

OHIO DEPARTMENT OF TRANSPORTATION
CONSULTANT EVALUATION SYSTEM
USER'S MANUAL

March 27, 2000

Consultant Evaluation System

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Overview

I. Basic Rating Unit - Consultant Agreement

The consultant agreement is the basic rating unit, with updates of the initial ratings and no separate, individual ratings for specific submittals or construction of the project. A single rating for performance on a specific agreement will be the end result. The rating may be based on multiple sources of information regarding the consultant's performance, including review of plans or other submittals, contractor questions or addenda during the bidding phase, feedback from the construction or real estate acquisition phases, or other sources of information concerning consultant performance.

An initial rating will be developed upon completion of the services, and revised later if additional information indicates that the initial rating was too high. Evaluation upon completion of services without rating interim submittals individually provides a "long view" of the consultant's performance. This approach will require that the Contract Manager, Project Manager and reviewers maintain good records as specified in the Department's Consultant Contract Administration Manual.

II. Prime and Subconsultants Rated for the Same Work

Both prime consultants and subconsultants are rated for the work performed, based on the prime consultant's contractual responsibility and the selection of a consultant team that included subconsultants. Subconsultant performance is of vital interest to the Department and must be recorded. The prime consultant and subconsultant each receive the same rating for the work, but the system identifies work performed by subconsultants and allows the user to identify the role of each firm/member of the project team. The system allows the addition of one (only one) subconsultant to each major work heading.

III. Rating Forms Specific to Project Type

The system includes rating forms specific to agreement type, including Design, Environmental, Bridge Inspection, Task Order, Real Estate Acquisition and Construction Inspection. The various rating forms utilize common management and timeliness criteria and scoring, thereby allowing management and timeliness to be rated across all projects.

IV. Thorough Project Characterization

The use of standard but thorough project characterizations (for each agreement type) along with performance ratings will allow powerful sorting of information by users, define/customize the rating forms by eliminating work not included on the project and define the number of ratings (points possible) for the project. Users will be able to quickly sort scores based on agreement type, prequalification category and detailed rating criteria.

V. Rating System - Combination of Numeric Scoring and English Descriptions

The 10-8-5-1 scoring system is based on “Impact on the Department” type descriptions but also allows addition of subtotal and total scores. Each rating also requires a written comment. The scoring system is summarized as follows:

Exceeds	-	10 Points	The consultant exceeded the requirements and expectations of the scope of services.
Satisfactory	-	8 Points	Acceptable work product with minimal involvement by the Department.
Improvement Required	-	5 Points	The consultant’s work required substantive comments by the Department.
Unsatisfactory	-	1 Point	Extensive involvement by Department personnel required.

Further explanation of the 10-8-5-1 scoring system is provided under Performance Review.

VI. Numeric Totals and Subtotals - Total Points Divided by Points Possible

Points divided by points possible will be the method for combining scores and presenting total and subtotal scores. This simple method of scoring in combination with the project characterization information will provide the user with a detailed picture of the type and amount of work actually performed, and allow selection decisions to be made based on performance on similar projects.

VII. Rating Upon Completion of the Work

As noted above, a rating will not be entered into the system until the services have been completed. This approach will require that the Contract Manager, Project Manager and reviewers maintain good records concerning review of interim submittals, but interim ratings will not be entered and then revised later as additional work is completed.

A variation of this rule will occur on Environmental Agreements where certain aspects of the work are completed and accepted prior to completion of the environmental document. In these cases ratings for segments of the work such as Section 4(f) Documents, Archaeological Investigations, and Environmental Site Assessments can be completed upon review and acceptance of the work.

