.	2.5 pts.	3 pts.
6. Adequacy and Availability of Workforce – The Consultant possessed and maintained adequate resources and equipment throughout the project(s) to meet the demands of the contract, including sufficient number of qualified staff, properly equipped and available for the required tasks. Key personnel were available throughout the project.			
Comments:			
7. Project and Contract Management – The Consultant understood and effectively managed the project and met all contractual requirements. The Consultant reviewed and analyzed Subconsultant Deliverables and oversaw their work in an effective manner. Consultant successfully established project scope, schedule, budget and provided regular updates on deliverable status and timely performed construction administration tasks.			
Comments:			
8. Communications, Cooperation, and Business Relations – Consultant provided effective, professional, verbal, and written communications to City staff, Contractor, and project stakeholders			
Comments:			
9. Quality – The Consultant worked in accordance with the established Quality Control Plan (QCP). The drawings/plans reflected existing conditions accurately. Deliverables submitted were complete in all respects. All comments and review requests were adequately incorporated into Deliverables. The Deliverables were properly formatted and well-coordinated. The Consultant provided adequate support for As-Built drawings. Change orders due to design deficiencies were minimal. (Double weighted due to importance on overall performance)	2 pts.	5 pts.	6 pts.
Comments:			
Overall Comments		Total Score:	

SECTION IV. Acknowledgement

CONSULTANT'S PROJECT MANAGER		CITY OF AUSTIN PROJECT MANAGER	
Full Name:		Full Name:	
Signature:	Date:	Signature:	Date:
Remarks:		Remarks:	

For questions concerning the Consultant/Contractor Performance Evaluation Program,
 email the CPE Administrator at performanceevaluations@austintexas.gov



Capital Contracting Office

Consultant Performance Evaluation

EXAMPLE

Evaluation Date:	
Project Name:	
CIP ID Number:	
Phase:	() Design (through bid & Award Phase); () Construction; (X) Other; () Warranty
Contract Number:	
Master Agreement Name:	
Consultant:	
Consultant's Project Manager:	
Consultant's Principal:	
Industry (select one): (X) Engineering () Architecture () Surveying () Planning () Landscape Architecture	Engineering Discipline (Select all that apply): () MEP; (X) Geotechnical; () SUE Services; () Structural; () Environmental; () Tunneling; () Transportation; () Drainage; () W & WW Pipeline; () W & WW Facilities; () General Civil; () Program Management; () Construction Management;

EVALUATION CRITERIA			
<ul style="list-style-type: none"> - Needs Improvement (1 Point) = Does not meet contractual, technical or professional requirements. - Successful Performance (2.5 Points) = Meets contractual requirements. - Exceptional Performance (3 Points) = Exceeds contract requirements to the City's benefit. Detailed Performance Evaluation Guidelines can be found at: http://www.austintexas.gov/department/consultant-performance-evaluation	Needs Improvement (1 Point)	Successful Performance (2.5 Points)	Exceptional Performance (3 Points)
1. Schedule / Timeliness of Performance - The Consultant submitted a baseline schedule and met milestones. Deliverables were submitted to the Owner in accordance with the agreed upon schedule(s). Consultant alerted the City to possible schedule problems well in advance of delays. The Consultant provided responses to RFI's/emails/request for proposals, etc., in a timely manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Budget / Cost Control - The Consultant provided timely, complete, and accurate Opinion of Probable Cost or interim construction estimates per contract. Consultant suggested solutions there were cost effective, appropriate, and were provided in a timely manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Invoicing and Payments - Consultant paid subconsultants timely in accordance with statutory requirements and the contract. Billing was made to correct contracts. Supporting documentation for charges were provided and questions were answered in a timely manner.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. MBE/WBE/DBE Procurement Program(s) - The Consultant complied with approved MBE/WBE/DBE compliance goals, Request for Changes, and MBE/WBE close-out requirements (SMBR rating).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Regulatory Compliance and Permitting - The Consultant determined appropriate permitting path and met all applicable regulatory and permitting requirements associated with the contract.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Adequacy and Availability of Workforce - The Consultant possessed and maintained adequate resources and equipment throughout the project(s) to meet the demands of the contract, including sufficient number of qualified staff, properly equipped and available for the required tasks. Key personnel were available throughout the project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Project and Contract Management - The Consultant understood and effectively managed the project and met all contractual requirements. The Consultant reviewed and analyzed Subconsultant Deliverables and oversaw their work in an effective manner. Consultant successfully established project scope, schedule, budget, and provided regular updates on deliverable status and timely performed construction administration tasks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Communications, Cooperation, and Business Relations - Consultant provided effective, professional, verbal and written communications to City staff, Contractor, and project stakeholders.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Note: The quality performance criterion is weighted more heavily due to its importance to performance overall.	Needs Improvement (2 Point)	Successful Performance (5 Points)	Exceptional Performance (6 Points)
9. Quality - The Consultant worked in accordance with the established Quality Control Plan (QCP). The drawings/plans reflected existing conditions accurately. Deliverables submitted were complete in all respects. All comments and review requests were adequately incorporated into Deliverables. The Deliverables were properly formatted and well-coordinated. The Consultant provided adequate support for As-Built drawings. Change orders due to design deficiencies were minimal.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Score (30 Points Maximum):	25		

