



**City of O'Fallon, Missouri
Public Works Department
100 North Main St.
O'Fallon, Missouri 63366
(636) 240-2000**

SUBJECT: Public Works Department's Engineering Consultant Selection Policy

DATE APPROVED: November 1, 2018

PURPOSE:

The purpose of the Public Works Department's consultant selection policy is to identify procedures for the procurement of engineering contracts from firms interested in providing professional services for the City of O'Fallon.

REFERENCE:

Missouri Revised Statutes Sections 8.285 through 8.291 policy on contracts for architectural, engineering, land surveying services state that it shall be the policy of the State of Missouri and political subdivisions of the State of Missouri to negotiate contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable prices. The provisions of sections 8.285 to 8.291 shall not apply to any political subdivision which adopts a qualification-based selection procedure commensurate with state policy for the procurement of architectural, engineering and land surveying services.

City of O'Fallon Purchasing Policy states that, political subdivisions of the State of Missouri are required to negotiate contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices. If the contract amount exceeds \$100,000, then it is required to solicit qualifications from a minimum of 3 firms for the specified project. If a contract amount does not equal or exceed \$100,000, then it is acceptable to pull firm qualifications that are already retained on file at the City.

POLICY:

This policy is about engineering design contracts that fall within the state laws for qualification based selection. This policy does not cover architectural or land surveying services. With a large selection of qualified professional engineering service firms located in this region, it is the goal of this policy to ensure a level playing field for all qualified consultants vying for engineering design work from the City. It is important for the City to maintain good working relationships with many

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qualified engineering firms that are interested in working for the City and willing to bring their knowledge and ideas to the table for the benefit of the City.

This policy is designed to balance the workload of engineers to ensure the City attracts and maintains the interest of the best firms in the St. Louis area.

Prequalification Requirements

- The Consultant must maintain a fully functioning (fully staffed) office within the St. Louis Metropolitan area that operates as a self-sufficient office. This includes having the capabilities and staff to produce an engineering work product such as construction drawings, engineering studies, engineering reports and other related work. The office must be open and manned during normal company work hours and serve as a self-sufficient office for the company. Architectural, Geotechnology, Surveying and other technical work may be subcontracted to a sub-consultant approved by the City.
- Consultant's work may be performed by locations outside the St. Louis Metropolitan area as long as the local office meets the requirements of a self-sufficient office as defined above. In cases where work is to be performed outside the metro area, the consultant must maintain a qualified project manager in the local office as the City's primary contact for the project.
- The consultant must have at least one engineer registered in Missouri on staff to be responsible for and seal all work.
- The consultant must be qualified and experienced in civil engineering work. To be considered "qualified", a consulting firm must provide verifiable documentation of experience in the area of expertise necessary for the size and discipline of the proposed project to be considered.
- Poor past performance may result in rescinding or denying prequalification. In these cases, the consultant's Statement of Qualifications will be removed from the City's files and the consultant will be notified of the reasons for taking this action.

Prequalification Process / "On File" General Statements of Qualifications (SOQs)

- The City will maintain a listing of firms interested in performing professional services for the City. These firms may submit a General (not project specific) Statement of Qualifications to the city and the City will keep these records on file. These general services SOQs should be submitted to the Engineering Division at least once every 3 years to be current and eligible for consideration following the procedures below.
- General SOQs on file with the City: To be included with the database of general SOQs on file with the City, consultants must complete the Engineer Contact Database form (Exhibit A) and return this to the Engineering Division. Along with the form the consultant should submit a general services SOQ packet, limited to 10 pages maximum, detailing their qualifications with a focus on the 4 areas below (Specialized Experience, Capacity and Capability of the Firm, Past Record of Performance, Proximity to and Familiarity). Files with existing SOQs will be maintained based on the types of work listed on the Engineer Contact Database form. Once added to the database a consultant's information will be valid for a 3-year period. Updates to an existing SOQ can be made at any time.