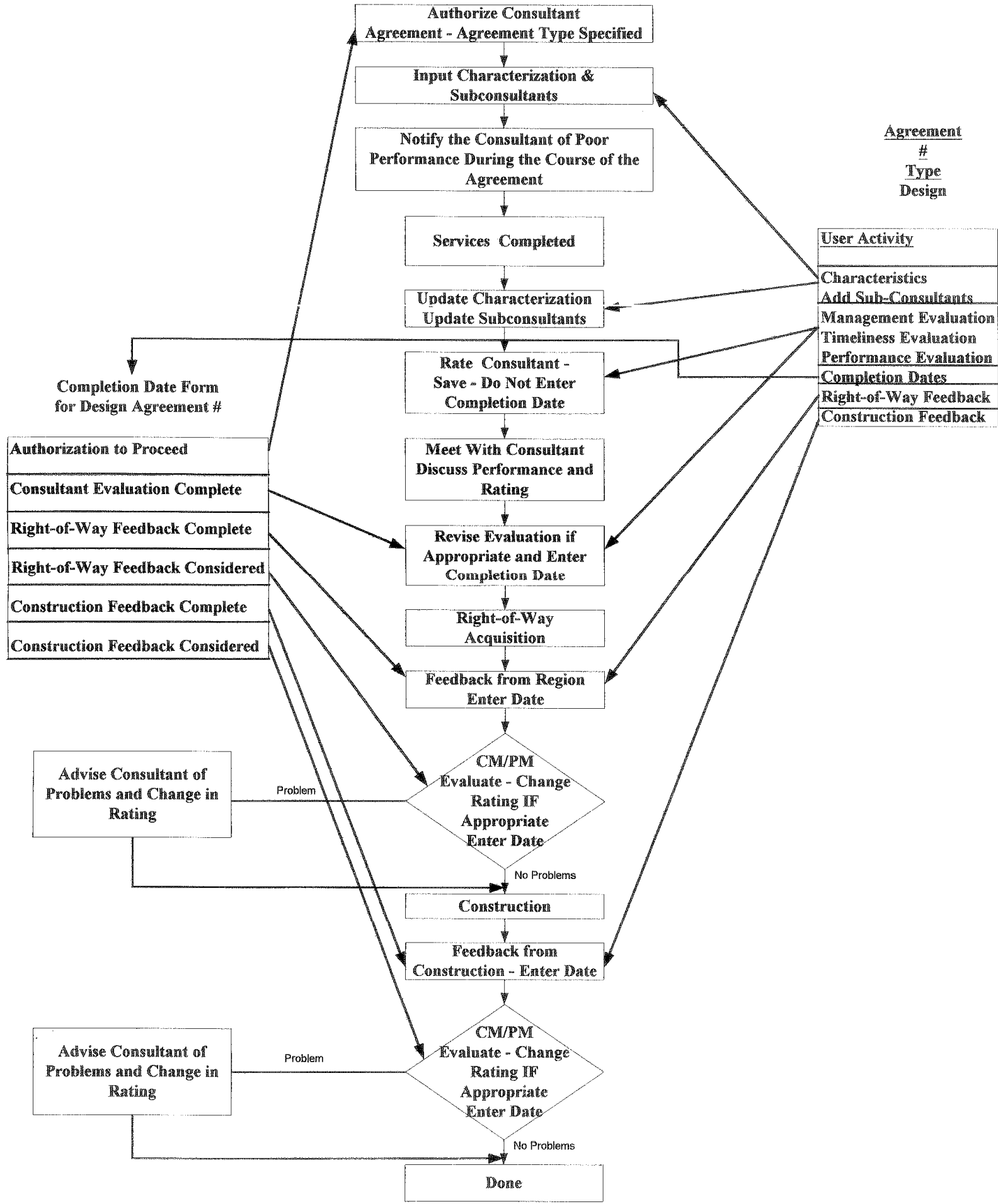
VIII. Conference with the Consultant

In addition to providing performance evaluations for the Department's use in selecting consultants, a primary objective of the system is to provide a report card to the consultant and the associated opportunity to strengthen areas of weakness. Upon completion of the services the Contract Manager and Project Manager will be required to schedule a **conference** with the consultant. The consultant will be provided with a copy of the evaluation and have an opportunity to discuss and comment on the evaluation.

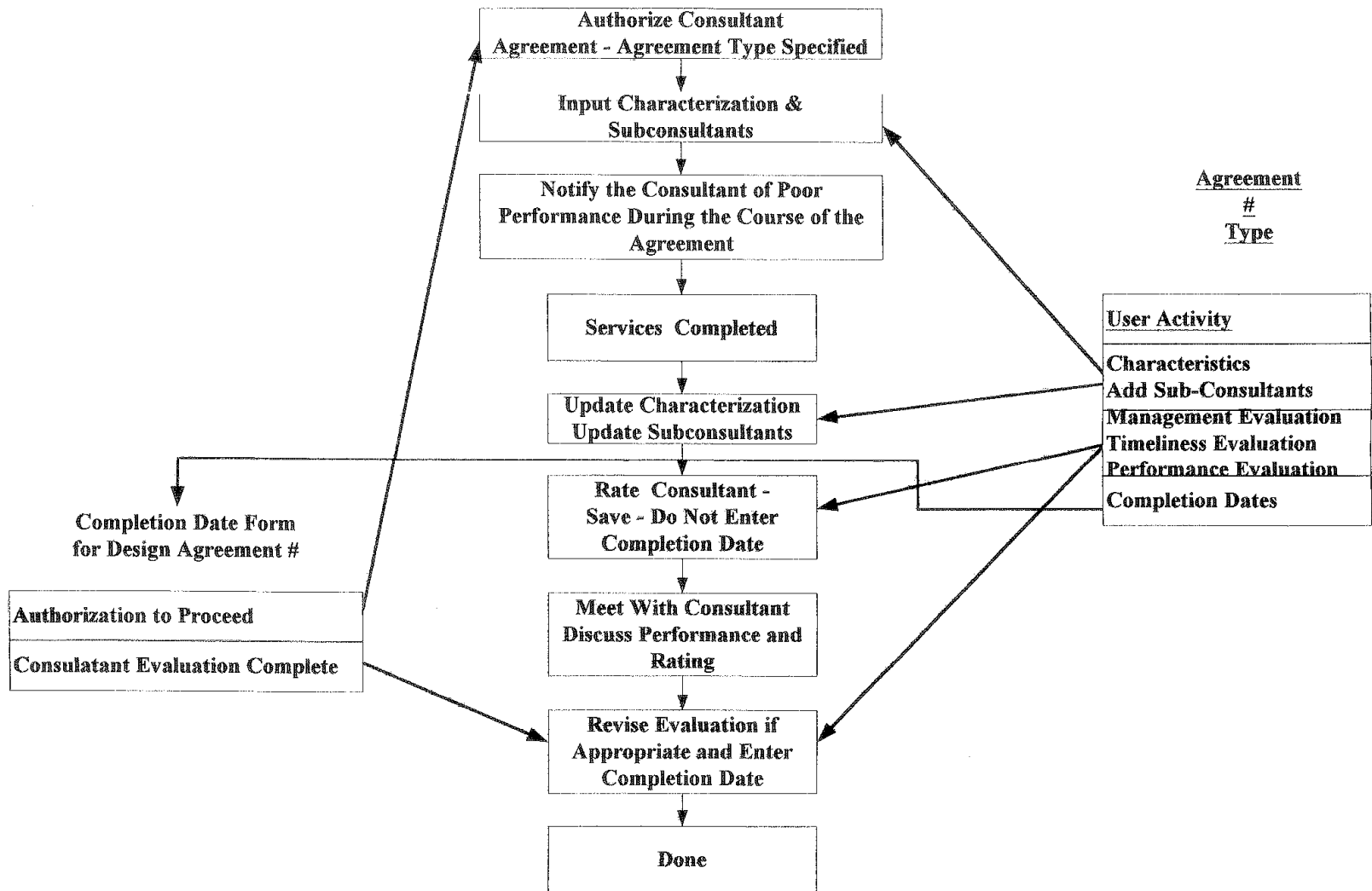
IX. Feedback from Construction and Real Estate - Design Agreements

For design agreements, feedback from the construction and real estate acquisition phases will provide **additional** sources of information concerning consultant performance on design projects. These "feedback" evaluations are **not intended to be an additional rating** that will be added to the original rating, but are intended to provide information back to the original raters (Contract Manager and Project Manager) for their use in determining if the original rating should be revised downward. Such feedback will result in lower scores only, not higher. Accurate, clearly detailed construction plans and right of way plans are a requirement and not a cause to increase ratings. Low initial ratings result from poor performance that otherwise may have been reflected in construction or R/W plans.

