



Professional Services Performance Evaluation

version 1.0 - April 20 - 21

<input type="checkbox"/> Final	DATE: Apr 20-21
<input checked="" type="checkbox"/> Interim # 2	
<input type="checkbox"/> Design	
<input checked="" type="checkbox"/> Contract Administration	
<input type="checkbox"/> Other: Study	

Consultant Co./Project Manager: Consultant ABC	
Project Name/Description: Consultant Project for the City of Toronto	
Project Category: Water/Wastewater Plant	Project Phase: Contract Tender
Purchase Order No: 6xxxxx	START DATE: Jan 01-19
Purchase Order Value: \$1,000,000	COMPLETION DATE: Jun 01-22

Ranking					
For definitions refer to Page 2					
U	I	ME	EE	EX	IN/A

A. Health and Safety	sub-score 3.00	Weight 12.6%
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1. Did the consultant comply with OHSA, Regulations and other legal H&S requirements?				<input checked="" type="checkbox"/>		
2. Did the consultant comply with agreement-specific H&S requirements and other legal requirements such as WSIA, Environmental Laws, Employment Standards, By-Laws and Standards?				<input checked="" type="checkbox"/>		
3. Was the consultant effective at documenting and reporting observed contractor H&S issues?				<input checked="" type="checkbox"/>		

B. Quality of Deliverables	sub-score 3.00	Weight 26.9%
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1. Did the consultant provide appropriate QA/QC for their project deliverables?				<input checked="" type="checkbox"/>		
2. Was all documentation clear, concise, technically correct and complete?				<input checked="" type="checkbox"/>		
3. Were designs completed in compliance with all project requirements, standards, specifications & regulations?				<input checked="" type="checkbox"/>		
4. Was the project constructable as-tendered?				<input checked="" type="checkbox"/>		
5. Were cost estimates within the accuracy range for the prescribed Estimate Class?				<input checked="" type="checkbox"/>		

C. Organization	sub-score 3.00	Weight 18.0%
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1. Did the consultant submit a satisfactory baseline schedule of their activities in compliance with their agreement?				<input checked="" type="checkbox"/>		
2. Did the consultant regularly update their baseline schedule?				<input checked="" type="checkbox"/>		
3. Did the consultant set up and maintain appropriate issue-decision tracking logs for their assignment?				<input checked="" type="checkbox"/>		
4. Did the consultant provide the project team proposed, and was there continuity in staffing during their work?				<input checked="" type="checkbox"/>		
5. Did the consultant effectively coordinate and manage the work of its employees and sub-consultants?				<input checked="" type="checkbox"/>		
6. Did the consultant, acting as the City's agent, effectively represent the City's interests?				<input checked="" type="checkbox"/>		

D. Execution	sub-score 3.00	Weight 26.9%
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1. Did the consultant complete their project as per their agreed schedule?				<input checked="" type="checkbox"/>		
2. Did the consultant complete their work for the agreed price?				<input checked="" type="checkbox"/>		
3. Did the consultant appropriately address technical comments from City staff & other stakeholders during the project?				<input checked="" type="checkbox"/>		
4. Did the consultant's contract administrator and/or site inspector effectively review and report on the construction?				<input checked="" type="checkbox"/>		
5. Were the following services/deliverables accurate, complete and delivered in a timely manner:						
5.1 Response to RFIs from the contractor, City staff and other stakeholders				<input checked="" type="checkbox"/>		
5.2 Meeting management and meeting minutes				<input checked="" type="checkbox"/>		
5.3 Contractor's change directives/orders and payment certificates				<input checked="" type="checkbox"/>		
5.4 Commissioning Services - Such as Disinfection, Startup, Work Management System, Training, etc				<input checked="" type="checkbox"/>		
5.5 Did the consultant conduct timely review of shop drawings during the project?				<input checked="" type="checkbox"/>		
5.6 Project close out Services - Such as As-builts, manuals, training and other close out documentation				<input checked="" type="checkbox"/>		
5.7 Third Party Permits and Approvals				<input checked="" type="checkbox"/>		

E. Administration	sub-score 3.00	Weight 15.6%
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1. Did the consultant communicate, cooperate, collaborate with City lead, all stakeholders, and public?				<input checked="" type="checkbox"/>		
2. Did the consultant cooperate in resolving non-technical problems and display initiative to implement solutions?				<input checked="" type="checkbox"/>		
3. Did the consultant demonstrate accountability for issues for which they were responsible?				<input checked="" type="checkbox"/>		
4. Did the consultant submit accurate, complete invoices in a timely manner?				<input checked="" type="checkbox"/>		
5. Did the consultant submit their own timely, supportable change order requests?				<input checked="" type="checkbox"/>		
6. Did the consultant accept responsibility for the full scope of the consultant assignment for which they are responsible?				<input checked="" type="checkbox"/>		
7. Did the consultant coordinate to minimize disruption to the public and City operations?				<input checked="" type="checkbox"/>		

3.00 Total Score (weighted)

	Name (Print or Type)	Signature and Date
Project Manager:		
Manager:		
Director: (required for Final only)		

NOTE: If the consultant disagrees with this evaluation, it is to submit its objections in writing with supporting evidence within five (5) business days to the Division Manager (for Interim Reports) or to the Division Director (for Final Reports)