

Performance Evaluation for Consultant Services – SMC 20.50.080

Completed evaluations are retained in department contract files and may be posted for City staff.

Consultant Name:		Solicitation Type ☐ Direct ☐ Roster ☐ Advertised ☐ Other	
Consultant Project Manager Name		Project Title	
		Agreement Number	
Date Agreement Executed	Type of Work ☐ Study ☐ Design ☐ Engineering ☐ Training ☐ Other		
Original Agreement Amount \$	Total Amendment Amounts \$	Total Agreement Amount \$	
End Date		Total Amount Paid \$	
Brief description of work			
<i>If your project required an Inclusion Plan:</i>			
WMBE Goal per Inclusion Plan %	WMBE Actual Performance %	Total WMBE Dollars Paid %	
Scoring Criteria: Select from the score ranges and descriptions listed to the right for all areas evaluated for each consultant.	Score	Description	
	• Satisfactory	Good to excellent, exceeding performance typically seen from consultants in the category.	
	• Unsatisfactory	Acceptable to good performance, similar to typical consultant performance.	
		Difficult and/or low performance, inadequate and below expectations.	
		Comment	Satisfactory? Y / N
1. Consultant was cooperative and responsive during negotiations.			
2. Finished within budget, including amendments. Appropriate level of effort, reasonable direct, non-salary expenses.			
3. Achieved scheduled (including all amendments). Promptly responded to comments. Adapted to changes initiated by Department. Notified department early about any schedule impacts.			
4. Work products met standards. Performed appropriate quality control. Responded to review comments in subsequent submissions. Sought opportunities to incorporate innovative designs/approaches. Delivered "compatible" electronic files.			
5. Positive, adaptable and responsive. Clear, concise oral and written communication. Demonstrated an understanding of oral and written instructions. Communicated at intervals appropriate for the work. Respected and used lines of communications. Interaction the public was positive.			
6. Creative cost control measures/ideas. Submitted appropriate, periodic accurate progress reports. Provided accurate and timely invoices. Conducted meetings efficiently. Limited the number of consultant-initiated contract modifications/supplements. Coordinated with Department effectively; was a team player. Responsive; managed subconsultants effectively			
7. WMBE Inclusion (for contracts with inclusion plans): Did the consultant accomplish their Inclusion Plan, were WMBE utilization reports submitted promptly; did the consultant cooperate with all requests for compliance, was the consultant active, performing outreach and recruitment effectively.			
8. Other:			
Rated by (Project/Contract Manager Name and Title)		Project/Contract Manager Signature	Date
WMBE Advisor Review per department policy (Name and Title)		WMBE Advisor Signature	Date
Department Review (Name and Title)		Department Signature	Date