Ohio Department of Transportation
 Consultant Evaluation System
 Timeline & Flow Chart
 Design Agreements



Ohio Department of Transportation
 Consultant Evaluation System
 Timeline & Flow Chart
 (Except Design Agreements)



Types of Agreements

General

During the consultant selection process, agreements are categorized in the Consultant Services System by the type of services to be provided. This information is shared with CES and the appropriate characteristics and associated rating questions are assigned to the agreement in CES. Agreements are structured to include only one type of service. For example, if a consultant were selected to prepare an environmental document, provide construction contract plans (design) and acquire right of way for a given project, three distinct agreements would be used to contract for the services. This contractual separation of the work by phase and type of service allows an orderly categorization and rating of consultant agreements.

The types of agreement are as follows:

Bridge Inspection	Agreements for the annual inspection of bridges as required by the Ohio Revised Code.
Construction Inspection	Services to assist the Department in the administration of construction contracts.
Design	Preparation of construction contract plans.
Environmental	Preparation of Environmental Assessments or Environmental Impact Statements.
Right of Way Acquisition	Acquisition of right of way on behalf of the Department.
Task Order	The Department contracts for various types of services on a task order basis. These agreements are characterized in CES by the type of services provided (General Engineering, Environmental Site Assessment, Environmental, Geotechnical, Subsurface Utility Engineering, Real Estate Services, Bridge Engineering Services) and receive a generic performance rating for the services in total.

The Department also contracts for services that do not fit within any of the above categories, in which case the agreement is categorized as “Other” and does not generate a record in CES. If additional distinct categories of work evolve, additional types of agreement may be added in the future.

Characteristics

Each type of agreement in CES has an associated "Project Characterization" that serves two basic purposes:

- I. The project characteristics inform the people using the system to make selection decisions of the type of work actually performed. In lieu of a complicated weighting system to compare performance on different projects the system provides a basic project description and allows the users to sort information based on the characteristics. The characteristics also allow performance reports based on consultant prequalification categories.
- II. The project characteristics also customize the rating form (Performance Review on the menu) to eliminate work categories not included in the project.

Agreement characteristics are entered into the system immediately after authorization of the consultant agreement and then updated when ratings are being completed. The early entry of this information allows users to identify the existence of an agreement where consultant performance may be of interest, and the collection of interim performance reports through telephone calls or E-mail in instances where this information may be relevant to a selection decision.

The "Glossary of Terms" included in the System provides a definition of each characteristic for all six (6) types of agreements.

Subconsultants - Adding to the System and Rating

As noted under “Overview”, both prime consultants and subconsultants are rated for the work performed, based on the prime consultant’s contractual responsibility and the selection of a consultant team that included subconsultants. The prime consultant and subconsultant each receive the same rating for the work, but the system identifies work performed by subconsultants and allows the user to identify the role of each firm/member of the project team. The system allows the addition of one (only one) subconsultant to each major work heading.

Subconsultants are added to major work headings immediately after authorization of the consultant agreement and then updated when ratings are being completed. The early entry of this information allows users to identify the existence of a subconsultant role on a project and the collection of interim performance reports through telephone calls or E-mail in instances where this information may be relevant to a selection decision.

Subconsultants are added to the major work headings through a drop down menu that includes only the subconsultants listed in the consultant’s price proposal. In the process of developing an agreement in Consultant Services, each subconsultant and the associated allocation of the fee is entered in CSS. Consultant Services should be notified in the event that a subconsultant does not appear on the list.

Management Review

Each agreement in CES includes four standard rating categories for consultant project management. In addition to technical performance and timeliness of delivery, the effectiveness of a consultant in dealing with the Department is a relevant performance measure. Effective and thorough consultant project management is an asset to the Department and becomes increasingly important on complex projects. The four project management questions are the same for all agreement types so project management can be measured on the same basis across all projects.

The standard Management Evaluation Form follows.

**Management Review Rating Form
for Design Agreement 2255**

1. Was the consultant project manager in control of the services provided to ODOT?

<input type="radio"/>	10	Project manager was always knowledgeable and in control of the project and provided advice and counsel to the Department that improved ODOT's project approach, including but not limited to communication with the public, coordination with local governments, or other project management considerations.
<input checked="" type="radio"/>	8	Project manager was routinely knowledgeable and in control of the project and clearly met the Department's expectations.
<input type="radio"/>	5	Project manager was not routinely knowledgeable and in control and required guidance from Department personnel to maintain control of the project.
<input type="radio"/>	1	Project manager was a detriment to the project.

a

2. Did the consultant communicate adequately with the Department staff?

<input type="radio"/>	10	Consultant always communicated with the Department in a thorough, concise and timely manner and clearly exceeded the Department's expectations by identifying problems and helping to define choices faced by the Department.
<input checked="" type="radio"/>	8	The consultant routinely communicated with the Department in a thorough concise and timely manner and clearly met the Department's expectations.
<input type="radio"/>	5	The consultant did not routinely communicate with the Department in a thorough concise and timely manner. Department personnel had to initiate and clarify communications to move project forward.
<input type="radio"/>	1	Communication was lacking and clearly harmed completion of the project.

a

3. Did the consultant coordinate, actively manage and closely monitor the work of subconsultants and various technical disciplines involved in the project?

<input type="radio"/>	10	The work was always thoroughly coordinated.
<input checked="" type="radio"/>	8	The work was routinely coordinated.
<input type="radio"/>	5	The work was not routinely coordinated. Department personnel identified problems and inconsistencies and directed the consultant to take corrective actions.
<input type="radio"/>	1	Coordination was lacking and clearly harmed completion of the project.

a

4. Was the consultant responsive to requests from the Department and other reviewing agencies, including requests for information and requests to make minor changes in the work?

