

## Ohio Department of Transportation Consultant Evaluation System Scoring System Changes 2014

### I. Summary of Changes

In an response, to a certain level of dissatisfaction with the current 10-8-5-1 rating scale used in the Department's Consultant Evaluation System (CES), a change to a 1-10 rating scale is now ready to be implemented. Agreements with ratings completed before the implementation date will retain the old (10-8-5-1) rating scale. Data in the "old" system will be retained and used in consultant selections until the "new" system is fully populated – a period of several years. This change will not impact access to or the functionality of CES – the only change will be the availability of ten potential rating numbers rather than the current four.

Since the new 1-10 rating scale definitions do not directly correlate with the current 10-8-5-1 system, a duplicate system of reports will be developed for users of the data. For a period of time, two sets of reports will be needed for use in consultant selections.

The new 1-10 Rating Scale and Definitions are included below, along with new 1-10 rating scale definitions for timeliness (intermediate and final submittals). Project management ratings will use the standard scale and definitions used for all technical ratings. For agreements that use the new 1-10 rating scale, the construction and right of way acquisition feedback forms will also use a 1-10 scale.

### II. Implementation Plan

The new 1-10 rating scale will be implemented by setting a fixed implementation date in the CES system. All agreements that have a "Consultant Evaluation Complete" date prior to the implementation date will retain the existing 10-8-5-1 rating scale. Agreements that do not have a "Consultant Evaluation Complete" date entered on the implementation date will use the new 1-10 rating scale.

Evaluations that are **partially complete** on the implementation date will **lose all data** and then require the rating to be entered from the beginning using the new 1-10 rating scale.

### III. Additional Changes

**ODOT** CSS/CES Users will begin accessing the system using their Windows ID and Password currently used for start-up and Ellis access.

#### IV. Implementation Schedule

05/12/2014 Announce CES Changes and Distribute Summary

06/11/2014 Implementation Meeting and Webcast

Location: ODOT Central Office Auditorium

Time: 1:00 pm – 2:30 pm

Webcast Link:

<http://media.dot.state.oh.us/DOTMediasite/Play/a94daad5a3a84d4bb40c0e425ae618771d>

E-mail Address for Questions: John.Curry@dot.state.oh.us

(For those not in direct attendance, send questions to this address during the webcast)

07/11/2014 Last day to Complete Ratings in Current 10-8-5-1 System

07/14/2014 Implementation Date

## Appendix

**Standard CES Rating Definitions 1-10 Scale**

**Timeliness CES Rating Definitions 1-10 Scale – Intermediate Submittal**

**Timeliness CES Rating Definitions 1-10 Scale – Final Submittal**

**Typical Screen Layout – Performance Ratings 1-10 Scale**

**Ohio Department of Transportation  
Standard CES Rating Definitions      1-10 Scale**

<b>Numeric Rating</b>	<b>Description</b>	<b>Generic Description</b>
10	Work completed with minimal comments and technical guidance from the Department, including compliance with ODOT manuals and procedures. The consultant's performance was an asset to the Department's Project Manager.	Outstanding
9	Work completed with a small number of comments and minimal technical guidance from the Department, relative to the size and complexity of the project. ODOT's time commitments to complete reviews are relatively small.	Excellent
8	Work completed with some comments and technical guidance. Comments are minor in nature and do not include serious design or product quality issues, relative to the size and complexity of the project. ODOT's time commitments to complete the reviews are still relatively small.	Very Good
7	Work completed with some comments and technical guidance. Comments are mostly minor in nature but more numerous, relative to the size and complexity of the project, but do not include serious design or cost issues.	Good
6	Work completed with a significant but acceptable level of ODOT involvement required including comments and technical guidance. Comments do not include serious design or product quality issues.	Acceptable

5	Significant level of comments included serious design, plan preparation or product quality issues.	Fair
4	Consultant was deficient in knowledge of ODOT practices and manuals. Extensive ODOT staff involvement required to achieve an acceptable product.	Poor
3	Consultant was deficient in knowledge of ODOT practices and manuals. Extensive ODOT staff involvement required to achieve an acceptable work product. ODOT Project Manager spends excessive amounts of time in coordinating response to consultant.	Very Poor
2	Work product is unacceptable to the point that deliverable is returned for revision without detailed comments.	Unacceptable
1	Work product is unacceptable to the point that removal of prequalification is warranted.	Remove prequalification

**Ohio Department of Transportation  
Timeliness CES Rating Definitions 1-10 Scale  
Intermediate Submittal Rating Criteria**

<b>Numeric Rating</b>	<b>Description</b>	<b>Generic Description</b>
10	The consultant provided an acceptable intermediate submittal within the schedule in all cases and exceeded the schedule by 2 weeks for more than 50% of submittals.	Outstanding
9	The consultant provided an acceptable intermediate submittal within the schedule in all cases and exceeded the schedule by 1 week for more than 50% of submittals.	Excellent
8	The consultant provided an acceptable intermediate submittal within the schedule in all cases.	Very Good
7	The consultant provided an acceptable intermediate submittal within the schedule or was late by 3 work days or less for less than 50% of intermediate submittals.	Good
6	The consultant provided an acceptable intermediate submittal within the schedule or was late by 1 week or less for less than 50% of intermediate submittals.	Acceptable
5	The consultant provided an acceptable intermediate submittal within the schedule or was late by 1 week or less for more than 50% of intermediate submittals.	Fair
4	The consultant provided an acceptable intermediate submittal more than 1 week late for all intermediate submittals.	Poor
3	The consultant provided an acceptable intermediate submittal more than 2 weeks late for all intermediate submittals.	Very Poor
2	The consultant provided an acceptable intermediate submittal more than 3 weeks late for all intermediate submittals, or any intermediate submittal was more than 4 weeks late.	Unacceptable
1	The consultant provided an acceptable intermediate submittal more than 4 weeks late for all intermediate submittals, or any intermediate submittal was more than 5 weeks late.	Notify Management

**Ohio Department of Transportation  
Timeliness CES Rating Definitions 1-10 Scale  
Final Submittal Rating Criteria**

<b>Numeric Rating</b>	<b>Description</b>	<b>Generic Description</b>
10	An acceptable final work product was delivered more than 4 weeks ahead of schedule.	Outstanding
9	An acceptable final work product was delivered more than 2 weeks ahead of schedule.	Excellent
8	An acceptable final work product was delivered on schedule.	Very Good
7	An acceptable final work product was delivered no more than 3 work days late.	Good
6	An acceptable final work product was delivered no more than 1 week late.	Acceptable
5	An acceptable final work product was delivered no more than 2 weeks late.	Fair
4	An acceptable final work product was delivered no more than 3 weeks late.	Poor
3	An acceptable final work product was delivered no more than 4 weeks late.	Very Poor
2	An acceptable final work product was delivered no more than 5 weeks late.	Unacceptable
1	An acceptable final work product was delivered more than 5 weeks late.	Notify Management



Details clear and complete, meets ODOT plan preparation requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Geotechnical Engineering Report</b>											
Boring and sampling program properly designed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Report preparation meets ODOT requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Right of Way Plan Preparation</b>											
Right of Way limits & parcel types established properly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Details complete and plan preparation meets ODOT requirements, including topography and title information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Local county Right of Way plan and legal description requirements met	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Evaluation Complete:  

Conference with Consultant:  