

Consultant Evaluations

Project Development and Environmental Analysis Unit		Approved: Version: 2.1
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Purpose

This procedure guides PDEA staff through performing the semi-annual evaluations required for consultant firms under current contracts. The reviews provide positive feedback on performance as well as providing an opportunity for constructive criticism in areas that need improving and any necessary steps for corrective action.

Background

Consultant Evaluations are required to be performed on a routine basis for all firms with open contracts with NCDOT. For PDEA Staff this also includes contracts being utilized through other business units such as the Roadway Design Unit. All reviews will be shared with the consultant firm and, when necessary, additional meetings to discuss the review may be requested by the firm.

Responsibility

The PDEA Project Manager (PM) assigned to manage the contract is responsible for performing the evaluation or coordinating with other PDEA staff as needed to complete the evaluation.

Procedures

Frequency

Consultant evaluations are conducted at different timeframes for each PDEA Unit. The Natural Environment Section (NES) and the Human Environment Section (HES) have contracts with short durations and narrow scopes. These sections will perform consultant evaluations after each completed deliverable.

The Project Development Section (PDS) has contracts with long durations and broader scopes. This unit will perform consultant evaluations every six months as long as the contract is open. The evaluation periods for PDS are:

- January 1 – June 30
- July 1 – December 31

If no work has been performed within an evaluation period, but the contract is still open, the PDEA PM will fill out the basic information on the form and then indicate

that no work was performed. No work is defined as the consultant being completely idle on a project due to circumstances beyond their control or the project is deferred but the contract remains open.

Some contracts administered by the PDS include the natural and human environment component. For these contracts, the PDE will ask the NES Project Manager and the HES Project Manager for an evaluation of completed deliverables for that evaluation cycle. These evaluations will be included with the PDE's evaluation.

The evaluation forms are due two weeks after the deliverable has been completed for NES and HES and two weeks after the end of an evaluation period for PDS.

Consultant Evaluation Form

The [Consultant Evaluation Form](#) has three sections: the first section is basic project information; the second section is a brief description of the work being evaluated; and the third section is the actual evaluation information and signature lines.

In the title block for the form, be sure to type in the appropriate section name (Human Environment, Natural Environment, or Project Development). The basic project information under Project Assignment and Description is self-explanatory. However, for the NCDOT Project Numbers, provide both the TIP and the WBS numbers.

For each of the rating categories provide the score (1-10) and brief comments regarding the score. You are required to provide detailed explanations and corrective actions for scores of 1-5. Ratings of 10 must include descriptive comments. However, it does help the consultant and NCDOT for you to provide a brief comment on the work performed even if the score is from 6-9. The Rating Score Average is the average of the above rated tasks and should be calculated to one decimal place.

If all of the work on a deliverable or task order is complete, then check the appropriate box found at the lower right under the ratings table.

Finally send the form for your supervisor for review and approval, sign the form and then turn into the designated administrative staff that will be responsible for sending the evaluations to the consultant firm. These are as follows:

- Tracy Walter – Project Development Section
- Kim Annis – Natural Environment Section
- Demorris Hunkins – Human Environment Section

A hard copy of all evaluation forms will be filed and maintained by PDEA Office Administration.

Auditing

In January of each year, each Section will perform an audit on the previous year to verify that the Consultant Evaluations are being completed as required. The audit should consist of running a report from the appropriate scheduling tool to determine the deliverables completed (for NES and HES) or the contracts that are open and then comparing these lists with the evaluations that were completed over the past year. The audit does not have to look at every item on the lists, just enough to verify compliance.