<input type="radio"/>	10	The consultant was always responsive and promptly complied with all requests.
<input checked="" type="radio"/>	8	The consultant was routinely responsive and promptly complied with nearly all requests
<input type="radio"/>	5	The consultant was not routinely responsive or was resistant to requests for information or minor changes. Repeated involvement of Department personnel was required.
<input type="radio"/>	1	The consultant was difficult and harmed project completion.

a

Timeliness Review

Each agreement in CES, with the exception of Construction Inspection agreements, includes two standard rating categories for timeliness of delivery. The timeliness of meeting both the final and intermediate contractual delivery dates is a performance measure that is extremely important to the Department. The two timeliness ratings are the same for all agreement types (with the exception of Construction Inspection agreements) so timeliness of delivery can be measured on the same basis across all projects. Timeliness of delivery is not included with Construction Inspection agreements as schedules are dictated by the construction contract and impacted by the contractor, with little or no control exercised by consultant inspectors.

The standard Timeliness Evaluation Form follows.

**Timeliness Review Rating Form
for Design Agreement 2255**

5. Did the consultant meet final contract time requirements?

<input type="radio"/>	10	An acceptable final work product was delivered more than 30 calendar days ahead of schedule.
<input checked="" type="radio"/>	8	An acceptable final work product was delivered within the scheduled time.
<input type="radio"/>	5	An acceptable final work product was delivered up to two months behind schedule.
<input type="radio"/>	1	An acceptable final work product was delivered more than two months behind schedule.

a

6. Did the consultant meet intermediate submittal dates?

<input type="radio"/>	10	The consultant provided an acceptable intermediate submittal within the schedule in all cases and exceeded the schedule by 7 calendar days for more than 50% of intermediate submittals.
<input checked="" type="radio"/>	8	The consultant provided acceptable intermediate submittal within the schedule or was late by 7 calendar days or less for less than 50% of the intermediate submittals.
<input type="radio"/>	5	The consultant was more than 7 calendar days late in providing any acceptable intermediate submittal, or more than 50% of intermediate submittals were late.
<input type="radio"/>	1	The consultant did not comply with any of the above.

a

Performance Review

Each agreement in CES includes a technical performance evaluation that is customized by the Project Characteristics. Work categories that are not indicated by the characteristics will be automatically deleted from the technical performance review. A complete listing of the technical performance rating forms, including each agreement type, are included in the Appendices.

As noted previously in Overview, the 10-8-5-1 scoring system is based on “Impact on the Department” type descriptions. Each rating also requires a written comment. A definition of each score and discussion follows.

Exceeds - 10 Points

Performance exceeds the requirements and expectations of the scope of services. The consultant improved the project by independently identifying, suggesting and carrying out improvements. An excellent work product was delivered with minimal direction from the Department.

Discussion 10 points for performance exceeding the project requirements should be a rare occurrence given only for ideas that truly change the scope of services.

Satisfactory - 8 Points

The consultant carried out the scope of services and delivered a thorough and complete work product with minimal involvement by the Department in quality control and technical direction. Some comments and direction by the Department were required but most were of a decision making nature and not identification of incorrect or incomplete work.

Discussion Determining the line between 8 (Satisfactory) and 5 (Improvement Required) will be the most difficult decision in rating a consultant’s performance. When doing so keep in mind that “Satisfactory” is really a high standard - reliable performance the Department can rely on with little or no guidance. In addition to information for use in selection decisions, a primary objective of CES is to provide a report card to the consultant. A consultant rated 8 when really a 5 may not see the need to improve.

Performance that is a mixture of 8 and 5 will probably fall into the 5 - Improvement Required category. A mixed performance or improvement during the course of the agreement can be noted in comments, but a rating of 8 requires consistently high performance throughout the agreement.

However, the personnel that review work products and assign ratings must

consider that perfection is impossible and distinguish “decision making” from poor performance. Consultants are often faced with several choices, all of which may be technically acceptable but may each carry different costs and benefits. Consultants should bring such choices to the Department’s attention but cannot be expected to always reach the same conclusion as the reviewer. In such cases the consultant should be given the benefit of the doubt and receive the higher score.

Improvement Required - 5 Points

The consultant required substantive comments by Department personnel to provide an acceptable work product. The completed work was satisfactory but involvement by the Department contributed substantially to successful completion.

Discussion Refer to the above discussion under “Satisfactory”.

Unsatisfactory - 1 Point

The consultant’s work was unsatisfactory to the point that extensive involvement by Department personnel was required. Without such extensive involvement by the Department, major errors would go undetected and a usable work product would not be provided.

Discussion Unsatisfactory performance is generally recognizable and does not require extensive discussion, although the some of the principles noted in distinguishing between 8 and 5 are relevant in distinguishing between 5 and 1.

Conference with the Consultant

In addition to providing performance evaluations for the Department's use in selecting consultants, a primary objective of CES is to provide a report card to the consultant and meaningful feedback concerning the consultant's performance. This feedback will provide the consultant with information concerning areas of weakness (and strengths) and an opportunity to strengthen the areas of weakness. Therefore, upon completion (or substantial completion) of the services the Contract Manager and Project Manager shall schedule a **conference** with the consultant. The Contract Manager may elect to invite other Department personnel that participated in the rating process and may be able to provide meaningful input. The Contract File including copies of review comments and other relevant documents should be available for reference. The consultant shall be provided with a copy of the evaluation including the comments (evaluation filled out but completion date not entered) and have an opportunity to discuss and comment on each area of the evaluation.

The Contract Manager shall then document the meeting, consider the consultant's comments and change the rating if appropriate, and then finalize the rating by entering a completion date in CES.

Feedback from The Right of Way Acquisition Process

Feedback from the real estate acquisition phase will provide an **additional** source of information concerning consultant performance on the preparation of right-of-way plans on design projects. These “feedback” evaluations are **not intended to be an additional rating** that will be added to the original rating, but are intended to provide information back to the original raters (Contract Manager and Project Manager) for their use in determining if the original rating should be revised downward. Such feedback will result in lower scores only, not higher. Accurate, clearly detailed right of way plans are a requirement and not a cause to increase ratings. Low initial ratings result from poor performance that otherwise may have been reflected in the plans.

