

Company: .
Document .
description:

Department:	Contract start date:
Division:	Assignment end date:
Assignment size:	Type:
Phase:	Project number:

Overall Project Management (25%)	score	value	weighted per cent
	0.00	<input type="text"/>	0.00%

1 Produced quality tender package/Statement of Work (timelines, high level deliverables, documents, specifications, drawings, and quality) that comply with Region of Peel standards or required minimal revisions to bring them into compliance

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

2 Site visits were conducted appropriately and proactively. Any issues observed during visits were resolved

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

Company: .

Document .
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3 Schedule timelines were managed well to ensure deliverables were completed according to schedule and issue management was timely. Potential delays were identified early

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

4 Resources proposed in agreement were available or were replaced with a suitable alternative. An effort was made to minimize resource replacements

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

5 Design support available during project phase

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

6 Qualified consultants/inspectors available during project phase

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

Company: .

Document .
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7 Consultant scope changes were valid, accurately documented and were brought to Region's attention in a timely manner

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

8 Ensured safety requirements were met on site as per required safety standards

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

38 Vendor comments

Contract specific
comment:

Evaluation
comment:

Score: 0 / 0

Value added:

Communications and Cooperation (10%)

score	value
0.00	<input type="text"/>

weighted
per cent
0.00%

Company: .

Document .
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9 Conducted effective meetings, facilitations, and meeting minutes including documentation were completed as per requirements and schedule timelines

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

10 Coordination/facilitation strategies were efficient and effective with all stakeholders

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

11 Proper quality assurance/quality controls and knowledge of Regional standards and procedures avoided excess use of Regional resources

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

12 Maintained professional, cooperative relationships with all stakeholders (sub-consultants, internal stakeholders/operations, third parties) in accordance with the Code of Conduct and was accessible and responsive to questions and requests for information

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

Company: .

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13 Demonstrated professional conduct in accordance with the Code of Conduct with the public during consultations and communications

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

14 Maintained detailed and accurate site notes, documentation, files and lessons learned

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

39 Vendor comments

Contract specific
comment:

Evaluation
comment:

Score: 0 / 0

Value added:

Planning and Scheduling (18%)

score	value	weighted per cent
0.00	<input type="text"/>	0.00%

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15 Business processes (e.g. property acquisition, software development life cycle, change management, business intelligence and information management standards) were followed and documentation/drawings were provided and met Regional standards

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

16 Studies, assessments and reports were accurate and complete for project phase and schedule

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

17 Existing infrastructure identification (e.g. utility including conflict) relocations were assessed and completed according to schedule

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

18 Permits and/or appropriate approvals were obtained in timely manner to accomplish scheduled activities and to avoid project delays

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

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19 Efficient and effective implementation plans (e.g. commissioning, training and operational sustainability) provided a smooth transition to operations

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

20 Drawings (e.g. record drawings, roadmaps, etc.) were provided to the Region according to scheduled timelines

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

40 Vendor comments

Contract specific
comment:

Evaluation
comment:

Score: 0 / 0

Value added:

Quality of Work (30%)

score	value	weighted per cent
0.00	<input type="text"/>	0.00%

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21 Deliverables displayed the level of quality required

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

22 Produced complete reports (including design reports, deficiency lists and warranty items) and studies on agreed upon schedule and as per project requirements

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

23 Compliance to Regional design standards (e.g. CAD, human centered, survey and web design, etc.) with minimal resubmissions

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

24 Minimal contract changes during project phase as a result of producing accurate and quality drawings and specifications

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

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25 Value engineering (e.g. total cost of ownership) demonstrated through constructability in design, life cycle costing, time savings, etc. and/or based on value engineering requested

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

26 Worked with quality sub-consultants and third parties and appropriately coordinated project tasks with these parties

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

27 Quality of work displayed comprehensive knowledge of Regional and professional standards and processes

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

28 Maintained professional and ethical conduct throughout assignment

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

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29 Ensured development/construction complies with approved design

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

41 Vendor comments

Contract specific
comment:

Evaluation
comment:

Score: 0 / 0

Value added:

Project and Financial Administration (12%)

score	value
0.00	<input type="text"/>

weighted
per cent
0.00%

30 Budgets and costs managed to successfully accomplish project outcomes

Contract specific
comment:

Evaluation
comment:

Score: / 1

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31 Construction/implementation and long-term operation and costs (e.g. maintenance and licensing) were considered through effective and efficient life cycle costing to provide the best value for the solution

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

32 Ensured site met environmental compliance and was maintained as per Regional and other agency and governing authority requirements

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

33 Project invoices, including resource invoices, submitted to the Region were accurate and as per scheduled timelines

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

34 Ensured approved scope changes for contractors/sub-consultants or additional work for existing consultants included proper backup documents and appropriate extension of time required as part of change

Contract specific
comment:

Evaluation
comment:

Score: / 1

Value added:

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42 Vendor comments

Contract specific comment:

Evaluation comment:

Score: 0 / 0

Value added:

	score	value	weighted per cent
Risk and Issue Management (5%)	0.00	<input type="text"/>	0.00%

35 Early identification of issues critical to completion of the project

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

36 Resolved issues efficiently and effectively, determining causes and identifying solutions with minimal long term impacts to the Region

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

37 Accountability and responsibility accepted for work produced and tasks assigned

Contract specific comment:

Evaluation comment:

Score: / 1

Value added:

ID:

Date:

Number: .

Iteration:

Company: .

Document .
description:

43 Vendor comments

Contract specific
comment:

Evaluation
comment:

Score: 0 / 0

Value added:

Total score	Total value added	Percent
0	<input type="text"/>	0

Rating:

Overall comments:

Project manager: _____

Date: _____

Approver: _____

Date: _____