



Prime Provider Evaluation Criteria (for information only)

| | Relative Weighting | 1 Unsatisfactory | 2 ▲ | 3 Satisfactory | 4 ◆ | 5 Excellent |
|--|--------------------|---|--------|---|--------|---|
| Project Manager Evaluation | | | | | | |
| 1. Quality of Deliverables | | | | | | |
| a. Accuracy - Information and quantities are correct | 7.5 | Deliverables contained significant errors, apparent that QA/QC was not completed. | | A reasonable level of corrections were required | | Deliverables were submitted in excellent form. Few, if any, corrections were required saving TxDOT time |
| b. Completeness - Deliverables included all required elements | 5 | Deliverables were incomplete and/or unorganized causing delays | | Requested deliverables were submitted | | All requested deliverables were included and well organized |
| 2. Timeliness of submittals - Deliverables/reports submitted on time | 7.5 | Deliverables and reports were consistently late, schedule delays were common | | Deliverables were received on time (e.g. CEI inspection reports consistently submitted within the recommended time frames). Overall project development progress met expectations | | Deliverables and reports were submitted ahead of schedule, exceeding expectations |

▲ A score of 2 may be used for performance between unsatisfactory and satisfactory.

◆ A score of 4 may be used for performance between satisfactory and excellent.



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| 3. Contract administration | | | | | | |
| a. Budget - Costs billed are consistent with progress of work to date, budget is well managed | 1 | PM did not manage nor did the PM identify or readily communicate issues with budget impacts. | | Satisfactory budget management | | Contract budget was well managed. PM quickly identified and communicated issues with budget impacts, and provided solutions to mitigate impacts |
| b. Schedule - Adherence to schedule and ability to meet deadlines | 1 | PM frequently missed deadlines and significantly impacted the schedule | | Deadlines were met and the schedule was managed effectively | | PM met or exceeded all major deadlines and was proactive in addressing issues that had potential schedule impacts |
| c. Invoices - Invoices are accurate, timely, consistent, and prepared according to the payment type and contract terms | 1 | Invoices were frequently late and submitted with problems | | Invoices were submitted in a timely manner and in good form | | Invoices were always submitted on time and in excellent form. Revisions not typically required |
| 4. Responsiveness & availability of the PM - PM anticipates and identifies needs of TxDOT and makes necessary adjustments | 7.5 | PM was rarely available when requested. Frequent prompting by TxDOT required, slow to respond to calls, emails, and missed or was late to scheduled meetings. | | Satisfactory; PM was typically available and responsive to issues, calls, and emails | | PM was available and promptly responded to calls, emails, and meeting requests; anticipated needs. |

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| 5. Resolution of issues - Issues are quickly resolved without TxDOT help | 2.5 | Contact is constantly required by TxDOT to get issues resolved. (e.g. PM fails to identify issues, which results in a supplemental) | | Issues are typically resolved in a timely manner | | All issues are resolved quickly. PM often anticipates needs and takes initiative to get issues resolved |
| 6. Communication and coordination - Issues are communicated promptly and professionally | 2.5 | Communication and coordination was not prompt, often unclear, misleading, or unprofessional | | Communication and coordination were good | | Communication was clear and effective and always handled in a professional manner. Issues were communicated promptly with all of the appropriate parties |
| 7. Management of subproviders - PM took responsibility for subs work and managed any issues | 2.5 | Subs were not well managed. Delays or problems often resulted, issues and disagreements were obvious | | Subs were managed well with minimal interference to production | | Subs were very well managed. PM took responsibility for all products and no sub issues were apparent to TxDOT |
| 8. Adequate use and prompt payment of HUB/DBE firms - HUB/DBE firms were utilized according to requirements | 1 | Firm needed to be prompted to use HUB/DBE firms, did not meet goals, or did not promptly pay | | Firm utilized HUB/DBE firms and met goals | | Firm utilized HUB/DBE subproviders with every assignment possible and exceeded goals |
| 9. PM performance - Based on their performance, would you want to work with this PM again? | 1 | Definitely not | | Yes | | Definitely yes |

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| Firm Evaluation | | | | | | |
| 1. Firm Responsiveness - Identifies TxDOT needs making necessary adjustments, (e.g. adjusting resources to meet demands, replacing PM due to problems) | 10 | Firm was not responsive and did not address issues | | Firm was responsive; Satisfactory | | Above and beyond the normal; Firm was responsive to needs and proactive in addressing issues |
| 2. Firm Invoicing - Invoices are accurate, timely, consistent, and prepared according to the payment type and contract terms | 5 | Invoices were frequently inaccurate, inconsistent, or late | | Invoices were accurate, consistent, and timely | | Firm exceeded expectations by consistently submitting invoices on time and in excellent form. Revisions rarely required |
| 3. Firm Resource Management - Personnel, expertise, and equipment are appropriately allocated for the project. | 5 | Personnel or equipment not appropriately managed. Changes were frequent, resulted in disruption to production (e.g. unwarranted PM replacement), or caused delays to others (e.g. construction contractor) | | Firm managed resources adequately. Resource adjustments were handled with limited impacts | | Firm exceeded expectations. Very minimal resource adjustments were required or were handled with minimal impact to production or causing delays to others |

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