Standard feedback rating forms are included for right of way plans, which will be completed by the Region personnel of the Office of Real Estate after acquisition is substantially complete. These “feedback” ratings must be evaluated by the Contract Manager and Project Manager in the context of the scope of services and agreement to determine the circumstances of low ratings. In certain instances, low feedback ratings may result from circumstances that are not the fault of the consultant and this is the reason that the Contract Manager and Project Manager are charged with evaluating the feedback ratings and determining if the original ratings should be revised downward.

In the event that significant problems are encountered in real estate acquisition and ratings are revised downward, an additional conference with the consultant is required. The consultant must be advised of the problem and the lowered ratings. Consultant involvement in problems during the acquisition process is the preferred method of meeting this requirement.

The Right of Way Feedback Rating Form is based on the 10-8-5-1 rating system, but specific definitions have been developed for each rating question, as follows.

Post Acquisition R/W Feedback Rating Form

Did the R/W plan, as prepared, provide for a neat, clear, easily read plan?

- 10 Consultant R/W plan format exceeded all requirements and expectations. The plan was prepared in such a manner as to be “user friendly” and facilitated plan reading, appraisal and acquisition.
- 8 Consultant R/W plan format met all established policies and procedures. The plan produced was usable and facilitated acquisition. The plan was produced with minimal technical direction and guidance.
- 5 Consultant R/W plan format was inadequate and required numerous substantive revisions and comments prior to use in acquisition.

- 1 Consultant R/W plan format was inconsistent with established policies and procedures. Work product was deficient in all substantive areas and otherwise unuseable. The acquisition process was significantly hindered by the substandard plan.

Was the R/W plan format in conformance with Sections 3100 and 3200 of the Real Estate Policies and Procedures Manual?

- 10 Consultant R/W plan submission exceeded all requirements, standards and specifications. Additional comments and notations provided by the Consultant greatly exceeded expectations and added to ease of plan use.
- 8 Consultant provided a work product for acquisition consistent with all established policies and procedures with minimal guidance and direction.
- 5 Consultant provided a work product that required many substantive comments and plan changes and was not prepared in accordance with established Policies and Procedures. All requested plan changes were necessary to commence acquisition.
- 1 Consultant provided an unacceptable work product. Policies and Procedures were routinely disregarded. Work product was prepared in such a manner that it was unusable for acquisition.

Were the title data and parcel areas accurate, complete and current?

- 10 Consultant provided a work product that exceeded all requirements and expectations and was accurate, complete and current as it relates to title and parcel data. Consultant provided additional detailed information relating to the area to be acquired for each parcel associated with the plan.
- 8 Consultant provided a work product that was accurate, complete and current. The work product complied with established policies and procedures.
- 5 Consultant provided a work product that required numerous substantive comments to correct deficiencies relating to title and parcel issues. Substantial direction and guidance was necessary.
- 1 Consultant provided a work product that was inconsistent with policies and procedures and was unacceptable. Work product was inaccurate, incomplete and not updated. Work product was unusable for acquisition purposes.

Were the R/W plans and descriptions prepared in accordance with the local county conveyance standards?

- 10 Consultant provided R/W plans and descriptions that exceeded all local county transfer policies and procedures and ODOT expectations. Consultant performed independent verification for all descriptions and obtained pre-approved legal descriptions.
- 8 Consultant provided R/W plans and descriptions consistent with all local county transfer policies and procedures with minimal technical guidance and direction.
- 5 Consultant provided R/W plans and descriptions that required much substantive comments and changes prior to transfer. All comments and changes were necessary prior to presenting the descriptions to the local county in order to transfer property.
- 1 Consultant provided R/W plans and descriptions that were inconsistent with all local county transfer policies and procedures and was otherwise unacceptable. The work product was unusable in order to transfer property.

Were the topography and property improvements, both and below and above ground, accurate, complete and current?


- 10 Consultant provided a work product that exceeded all requirements and expectations. Consultant provided a work product that identified all property improvement including surface/subsurface improvements and access points.
- 8 Consultant work product omitted minor surface/subsurface improvements and other topographical features of the property to be acquired but did not significantly adversely affect acquisition. Minimal technical involvement from the Department was necessary.
- 5 Consultant provided a work product that required much substantive technical direction from the Department. Many topographical features and surface/subsurface improvements were not shown on the plan that affected appraisal and acquisition.
- 1 The Consultant provided an unacceptable work product that was deficient and not in compliance with established policies and procedures. The work product contained numerous omissions and inaccuracies regarding topographical, surface/subsurface improvements. The appraisal and acquisition process were significantly adversely affected.

Did the design of the proposed R/W and the types of title shown “best fit” the actual field conditions?

- 10 Consultant provided a work product that exceeded all requirements and expectations. Consultant provided a work product that was accurate when “field checked.” The R/W design and the types of title taken for the construction being performed exceeded all standards and specifications.
- 8 Consultant provided a work product that was in accordance with standard R/W design policies and procedures. Types of title taken “best fit” actual field conditions.
- 5 Consultant provided a work product that required substantial technical direction in plan preparation as it relates to R/W design and types of title necessary to fit the construction being performed.
- 1 Consultant provided an inadequate work product that was inconsistent with policies and procedures and unusable. The R/W design was not proper for the field conditions and the types of title taken did not fit construction being performed. Significant R/W re-design was necessary.