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Statement of Qualifications (SOQs) responding to a City issued project specific RFQ:

- To meet the requirements of the RFQ, all SOQs shall be submitted with the following items:
 - The SOQ shall be separated into sections to cover the following topics:
 - Technical Competence of the Firm: The firm shall demonstrate their understanding of the project and explain their technical approach to the design including any innovative ideas
 - Demonstrated Capabilities of the Firm: The firm shall provide evidence showing the quality and experience of the project manager and proposed project team including the Project Team Table detailed below
 - Quality of Related Project Experience: The firm shall provide examples of similar project experience which includes a Project Table as detailed below.
 - Quality of Work on Previous City Projects: The firm shall provide a summary of recent projects completed with the City. Only projects in the past 4 years will be considered.
 - Project Table: One table similar to the table below must be provided to show the project team’s relevant project experience, ability to keep to a schedule and accuracy of project estimates. When a RFQ includes multiple projects, one table of this type may be used for each of the projects being submitted on.

<i>Project Name, Contact and Location</i>	<i>Contracted Time / Actual Design Time</i>	<i>Length of Approved Extensions</i>	<i>Engineer’s Estimate</i>	<i>Low Bid</i>	<i>Actual Construction Costs</i>	<i>Owner Contact Information</i>
Project Name #1	Contract Time	Time Ext.	Estimate	Low Bid	Final Cost	Owner Contact
Location	Actual Time					
<Description of project #1 with its relevance to the proposed project>						
Project Name #2	Contract Time	Time Ext.	Estimate	Low Bid	Final Cost	Owner Contact
Location	Actual Time					
<Description of project #2 with its relevance to the proposed project>						

- Project Team Table: A second table similar to the one below shall be provided showing the project team’s experience and availability. When a RFQ includes multiple projects, one table may be used for each of the projects being submitted on. Even though only 2 projects are shown in the example for each Team Member, additional projects may be included.

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<i>Team Member</i>	<i>Office Location</i>	<i>Current Workload</i>	<i>Project Status % Complete</i>	<i>Expected Completion</i>	<i>Years of Experience</i>	<i>% Available</i>
Name #1	Location	Project #1	%	Completion Date		%
Title		Project #2				
<Team Member 1's Bio>						
Name #2	Location	Project #1	%	Completion Date		%
Title		Project #2				
<Team Member 2's Bio>						

- Appendix: An appendix shall be provided with the SOQ to include supporting materials as follows:
 - E-Verify MOU Information
 - Worker Eligibility Verification Affidavit
 - Corporate Engineering License
 - Project Manager's Missouri Professional Engineer License

These appendix items are not counted in the page count of the submittal

- The number of printed pages submitted by consultants for their proposal shall be limited to a total of 10 pages not counting the appendix. When a single RFQ is issued for multiple projects, 2 additional pages may be added for each additional project. For example, an RFQ issued for 4 projects will be limited to 16 pages (10+2+2+2=16). The City's Project Manager may make adjustments to this requirement as needed based on the project requirements, but when this is done the RFQ will clearly state what this change is so that all consultants can follow this changed requirement.

Review and Scoring of Statement of Qualifications:

- Prior to evaluation of the SOQs by the selection committee, the City's Project Manager will review and report to the other selection committee members on the following. Each of these items is a pass/fail evaluation. A failing score in any of these categories will stop that submittal from any further consideration.
 - Past Record of Performance: Consultant's past record of performance on projects will be evaluated based on the table provided. This will include a reference check which will be randomly selected from the past project information provided.
 - The record of the consultant's performance will be evaluated both on past City projects and from other projects listed in the SOQ. This will include both the quality of the work performed and the timeliness of completing the project within the established project schedule
 - Capacity of the Firm: The consultant's backlog will be evaluated from the table provided.

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- Key members of the proposed project team must have on average 20% available time for O'Fallon's project
- Larger City projects will require a higher level of availability from the project team
- Adequate Staffing: The SOQ will be evaluated based on the consultant having both the right amount of staffing, but also the quality of the proposed project team.
- Project Schedule: The proposal will be evaluated to ensure that it meets the City's schedule to complete the project.

The Project Manager will write a memo or email to the selection committee and project file to detail his/her review of these items.