	Signature / Date
Project Manager (PM):	
Sponsor Dept:	
Inspector (Construction Phase Only):	
Sponsor:	
Please email completed evaluation(s) to the Capital Contracting Office at: CCOProfessionalServices@austintexas.gov	



FINANCIAL SERVICES DEPARTMENT
PROCUREMENT PROGRAMS DIVISION
Consultant/Contractor Performance Evaluation (CPE) Program

Contractor Performance Evaluation (CPE) – Interim Progress Report

Date:

SECTION I. Project Information

Project Name:

Solicitation Number:

CIP Number:

Contract Number:

CT/MA Number:

DO Number:

SECTION II. Contractor's Information

Company's Full Legal Name:	Company's Phone Number:	General Contractor (GC) Name:
GC Representative's Name:	GC Representative's Phone Number:	GC Representative's Email Address:

SECTION III. Evaluation

EVALUATION CRITERIA				
<ul style="list-style-type: none"> - Needs Improvement (1 Point) = Does not meet contractual, technical, or professional requirements. - Successful Performance (2.5 Points) = Meets contractual requirements. - Exceptional Performance (3 Points) = Exceeds contract requirements to the City's benefit. 		1 pt.	2.5 pts.	3 pts.
1. Quality - The Contractor performed and completed work in accordance with the contract and project manual. The Contractor proactively checked to ensure Contractor's and subcontractor's Work met plans and specifications. The Contractor took responsibility for ensuring the quality of Work of the subcontractors, and adequately coordinated the different trades' Work. Contractor promptly corrected defective work.				
Comments:				
2. Schedule - Contractor established baseline schedule and completed the project within established timeframes, including any City approved schedule changes.				
Comments:				
3. Wage Compliance and Required Job Postings - The Contractor met contractual and regulatory requirements associated with Wage compliance and required job postings.				
Comments:				
4. MBE/WBE/DBE Procurement Program(s) - The Contractor complied with approved MBE/WBE/DBE compliance goals, Request for Changes, and MBE/WBE close-out requirements (SMBR rating).				
Comments:				
5. Invoicing and Payments - Invoices were accurate and complete, inclusive of all required attachments and backup data, and submitted on a timely basis reflective of the contract requirements. Monthly reports and pay requests were of expected quality and submitted on time. Subcontractors were paid timely.				
Comments:				
6. Regulatory Compliance and Permitting - Contractor met all applicable regulatory and permitting requirements associated with the contract.				
Comments:				

For questions concerning the Consultant/Contractor Performance Evaluation Program,
 email the CPE Administrator at performanceevaluations@austintexas.gov



FINANCIAL SERVICES DEPARTMENT
PROCUREMENT PROGRAMS DIVISION
 Consultant/Contractor Performance Evaluation (CPE) Program

Contractor Performance Evaluation (CPE) – Interim Progress Report

EVALUATION CRITERIA	1 pt.	2.5 pts.	3 pts.
7. Safety and Protection - Contractor initiated, maintained, and supervised all safety precautions and complied with OSHA and any safety-related programs in connection with the work performed.			
Comments:			
8. Construction Training Program - Contractor submitted an approved Construction Training Plan prior to project mobilization and met all requirements of the program.			
Comments:			
9. Project and Contract Management - The Contractor supervised, inspected, and directed the Work competently and efficiently, applying skills and expertise as necessary to perform the Work in accordance with the Contract. The Contractor maintained adequate resources to meet the demands of the contract and was always available for the required tasks.			
Comments:			
10. Communications, Cooperation, and Business Relations - Contractor provided effective verbal and written communications to City staff, Consultant, subconsultants, and project stakeholders.			
Comments:			
Overall Comments	Total Score:		