**Right-of-Way Feedback Rating Form
for Design Agreement 2255**

	10 E	8 S	5 IR	1 U	Comments
1. Did the R/W plan drafting provide for a neat, clear and easily read plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Was the R/W plan format in conformance with Real Estate's Policies and Procedures Manual (Section 3100)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Were the title data and parcel areas accurate, complete and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Were the R/W plans and descriptions prepared in accordance with the local county conveyance standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Were the topography and property improvements, both above and below ground, accurate, complete and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Did the design of the proposed R/W and the types of title shown "best fit" the actual field conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Sign Off: 

Feedback from The Construction Process

Feedback from the construction phase will provide an **additional** source of information concerning consultant performance on the preparation of construction contract plans on design projects. These “feedback” evaluations are **not intended to be an additional rating** that will be added to the original rating, but are intended to provide information back to the original raters (Contract Manager and Project Manager) for their use in determining if the original rating should be revised downward. Such feedback will result in lower scores only, not higher. Accurate, clearly detailed plans are a requirement and not a cause to increase ratings. Low initial ratings result from poor performance that otherwise may have been reflected in the plans.

Standard construction feedback rating forms are included for construction contract plans, which will be completed by the construction Project Engineer in the District. These “feedback” ratings must be evaluated by the Contract Manager and Project Manager in the context of the scope of services and agreement to determine the circumstances of low ratings. In certain instances, low feedback ratings may result from circumstances that are not the fault of the consultant and this is the reason that the Contract Manager and Project Manager are charged with evaluating the feedback ratings and determining if the original ratings should be revised downward.

In the event that significant problems are encountered in construction and ratings are revised downward, an additional conference with the consultant is required. The consultant must be advised of the problem and the lowered ratings. Consultant involvement in problems during construction is the preferred method of meeting this requirement.

Further definition of the Construction Feedback Rating Form follows, along with specific definitions developed for 10,8,5, and 1 (common to each construction feedback rating), as follows:

Field Survey	Accuracy of line and grade control provided by the consultant.
Plan Notes	Complete, clear and unambiguous plan notes.
Quantity Calculations	Calculations were accurate within reasonable tolerances and were easy to follow.
Plan Completeness	Plan described all work required to build the project.
Plan Clarity	Plan was easy to read and interpret.
Constructibility	Plan could be constructed as designed.
Accuracy/Coordination	Different elements of the plan (roadway, bridge, drainage, signals, etc.) were well coordinated.
Subsurface/Foundations	Subsurface information reasonably reflected conditions in the field.

Scoring (10-8-5-1) Definitions

- 10 - Plan quality exceeded expectations.
- 8 - Plan discrepancies were few and minor in nature.
- 5 - Significant problems were encountered. Substantial effort by the Department was required to resolve problems. However, the problems did not result in significant additional costs to the construction contract.
- 1 - The consultant's work was unsatisfactory to the point that extensive involvement by Department personnel was required. Problems resulted in contractual changes and extra work or renegotiation of pricing with the contractor.

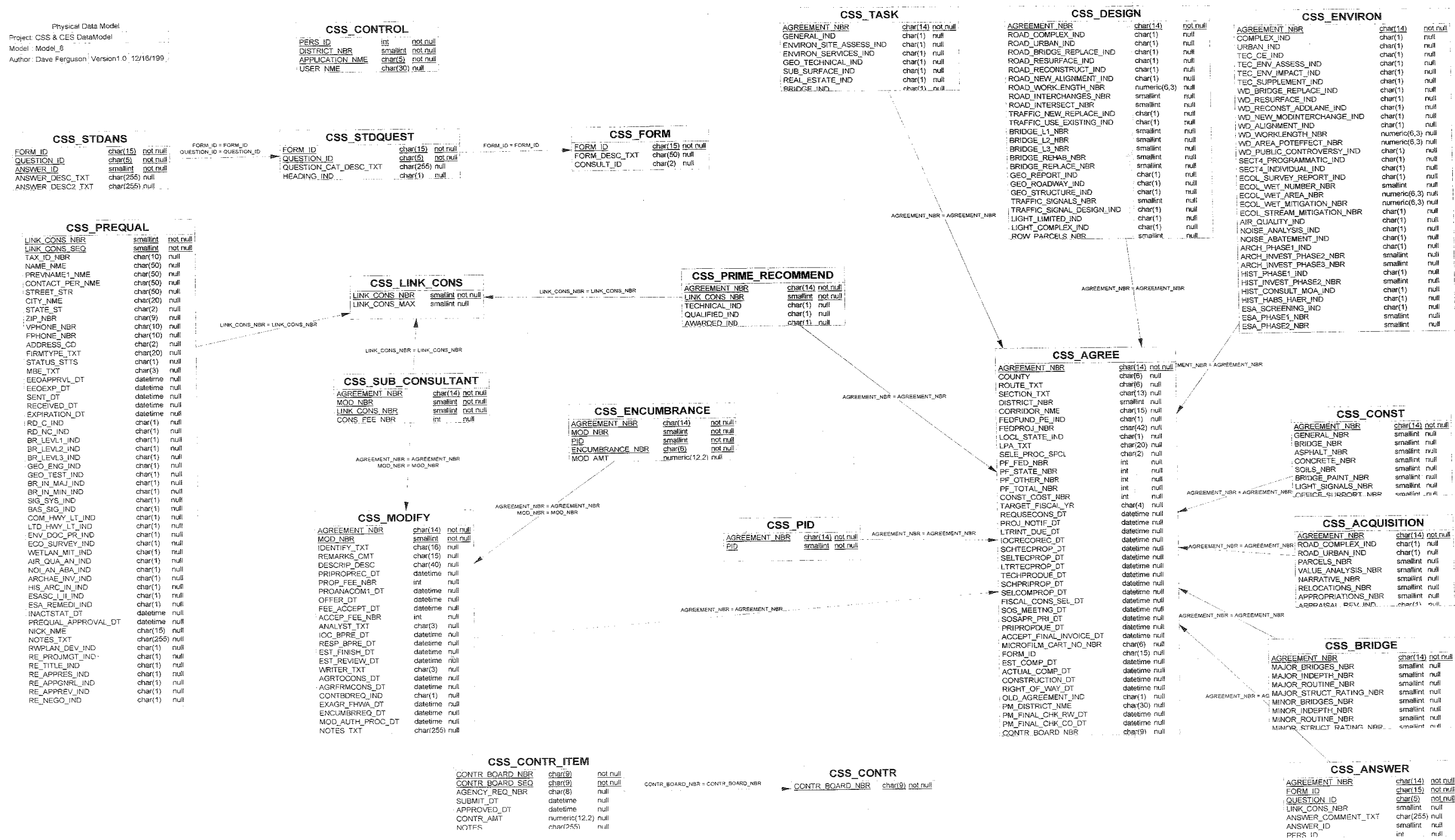
**Construction Feedback Rating Form
for Design Agreement 2255**