- The selection committee will review the SOQs and rate them based on the following factors:
 - Technical Competence of the Firm: This is a rating of the consultant's understanding of the project and the technical approach to the design including any innovative ideas brought forward by the consultant (30% - 15 total points max)
 - Demonstrated Capabilities of the Firm: This is a rating of the quality and experience of the project manager and proposed project team (30% - 15 total points max)
 - Quality of Related Project Experience: This is a rating based on the past projects listed in the SOQ completed by the consultant and how closely they relate to the City's project (20% - 10 total points max)
 - Quality of Work on Previous City Projects: (10% - 5 total points max)
 - Only projects in the past 4 years will be considered
 - A firm without previous projects with the City in the past 4 years will be given a score of 3 out of 5 in this area
 - Firm's Proximity to and Familiarity with the Area: (Local Preference): (10% - 5 total points max)
 - 5 points – Located in O'Fallon
 - 4 points – Located in St. Charles County
 - 3 points – Located in Missouri and within 100 miles of O'Fallon
 - 2 points – Located in Illinois and within 100 miles of O'Fallon
 - 1 point – Located in the US
 - There will be a maximum of 50 points with written SOQ's.

Scoring of Consultant Interviews:

When utilized, interviews will be scored based on the following factors utilizing the attached interview ranking sheet:

- Understanding of the Project and Technical Approach to the Design (40% - 20 points max)
- Solutions for the Project and Innovative Ideas (40% - 20 points max)
- Quality and Relevance of Similar Projects (20% - 10 points max)
 - Completed by the proposed project team in the last 5 years
- There will be a maximum of 50 points with interviews.

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Consultant Selection Process

- Annually, projects will be divided into groups based on the expected size of the engineering fee: small projects (<\$100,000), mid-range projects (\$100,000 to \$500,000) and large projects (>\$500,000). Projects in each group will go through the selection process identified below.
- The process below will be followed for all projects planned for in the budget. Any projects that come up mid-year will be handled separately with the intention to follow these requirements only to the extent possible.

SMALL PROJECTS (<\$100,000)

Small projects with professional services budgeted for less than \$100,000: At this level, three consultants from the prequalified list of firms with established SOQs will be pulled from those already on file with the City. These existing SOQs on file with the City will be reviewed by City staff to determine which would be the best firm for the project. A memo will be written for the project file that explains in detail why the chosen firm was selected. In keeping with the policy stated above, no single firm shall receive more than 2 contracts within each category of work in one fiscal year using this procedure. **The 4 categories of work will be based on the City's budgetary categories: Streets, Stormwater, Water and Sanitary Sewer.** Consultants with specialization in multiple areas may be awarded 2 projects in each of these 4 categories.

The review of the SOQs and selection of a consultant will be based on the following factors taken from the state law:

1. Specialized Experience: The specialized experience and technical competence of the firm with respect to the type of professional services required;
2. Capacity and Capability of the Firm: The capacity and capability of the firm to perform the work in question, including specialized professional services, within the time limitations fixed for the completion of the project;
3. Past Record of Performance: The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
4. Proximity to and Familiarity: The firm's proximity to and familiarity with the area in which the project is located.

If desired, the City may choose, for projects within this category, to follow the procedures below for Mid-Range Projects or for Large Projects.

MID-RANGE PROJECTS (\$100,000 to \$500,000)

Projects with professional services budgeted for less than \$500,000, but more than \$100,000: At this level, the SOQs on file with the City will be reviewed. From these files, 6-10 firms will be selected to receive a single Request for Qualifications (RFQ) for all the projects budgeted for each category of work (Water, Sewer, Streets, Storm, etc) as defined above. The selection of these 6-10 firms thru their SOQs shall be based on the 4 criteria established in state law noted above. After the selection of the firms is made, one RFQ will be issued for each of the 4 budgetary category of work (as defined above). For example, within the Street funds one RFQ will be issued to these 6-10 firms for all the street projects budgeted for that

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year. The RFQ will provide the details for each of the projects being solicited through the RFQ process. The selection of a firm will be based on the following:

1. Selection Committee: The selection committee will consist of the Division Manager, a Senior Project Manager and a Project Manager. The City Administrator and Director of Public Works may be part of the selection committee if they choose to be. The selection committee will then review and evaluate the proposals. Changes to the makeup of the selection committee can be made with the approval of the Director of Public Works.
2. The attached SOQ ranking sheet, Exhibit B, will be used by the selection committee to rank the firms in the following categories: Technical Competence of the Firm, Capabilities of the Firm, Quality of Related Project Experience, Quality of Work on Previous City Projects, and the Firm's Proximity to and Familiarity to the Area.
3. Selection of Consultants: After going through this review and scoring process, the top 2-3 firms will be eligible to be awarded projects. With the firms selected, projects will be assigned to the firms based on matching the projects to the firms based on the abilities of the firms. Efforts will also be made to equitably balance the workload of the firms with the goal of balancing the workload of the engineering firms to ensure the City continues to attract the interest of the best firms in the St. Louis area. This distribution of the projects assumes and requires that all the top rated firms with the best scores are fully qualified to perform the work. As an example, it would be consistent with this policy when 3 firms are selected to receive contracts for 6 sewer projects that each firm would receive 2 sewer projects. This situation would not always be possible based on the capabilities of the firms, but the goal would be to balance the workload among the selected firms to the extent possible while matching up projects to the firm that excels in that type of work. If there are only 2 sewer projects for the year then the top 2 firms would each receive 1 project.
4. Once the Engineering firms are selected for projects, the Division shall notify the Director of Public Works of the selections that have been proposed prior to negotiating any contract.
5. After the qualification based selection of the firms is completed, contracts will be negotiated with each of the firms following the section below on "**Contract Negotiations**". Separate contracts will be negotiated for each project. If the City is not able to negotiate a contract for one of the projects, that project will be awarded to one of the other qualified firms.
6. At this level while not required, it is an option to utilize an interview process with the firms to make the final selection of engineering firms. If interviews are utilized, the ranking of the firms shall be based on the attached interview ranking sheet.

LARGE PROJECTS (>\$500,000)

Large projects with professional services budgeted for \$500,000 or more: The process for selecting engineering firms for Large Projects in this category will be similar to the category with professional services for the Mid-Range Projects with the following exceptions:

1. Instead of a single RFQ with multiple projects for the Mid-Range Projects, a project specific RFQ will be sent to the firms on file with experience in the type of work. In addition to notifying the firms on file, the RFQ will be advertised in the newspaper and

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on the City's website. Advertising this RFQ will be coordinated with the City's Purchasing Agent in the Finance Department.

2. Using the attached SOQ ranking sheet, the selection committee will first select 2-4 fully qualified firms from the all the submittals and then these top 2-4 firms will be invited in for interviews. The final selection of the firm for the project will be based on interviews of the firms. The selection committee will use the attached Interview Ranking Sheet, Exhibit C, to score the interviews.
3. At this level, the selection committee will be expanded to include additional members with those being the Director of Public Works and potentially the City Administrator if he/she is interested in participating in the process for these projects.
4. After the selection of a firm is completed, a contract will be negotiated with the firm following the section below on "**Contract Negotiations**". If the City is not able to negotiate a contract for one of the projects, that project will be awarded to one of the other firms.
5. In keeping with the policy stated above, no individual firm shall be selected to receive more than 1 large project contract per category in a fiscal year using this procedure. A firm selected for a large project design within this category may still be eligible to be awarded other projects from the other two levels (below \$100,000 and from \$100,000 to \$500,000) following those procedures.

Contract Negotiations:

- The City will request a fee proposal from the selected consultants. The proposals shall include a re-statement of the definition of the project scope, technical and management approaches, project manager and staffing, schedule and subcontractors.
- The fee proposal shall include a detailed breakdown of the hours and fees associated with each activity associated with the project design.
- Contracts shall be a lump sum or cost plus fixed fee basis as directed by the City.
- Contracts shall be negotiated to ensure the best and fairest rates are obtained by the City for the services required.
- If a reasonable contract cannot be negotiated for a project, the City will repeat this process with the next acceptable consultant. If no contract can be negotiated, then the procurement process will be repeated with all new consultants.
- The Fee Proposal will become part of the approved contract for each project.
- The Notice to Proceed for the services shall be sent with the signed contracts only after approval and verification of proper and current insurance requirements by the City.