SECTION IV. Acknowledgement

GENERAL CONTRACTOR'S REPRESENTATIVE		CITY OF AUSTIN PROJECT MANAGER	
Full Name:		Full Name:	
Signature:	Date:	Signature:	Date:
Remarks:		Remarks:	

For questions concerning the Consultant/Contractor Performance Evaluation Program,
 email the CPE Administrator at performanceevaluations@austintexas.gov



Capital Contracting Office

Contractor Performance Evaluation

Evaluation Date:	
Project Name:	
CIP ID Number:	
Contract Number:	
Contractor:	
Contractor's Primary Contact:	

EXAMPLE

EVALUATION CRITERIA			
- Needs Improvement (1 Point) = Does not meet contractual, technical or professional requirements. - Successful Performance (2.5 Points) = Meets contractual requirements. - Exceptional Performance (3 Points) = Exceeds contract requirements to the City's benefit. Detailed Performance Evaluation Guidelines can be found at: http://www.austintexas.gov/department/consultant-performance-evaluation		Needs Improvement (1 Point)	Successful Performance (2.5 Points)
1. Quality - The Contractor performed and completed work in accordance with the contract and project manual. The Contractor proactively checked to ensure Contractor's and Subcontractor's Work met plans and specifications. The Contractor took responsibility for ensuring the quality of Work of the subcontractors, and adequately coordinated the different trades' Work. Contractor promptly corrected defective work.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Schedule - The Contractor established a baseline schedule and completed the project within established timeframes, including any City approved schedule changes.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Wage Compliance and Required Job Postings - The Contractor met contractual and regulatory requirements associated with Wage compliance and required job postings.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. MBE/WBE/DBE Procurement Program(s) - The Contractor complied with approved MBE/WBE/DBE compliance goals, Request for Changes, and MBE/WBE close-out requirements (SMBR rating).		<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Invoicing and Payments - Invoices were accurate and complete, inclusive of all required attachments and backup data, and submitted on a timely basis reflective of the contract requirements. Monthly reports and pay requests were of expected quality and submitted on time. Subcontractors were paid timely.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Regulatory Compliance and Permitting - The Contractor met all applicable regulatory and permitting requirements associated with the contract.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Safety and Protection - The Contractor initiated, maintained, and supervised all safety precautions and complied with OSHA and any safety-related programs in connection with the work performed.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Construction Training Program - The Contractor submitted an approved Construction Training Plan prior to project mobilization and met all requirements of the program.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Project and Contract Management - The Contractor supervised, inspected, and directed the Work competently and efficiently, applying skills and expertise as necessary to perform the work in accordance with the Contract. The Contractor maintained adequate resources to meet the demands of the contract and was always available for the required tasks.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Communications, Cooperation and Business Relations - Contractor provided effective verbal and written communications to City staff, Consultant, subconsultants, and project stakeholders.		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Total Score (30 Points Maximum):		27	

Comments / Facts concerning specific events or actions to justify the evaluation:

Criteria 1) During the construction period, the Contractor did an excellent job of performing the specialized work that was necessary for the project – repairing the mechanically stabilized earthen walls at the roadway in front of the terminal building, employing a qualified and reliable subcontractor for this work and coordinating well with that subcontractor, and with the consultant and City representatives. The quality of the work met the specifications.

Criteria 7) During construction the Contractor made it a priority to maintain the Department of Aviation's expectation of providing a safe path of travel at all times for the pedestrian and vehicular traffic along the roadway in front of the terminal building. Hours and locations of lane closures, and traffic control plans, were coordinated in advance with the Department of Aviation.

Criteria 9) As mentioned above, during construction the Contractor did an excellent job of coordinating with the qualified and reliable subcontractor that performed the specialized work that was necessary for the project. There was never an inadequate workforce and the contractor was readily available to coordinate with the consultant and City representatives as necessary.

Criteria 10) During construction, the Contractor did an excellent job of providing effective verbal and written communications to City staff, consultant and subconsultants. Responses were provided in a timely and effective manner during the construction period.

Additional Comments:

	Signature / Date
Project Manager (PM):	
Sponsor Dept:	
Inspector (Construction Phase Only):	
Sponsor:	

Please email completed evaluation(s) to the Capital Contracting Office at:
 CCOCConstruction@austintexas.gov