

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>ARCHITECT/ENGINEER PERFORMANCE EVALUATION</b>	FMEP-G-0065	Rev. No. 0
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1.0 PURPOSE

To identify the process for the completion of an Architect/Engineer (A&E) performance evaluation throughout the “life” of the A&E effort.

2.0 GENERAL

This procedure applies to the performance evaluation of the A&E from pre-design services through closeout.

Refer to Exhibit A for the performance evaluation form.

2.1 Responsibilities

The Project Manager is responsible for the completion of the A&E performance evaluation.

3.0 PROCEDURE

3.1 Types of Evaluations

There are two types of evaluations. The types are identified below.

3.1.1 Interim Evaluation

(a) The interim evaluation is performed at the following levels:

- PRE-Design Services.
- Design Services-15% submittal for Architectural, Mechanical, Electrical, and Other.
- Design Services-35% submittal for Architectural, Mechanical, Electrical, and Other.
- Design Services-65% submittal for Architectural, Mechanical, Electrical, and Other.
- Bid Documents for Architectural, Mechanical, Electrical, and Other.
- Construction Sets for Architectural, Mechanical, Electrical, and Other.
- Construction Administration for Shop Drawing Reviews, RFI's, Design Errors, Meeting Support, Management, and COTR Responsibilities.
- Post Construction for Substantial Completion, Punchlist Inspection, Acceptance, and As-Built Drawings.
- Closeout.

(b) The interim evaluation assigns a rating number for several categories for the items identified in (a) above.

(1) Rating Number and Meaning

- 1-Unsatisfactory
- 2-Marginal
- 3-Satisfactort

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- 4-Very Good
- 5-Exceptional

(2) Categories

- Accuracy
- Completeness
- Cooperation/Responsiveness
- Coordination
- Cost Estimating
- Personnel Ability
- Work Quality

(c) After completion of any portion of the interim evaluation, the Project Manager is to initial and date for that portion of the interim evaluation, and forward a copy of the interim evaluation portion, and the comment form, to the Subcontract Specialist.

Note: The Project Manager is to retain the original because of the cumulative nature of the evaluation form.

3.1.2 Overall Performance Assessment

After completion of the interim evaluation for all of the items identified in Section 3.1.1 (a), the Project Manager will complete the overall performance assessment of the A&E as follows:

(a) Review the interim evaluation for all of the completed items from above and assign an overall rating as follows:

- Exceptional
- Very Good
- Satisfactory
- Marginal
- Unsatisfactory

(b) Sign and date the final evaluation on Page 1 of the 2 page evaluation form.

(c) Forward a copy to the Subcontract Specialist.

Note: The Subcontract Specialist will obtain the additional signatures required.

3.1.3 Evaluation Conflicts

Conflicts regarding the documented evaluation/assessment are to be resolved by the Subcontract Specialist.

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FMEP-G-0065 Exhibits

Exhibit A – Architect/Engineer Performance Evaluation Form and Comment Form (3 Pages)