General Items:

- In special cases, qualified consultants who do not have offices within the St. Louis Metropolitan area will be considered only after written justification by the Division Manager and the approval of the Director of Public Works or City Administrator.
- When required due to the use of federal funds on a project, the procurement process will follow MoDOT's local public agency requirements and not as detailed in this policy.

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- Specialty Work: When there is a specialty type of service desired that only a few firms can perform, this procedure will not be required and a separate RFQ may be issued specific to this project.
- Upon project completion of the project, O'Fallon's Project Manager will prepare a performance evaluation on the quality of the design services completed. This evaluation shall be reviewed with and approved by the Director of Public Works prior to being issued to the consultant. The consultant will be briefed and the evaluations shall be filed for use in future selection processes. Those evaluations shall be completed using the form attached as Exhibit D.
- The City does business only with organizations that have a legal workforce and requires all its vendors to participate in the E-Verify system. This requires contractors to use E-Verify to electronically verify the employment eligibility of employees. Companies using E-Verify must comply with the contractor-specific terms of the E-Verify MOU. The MOU can be found at www.E-Verify.gov.
- Firms should be aware that City Ordinance #5516 states in part, Elected/appointed officials are prohibited from influencing in any way the soliciting, acceptance or awarding of any bids or City contracts. All requests for information regarding a selection process shall be referred to the City Clerk or Project Manager. As a potential provider of services to the City all firms submitting qualifications must avoid any conflicts with this ordinance and maintain integrity and ethics throughout the selection process.
- This policy will be posted on the City's website.
- All RFQ's sent out for engineering contracts shall include a notice in it about this policy.

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Exhibit A
Page 1 of 2

Engineer Contact Database

Fill out as much information that applies to your company.
Please list only in-house services.

City of O'Fallon
Project Management
100 North Main Street
O'Fallon, MO 63366
Fax: 636-978-4144

ID	Date Of Entry	Internal Use Only
5		

BASIC CONTACT INFORMATION

Company Name	
Address	
City	
State	
Zip	
First	
Last	
Title	
Phone	
Fax	
Email	
Company Website	

DBE? MoDOT LPA Certified? Expires: Size Local Office:

CONSULTANT CAPABILITIES (IN-HOUSE STAFF ONLY, NO OUTSOURCING)

Please check boxes that your company can perform, and then indicate # of staff that can perform these tasks in the box to the right.

Roads	<input type="checkbox"/>	<input type="text"/>	Grant writing (Federal, etc.)	<input type="checkbox"/>	<input type="text"/>
Bridges	<input type="checkbox"/>	<input type="text"/>	Planners	<input type="checkbox"/>	<input type="text"/>
Surveying	<input type="checkbox"/>	<input type="text"/>	Plan Review	<input type="checkbox"/>	<input type="text"/>
Traffic Modeling	<input type="checkbox"/>	<input type="text"/>	Municipal	<input type="checkbox"/>	<input type="text"/>
Traffic Signal	<input type="checkbox"/>	<input type="text"/>	Construction Inspection	<input type="checkbox"/>	<input type="text"/>
Traffic Studies	<input type="checkbox"/>	<input type="text"/>	Bridge/Structural Inspection	<input type="checkbox"/>	<input type="text"/>
Water	<input type="checkbox"/>	<input type="text"/>	Landscaping Arch.	<input type="checkbox"/>	<input type="text"/>
Sewer	<input type="checkbox"/>	<input type="text"/>	Parks/Rec/Master Planning	<input type="checkbox"/>	<input type="text"/>
Subsurface Utility	<input type="checkbox"/>	<input type="text"/>	Playground Design	<input type="checkbox"/>	<input type="text"/>
Stormwater	<input type="checkbox"/>	<input type="text"/>			
Creek Stabilization	<input type="checkbox"/>	<input type="text"/>	Trail/Bike Design	<input type="checkbox"/>	<input type="text"/>
Mitigation	<input type="checkbox"/>	<input type="text"/>	Public ADA (PROWAG) / Transition Plan	<input type="checkbox"/>	<input type="text"/>