	10 E	8 S	5 IR	1 U	Comments
Field Survey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Plan Notes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Quantity Calculations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Plan Completeness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Plan Clarity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Constructibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Accuracy Coordination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Subsurface / Foundations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Sign Off: 

Rev. 1/27/00

Physical Data Model
 Project: CSS & CES DataModel
 Model: Model_8
 Author: Dave Ferguson | Version 1.0 | 12/16/1999



Appendices

Characteristics

Performance Evaluation Rating

Examples are included for each type of agreement. The example characteristics are such that all possible ratings categories are shown. A reduction in work types in the characteristics would result in elimination of corresponding rating questions.

**Project Characteristics Form
for Design Agreement 2255**

Consultant Goodplan, Inc.
Estimated Completion Date
Consultant Project Manager
District Project Manager ROBERT FLOWER
Roadway

Complex Non-Complex
 Urban Rural

Work Description

Bridge Replacement or "Other",
See Definition
 Resurface
 Reconstruct or Add Lanes
 New Alignment
 Work Length(miles)
 Number of Interchanges
 Number of Intersections

Traffic Control Activity Rating

New or Replace
 Use Existing

Bridges

Level 1
 Level 2
 Level 3
 Number Rehabilitate
 Number Replace or New

Geotechnical Engineering

Report
 Roadway Recommendations
 Structure Recommendations

Traffic Signals

Number of Signals
 Signal System Design

Lighting

None C
Limited @
Complex C

Right of Way Plan Preparation

Number of Parcels 15


Construction Costs 20000000.00

**Performance Review Rating Form
for Design Agreement 2255**

	10	8	5	1	Sub	Comments
	E	S	IR	U	Flag	
Roadway						
Alignment, Profile & Geometrics						
Practical, economical and constructable design	C	C	C	C		a
Design requirements met	C	C	C	C		a
Details complete and plan preparation meets ODOT requirements	C	C	C	C		a
Drainage						
Practical, economical and constructable design	C	C	C	C		a
Design requirements met	C	C	C	C		a
Details complete and plan preparation meets ODOT requirements	C	C	C	C		a
Traffic Control						
Design requirements met	C	C	C	C		a
Details complete and plan preparation meets ODOT requirements	C	C	C	C		a
Maintenance of Traffic						
Practical, economical and constructable design	C	C	C	C		a
Design requirements met	C	C	C	C		a
Details complete and plan preparation meets ODOT requirements	C	C	C	C		a
Bridge Design						
Proper structure chosen for site	C	C	C	C		a
Practical and economical design	C	C	C	C		a
Structurally adequate	C	C	C	C		a

Details clear and complete, meets ODOT plan preparation requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Geotechnical Engineering Report						
Boring and sampling program properly designed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Report preparation meets ODOT requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Roadway Recommendations						
Practical, economical and constructable design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Design requirements met	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Details complete and plan preparation meets ODOT requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Structure Recommendations						
Practical, economical and constructable design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Design requirements met	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Details complete and plan preparation meets ODOT requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Traffic Signals						
Design requirements met	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Details complete and plan preparation meets ODOT requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Lighting						
Design requirements met	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Details complete and plan preparation meets ODOT requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a
Right of Way Plan Preparation						
Right of Way limits & parcel types established properly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a

Details complete and plan preparation meets ODOT requirements, including topography and title information	C	C	C	C		
						a
Local county Right of Way plan and legal description requirements met	C	C	C	C		
						a

Sign Off: 

**Project Characteristics Form
for Bridge Inspection Agreement 8009**

Consultant Goodplan, Inc.
Estimated Completion Date
Consultant Project Manager
District Project Manager ROBERT FLOWER

	Major	Minor
Number of Bridges	<input type="text" value="1"/>	<input type="text" value="1"/>
Number of Annual In-depth Inspections	<input type="text" value="1"/>	<input type="text" value="1"/>
Number of Annual Routine Inspections	<input type="text" value="1"/>	<input type="text" value="1"/>
Number of Structural Analysis & Ratings performed	<input type="text" value="1"/>	<input type="text" value="1"/>

**Performance Review Rating Form
for Bridge Inspection Agreement 8009**

	10	8	5	1	Sub	Comments
	E	S	IR	U	Flag	
Bridge Inspection						
Physical Inspection & Testing	C	C	C	C		
Structural Analysis & Rating	C	C	C	C		
Report & Recommendations	C	C	C	C		

Sign Off can only be entered when Management & Time Reviews are complete.

**Project Characteristics Form
for Construction Inspection Agreement 6501**

Consultant Goodplan, Inc.
Estimated Completion Date
Consultant Project Manager
District Project Manager ROBERT FLOWER
Categories and Number of Inspectors Furnished

General	<input type="text" value="1"/>
Bridge	<input type="text" value="1"/>
Asphalt	<input type="text" value="1"/>
Concrete	<input type="text" value="1"/>
Soils	<input type="text" value="1"/>
Bridge Painting	<input type="text" value="1"/>
Lighting/Signals	<input type="text" value="1"/>
Office Support	<input type="text" value="1"/>

**Performance Review Rating Form
for Construction Inspection Agreement 6501**

	10	8	5	1	Sub	Comments
	E	S	IR	U	Flag	
Construction Inspection						
1. Were the consultant and the consultant's personnel reliable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Were the consultant's personnel technically competent and knowledgeable of ODOT Specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Did the consultant's personnel cooperate with Department staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Did the consultant furnish adequate personnel within one weeks notice or otherwise as requested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Sign Off can only be entered when Management & Time Reviews are complete.

