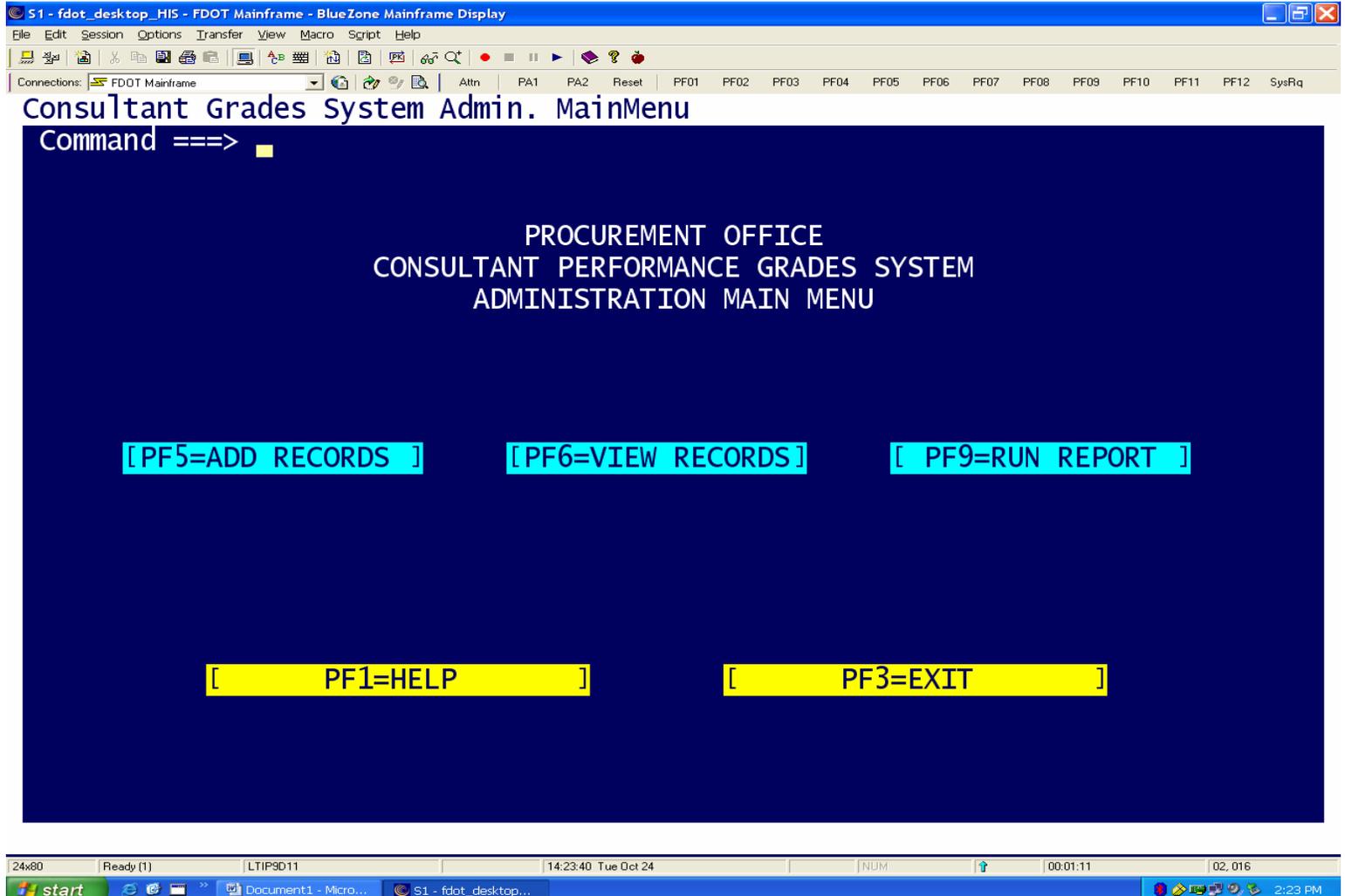
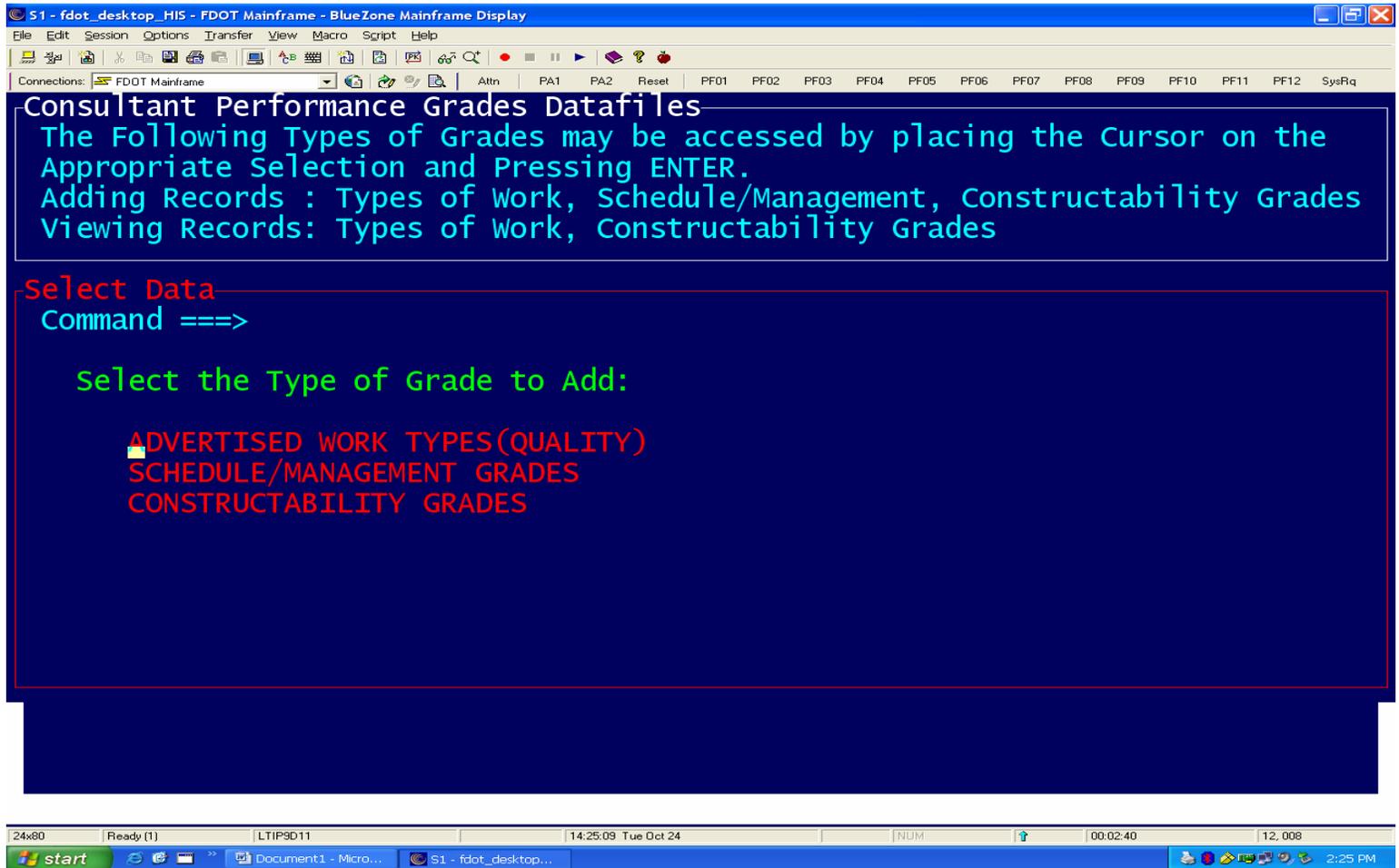