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Exhibit A

Page 2 of 2

Flood Plain <input type="checkbox"/>	<input style="width: 100%;" type="text"/>	ROW Acquisition <input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Arborist <input type="checkbox"/>	<input style="width: 100%;" type="text"/>	Appraisal Services <input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Natural Resources <input type="checkbox"/>	<input style="width: 100%;" type="text"/>		

Architectural <input type="checkbox"/>	<input style="width: 100%;" type="text"/>	Public Safety <input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Interior Design <input type="checkbox"/>	<input style="width: 100%;" type="text"/>		
Mechanical <input type="checkbox"/>	<input style="width: 100%;" type="text"/>	Soil Testing <input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Electrical <input type="checkbox"/>	<input style="width: 100%;" type="text"/>	Pavement Testing <input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Plumbing <input type="checkbox"/>	<input style="width: 100%;" type="text"/>	Hazardous Testing <input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Fiber Optics Design <input type="checkbox"/>	<input style="width: 100%;" type="text"/>		
		Geotechnical <input type="checkbox"/>	<input style="width: 100%;" type="text"/>
		Cultural Resources <input type="checkbox"/>	<input style="width: 100%;" type="text"/>

Equipment Only (purchase or rent):	
Other Services (special to firm):	
Notable Projects:	

ADDITIONAL CONTACTS (IF APPLICABLE)

Secondary Contact	
Title	
Phone	
Fax	
E-mail	

Tertiary (Third) Contact	
Title	
Phone	
Fax	
E-mail	

SIZES OF DESIGN CONTRACTS (IN-HOUSE STAFF ONLY, NO OUTSOURCING)

Under \$5,000	\$5,001 to \$25,00	\$25,001 to \$75,00	\$75,001 to \$200,00	Greater \$200,00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Interview Ranking Sheet

**City of O'Fallon, MO
Design Engineer Selection Criteria**

**Reviewer's Name
(Date)**

	Points Available	Firm 1	Firm 2	Firm 3
Understanding of the Project and Technical Approach to the Design:	1-20			
Solutions for the Project and innovative Ideas:	1-20			
Quality and Relevance of Similar Projects: Completed by the proposed project team in the last 5 years	1-10			
TOTAL	max 50	0	0	0

Additional Info./Notes:

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This needs some updates

City of O'Fallon Consultant Evaluation Form

General Information:

Project No. _____
Federal Project No. _____
Project Name _____

Consultant

Surveyor _____
Civil Engineer _____
Structural Engineer _____

Prime Consultant _____ Sub-consultant _____

Types of Plans

Right of Way Construction Structural Box Culvert
Bridge Environmental Other: _____

Length of Project _____ Feet _____ Miles

Project Type County Road Arterial Road Other _____

Evaluation:

Quality and adequacy of project requirements:

Exceeds Meets Needs Improvement

Quality and adequacy of preliminary plans:

Exceeds Meets Needs Improvement

Drafting quality, preliminary plan preparation and clarity:

Exceeds Meets Needs Improvement

Extent of corrections on resubmittals:

All comments addressed Some comments addressed Plan Returned for corrections

Initiative in identifying design issues and developing alternatives solutions:

Exceeds Meets Needs Improvement

Final Evaluation:

Timeliness in completion of work and meeting project deadlines:

Exceeds Meets Needs Improvement

Cooperation in meeting department requests and making revisions:

Exceeds Meets Needs Improvement

Cooperation in meeting department requests and making revisions:

Exceeds Meets Needs Improvement

Coordination between consultant sub consultant and this Department, outside agencies and others to accomplish tasks and resolve problems:

Exceeds Meets Needs Improvement

Comments: (use separate sheet if needed) _____

Evaluated by: _____ **Reviewed by:** _____ **Date:** _____

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<END OF DOCUMENT>

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