

**CONSULTANT PERFORMANCE EVALUATION REVIEW FORM (CPERF)**

Interim  Final

Contract No.:		Project No.:		Purchase Order (PO):	
Project Title:					
Firm's Legal Name:			Firm's Operating Name:		
Firm's Complete Mailing Address:					
<b>CONTRACT INFORMATION</b>					
Contract Award Amount:			Contract Award Date:		
Interim Amount:			Interim Completion Date:		
Final Amount:			Final Completion Date:		
The following criteria are to be assessed by considering, at minimum, the considerations listed in Annex A.			No. of Amendments:		
<b>ADMINISTRATION / MANAGEMENT</b>		<b>CATEGORY</b>	<b>SCALE</b>	<b>POINTS</b>	
Comments:		Unacceptable	0-5		
		Not Satisfactory	6-10		
		Satisfactory	11-16		
		Superior	17-20		
<b>QUALITY OF WORK / DESIGN / STUDY</b>					
Comments:		Unacceptable	0-5		
		Not Satisfactory	6-10		
		Satisfactory	11-16		
		Superior	17-20		
<b>TIME</b>					
Comments:		Unacceptable	0-5		
		Not Satisfactory	6-10		
		Satisfactory	11-16		
		Superior	17-20		
<b>COST CONTROL</b>					
Comments:		Unacceptable	0-5		
		Not Satisfactory	6-10		
		Satisfactory	11-16		
		Superior	17-20		
<b>QUALITY OF TPS/CPS (IF APPLICABLE) / QUALITY OF RESULT</b>					
Comments:		Unacceptable	0-5		
		Not Satisfactory	6-10		
		Satisfactory	11-16		
		Superior	17-20		
			<b>Total Points:</b>	<b>0</b>	
			<b>Total Percentage Rating:</b>	<b>0%</b>	
			<b>Type of Report:</b>	<b>Final</b>	
<b>General Comments:</b>					
<b>NAC Evaluator</b>					
Name:		Title:		Signature:	
Ext./cell:				Date: (yyyy/mm/dd)	
<b>NAC Authorization</b>					
Name:		Title:		Signature:	
				Date: (yyyy/mm/dd)	

## ANNEX A – MINIMUM CRITERIA CONSIDERATIONS

### ADMINISTRATION / MANAGEMENT

This is the rating of how the project was administered including the project delivery and overall consultant services.

The extent to which the firm takes charge of and effectively manages the work has a direct effect on the inputs required of NAC.

Consideration should be given to:

- contract administration-correctness;
- delivery of a comprehensive, reliable and effective services in a responsive, orderly and 'surprise free' manner;
- appropriate understanding of the Consultant role, within the context of NAC operating environment, objectives and of the needs of the project;
- application of initiative, judgement and attentiveness in providing services;
- management of Consultant Team: leadership, efficiency, fairness and ensuring proper level of service;
- co-ordination of sub-consultants, if applicable;
- sensitivity of external factors: awareness of current conditions in the building industry, in the local community and use of the information for the benefits of the project.

### QUALITY OF WORK / DESIGN / STUDY

This is the rating of the quality of work.

The following items should be considered:

- understanding of the project objectives and constraints;
- thoroughness of a logical approach in problem analysis and exploration of alternatives;
- appropriateness of concept and sensitivity to context (physical and non-physical, image, site geography, function, client, etc.);
- functional/technical requirements: effectiveness of concept in providing for functional and technical requirements: including flexibility and expansion;
- aesthetic/spatial qualities and/or engineering 'elegance', if applicable;
- functional performance for users: efficiency, safety, comfort and convenience, ease of operation and maintenance including engineering and architectural support elements/services, if applicable;
- building science and engineering technology: equipment and construction systems, materials selections and detailing conducive to efficient construction and good life-cycle performance economics; judgement in balancing between use of new technology vs. reliance on proven technology, if applicable;
- comprehensive investigation work;
- logical analysis;
- firm and substantiated recommendations;
- clarity of presentation;
- quality of working documents (completeness, accuracy, co-ordination);
- responsiveness to NAC input;
- coverage of all aspects of process (all technical issues addressed, approval authorities, departmental and the NAC's procedures, etc.).

### TIME

This is the rating of time planning and schedule control during the life of the project. Consideration must be given to conditions beyond the firm's control including NAC. The NAC Evaluator is to consider whether the following was provided:

- timely and accurate contract administration and progress reporting;
- on-schedule delivery of services in every stage;
- effective effort to meet the scheduled milestone and completion dates as stipulated in the contract;
- timeliness of estimating and cost plan monitoring.

### COST CONTROL

This is the rating of the quality of cost planning and control during the life of the project. The following items should be considered:

Consultant Costs:

- management of the consultant services compared to the consultant's original proposal;
- management of the design (if applicable) within NAC's original project budget;

Construction Costs (if applicable):

- consultant's final project estimate vs. contract award amount;
- application of value engineering to design decisions;
- appropriate balance of cost between building elements;
- final construction contract value vs. final consultant estimate (project cost growth related to the original design quality).

### QUALITY OF TPS/CPS (IF APPLICABLE) / QUALITY OF RESULT

This is the rating of the quality of tender and construction phase services, if applicable. The following items should be considered:

- quality and timeliness of Amendments / Addendums during tender phase;
- responsiveness to NAC requests;
- quality of response to NAC requests;
- timeliness of shop drawings / submission reviews;
- quality and timeliness of reporting;
- did the Consultant keep NAC informed of all activities relating to the project work?
- did the Consultant promptly correct and provide solutions to mistakes in their work, at no cost?
- did the Consultant's actions cause delay to the overall project?