

PAE EVALUATION for:

___ Architectural ___ Civil ___ Structural ___ Roofing ___ Mechanical ___ Electrical ___ OTHER

Architect Firm's Name: _____	Phone: _____
Address: _____	City/State/Zip: _____
Facility: _____	Project #: _____
Scope of Work: _____	
Evaluating Firm: _____	
Project Coordinator: _____	Date of Evaluation: _____

EVALUATION CRITERIA	*SCORE 1 - 5	COMMENTS
CONTRACT		
1 Fee Negotiations		
DESIGN		
2 Documentation of existing condition		
3 Phase 1 Design		
4 Phase 2 Design & Specifications		
5 Phase 3 Design & Specificatons		
6 Construction Documents		
7 Compliance with Codes		
8 Compliance with FPDC Guidelines		
CONTRACT ADMINISTRATION		
9 Bidding Administration		
10 Submittal and RFI Responsiveness		
11 Architect's Supplementary Instructions/Request for Proposal		
12 Coordination of documents between the different disciplines		
13 Inspections/Field Reports		
14 Payment Management		
15 Punch List Management		
16 Change Order/Contingency Management		
PROJECT CLOSEOUT		
17 Review of As Built Documents		
18 Close Out Documents		
19 Communication		
20 Quality Program/Design		
EVALUATION TOTAL SCORE:	0	
DATABASE SCORE:	0	Evaluation score reported to Database is score divided by 5.

RECOMMEND TO USE SERVICE AGAIN? _____ YES _____ NO

Project Coordinator/Engineer: _____	DATE: _____
Manager: _____	DATE: _____

*SCORE DEFINITION		
1-Did not meet expectations	3-Met expectations	5-Exceeded expectations
A score of 3 does not need a comment, all other scores shall have comments.		

***NOTE: If a criteria is not applicable the score shall be a "3" and in the comment column list N/A.**