**Project Characteristics Form
for Environmental Agreement 7274**

Consultant Goodplan, Inc.
Estimated Completion Date
Consultant Project Manager
District Project Manager ROBERT FLOWER

Complex Non-Complex
 Urban Rural

Type of Environmental Clearance

CE(Level 2, 3 or 4)
 Environmental Assessment
 Environmental Impact Statement
 Supplemental/Reevaluation

Work Description

Bridge Replacement
 Resurface
 Reconstruct or Add Lanes
 New Interchange/Modification
 New Alignment
 Work Length (miles)
 Area of Potential Effect (Area of Corridors -sq mi.)
 Public Controversy

Section 4(f)

Programmatic
 Individual

Ecological

Ecological Survey Report
 Number of Wetlands Delineated
 Area of Wetlands Impacted (Acres)
 Wetland Mitigation (Acres)
 Stream Mitigation

Air Quality Analysis

Noise Analysis and Abatement

Noise Analysis
 Abatement Design

Archaeological Investigations

Phase I



Number of Sites Investigated in Phase II

2

Number of Sites Investigated in Phase III

1

Documentation for Consultation/MOA



Historic/Architectural Investigations

Phase I



Number of Properties Investigated in Phase II

2

Documentation for Consultation/MOA



HABS/HAER Documentations



Environmental Site Assessments

Screening



Phase I - Number of Parcels

5

Phase II - Number of Parcels

5

Remedial Design



**Performance Review Rating Form
for Environmental Agreement 7274**

	10	8	5	1	Sub	Comments
	E	S	IR	U	Flag	
Environmental Project						
Environmental Document						
Text Prepared According to Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clear and Appropriate Exhibits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appropriate Analysis and Response to Outside Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Public Involvement						
Clear and Appropriate Meeting/Hearing Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Responsive to Public Comments and Questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Section 4(f) Document						
Text Prepared According to Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Clear and Appropriate Exhibits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appropriate Analysis and Response to Outside Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ecological						
Ecological Survey Report						
Data Collection in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wetland Delineation						
Data Collected in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wetland Mitigation						
Conceptual Plan						
Permit Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Final Plans						
Permits Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Design Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Details Complete and Plan Preparation Meets ODOT Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Air Quality Analysis						
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Noise Analysis and Abatement Design						
Noise Analysis						
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Abatement Design						
Design Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Details Complete and Plan Preparation Meets ODOT Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Archaeological Investigations						
Phase I						
Data Collected in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Phase II						
Data Collected in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Phase III						

Data Collected in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Documentation for Consultation/MOA						
Data Collection in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Historic/Architectural Investigations						
Phase I						
Data Collected in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Phase II						
Data Collection in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Documentation for Consultation/MOA						
Data Collection in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
HABS/HAER Documentation						
Data Collected in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Environmental Site Assessments						
Screening						
Data Collected in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Phase I						
Data Collected in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Phase II						
Data Collected in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Text/Analysis Prepared in Accordance with Guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exhibits Clear and Appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ESA Remedial Design						
Regulatory Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Design Requirements Met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Details Completed and Plan Preparation Meets ODOT Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Sign Off can only be entered when Management & Time Reviews are complete.

**Project Characteristics Form
for Right of Way Acquisition Agreement 9358**

Consultant Goodplan, Inc.
Estimated Completion Date
Consultant Project Manager
District Project Manager ROBERT FLOWER

Complex Non-Complex
Urban Rural

Number of Ownerships

Appraisal

Complex(Detailed Narrative,SF, VF)

Non-Complex(Value Analysis)

Appraisal Review

Relocation

Complex(Business/Residential)

Non-Complex(Personalty)

**Performance Review Rating Form
for Right of Way Acquisition Agreement 9358**

	10	8	5	1	Sub	Comments
	E	S	IR	U	Flag	
Title Research						
1. The Consultant delivered a detailed, thorough final title report listing all property owners, liens, mortgages, assessments and judgements of record in compliance with the scope of services.	C	C	C	C		
Appraisal						
1. The Consultant provided an opinion of value that was approved upon its first submission.	C	C	C	C		
2. the consultant provided opinions of value in compliance with the scope of services and on all required forms.	C	C	C	C		
Appraisal Review						
The Consultant provided appraisal review in compliance with the scope of services and consistent with the Department's appraisal review requirements.	C	C	C	C		
Negotiation						
The Consultant provided a high level of service to property owners offering timely answers to property owner questions or concerns and provided sufficient documentation to	C	C	C	C		

the property owner to support ODOT's opinion of value.						
The Consultant exhausted all monetary and non-monetary options for settlement prior to submitting the parcel for appropriation.	C	C	C	C		
The Consultant acquired all properties in compliance with the scope of services and Title III of the Uniform Act.	C	C	C	C		
Relocation						
Consultant provided a high level of service to the relocatee offering timely answers to questions of other relocatee concerns, other advisory services, claim processing sufficient documentation to the relocatee to support ODOT's offer of RAP benefits.	C	C	C	C		
The Consultant provided a comparable determination that was approved upon its first submission, sufficiently coordinated with the appraisal function and promptly offered to relocatee.	C	C	C	C		
The Consultant provided relocation services consistent with the scope of services and in compliance with Title II of the Uniform Act	C	C	C	C		
Closing						

The Consultant provided closing services in compliance with the scope of services and provided all required forms.						
	C	C	C	C		

Sign Off can only be entered when Management & Time Reviews are complete.

**Project Characteristics Form
for Task Order Agreement 9058**

Consultant Goodplan, Inc.
Estimated Completion Date
Consultant Project Manager
District Project Manager ROBERT FLOWER

- General Engineering Services
- Environmental Site Assessment
- Environmental Services
- Geotechnical Services
- Subsurface Utility Engineering
- Real Estate Services
- Bridge Engineering Services

**Performance Review Rating Form
for Task Order Agreement 9058**

	10	8	5	1	Sub	Comments
	E	S	IR	U	Flag	
Task Order Services						
7. Technical Performance	C	C	C	C		

Sign Off can only be entered when Management & Time Reviews are complete.