

**CONSULTANT PERFORMANCE EVALUATION REPORT FORM (CPEF)**

Refer to DCL81 for Guidelines

Type of CPERF

Contract No.:	Project No.:	Client Reference No.:	
Contract Description:			
Firm's Legal Name:		Firm's Operating Name – Same as Legal Name, or:	
Firm's Complete Mailing Address:			
<b>DCC REPRESENTATIVE</b>		<b>CONTRACT INFORMATION</b>	
Name:		Contract Award Amount:	Contract Award Date:
Telephone No.:		Interim Amount:	Interim Date:
E-mail Address:		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>
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
<b>QUALITY OF WORK/ DESIGN/ STUDY</b>		<b>CATEGORY</b>	<b>SCALE</b>
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
<b>TIME</b>		<b>CATEGORY</b>	<b>SCALE</b>
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
<b>COST CONTROL</b>		<b>CATEGORY</b>	<b>SCALE</b>
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
<b>QUALITY OF TPS/CPS / QUALITY OF RESULT</b>		<b>CATEGORY</b>	<b>SCALE</b>
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
<b>INDUSTRIAL SECURITY</b>		<b>CATEGORY</b>	<b>SCALE</b>
		Unacceptable	0-5
		Not Satisfactory	6-10
		Satisfactory	11-16
		Superior	17-20
		<b>Total Points:</b>	
		<b>Overall Percentage Score:</b>	
<b>General Comments</b>			
<b>DCC Representative</b>			
Name:		Signature and Date:	
Title:			

## 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 the Client. Consideration should be given to:

- Contract administration – correctness
- Delivery of a comprehensive, reliable and effective service in a responsive, orderly and “surprise free” manner
- Appropriate understanding of the Consultant role, within the context of the Client’s operating environment and 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 and in the local community, and use of this information for the benefits of the project

### QUALITY OF WORK/ DESIGN/ STUDY

This is the rating of the quality of the work. The following items should be considered:

- Understanding of the project objectives and constraints
- Thoroughness of and 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”
- Functional performance for users: efficiency, safety, comfort and convenience, ease of operation and maintenance including engineering and architectural support elements/services
- 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
- Comprehensive investigation work
- Logical analysis
- Firm and substantiated recommendations
- Clarity of presentation
- Quality of working documents (completeness, accuracy, co-ordination)
- Responsiveness to DCC/Client input
- Coverage of all aspects of process (all technical issues addressed, approval authorities, departmental and the Corporation’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 DCC/Contractor/Client Performance. The Contract Manager 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 within DND’s original project budget Construction Costs:
- Consultant’s final project estimate vs. construction contract award amount
- Application of value engineering to design decisions if applicable
- 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 / QUALITY OF RESULT

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

- Quality and Timeliness of Amendments / Addendums during tender phase
- Responsiveness to DCC requests
- Quality of response to DCC requests
- Timeliness of Shop Drawing / Submission Reviews
- Quality and Timeliness of Reporting
- Did the Consultant keep DCC 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?

### INDUSTRIAL SECURITY

This is the effectiveness with which the Consultant managed and administered the industrial security provisions as stipulated in the Contract Documents. Did the Consultant:

- require additional input from DCC staff above that which is normal for a project requiring industrial security
- provide a Security Implementation Plan prior to the commencement of work
- promptly provide their Request for Visit form
- effectively coordinate and manage the Sub-SRCL, CISD letter, and Request for Visit forms for their Subconsultants
- provide documentation for processing well in advance of VCR expiration dates to ensure they don’t expire (if applicable)
- comply with the provisions of SRCL and Security Classification Guide (if applicable)
- conduct and document site specific security meetings with records provided to DCC
- have any security breaches while undertaking the Contract
- advise DCC immediately of any security incidents
- provide incident reports within 1 working day (if applicable)

The Evaluator shall consider:

- if the timeliness of obtaining Sub-SRCL and CISD letter was due to factors beyond the Consultant’s control, and
- whether the Consultant made an effective effort to ensure there were no security breaches during the Contract