# ENTERING CONSULTANT EVALUATIONS UNDER 5pt. SCALE

1. Access the Consultant Performance Grades System main menu from the Professional Services System menu.
2. Press PF5 or TAB to the ADD RECORDS button and press ENTER to add new consultant evaluations.



3. There are three types of evaluations that can be entered into the system. Advertised Work Grades are the quality grades for specific types of work(2.0, 3.1, 10.5.2, etc.). Schedule and Management grades can be entered separately from the quality grades and linked together at a later time or entered at the same time as the quality grades, Constructability Grades are entered at various times during construction and after construction is completed. To select the type of work to assign an evaluation to, place the cursor on the desired choice and press “ENTER”.



4. On the evaluation main screen enter the Contract Number and indicate whether or not this is the final evaluation for the contract. All evaluations under the 5pt. scale are retained in PSI and are averaged equally to determine the overall average for the contract. Final evaluations are not given any more weight than other evaluations. Once an evaluation is flagged as “final” the Expires report will no longer report the contract as requiring grades. By default the Prime Consultant is displayed on the screen. To grade a contract sub-consultant, place the cursor on the yellow box and press ENTER to display a selection list with all of the contract sub-consultants. An evaluation note and the vendor project manager may also be entered on the screen. To select the type of work to grade, place the cursor on the yellow box next to the “Work Type:” label and press ENTER to display a selection list of possible work types. Alternatively, the work type may be typed directly into the Work Type field.
5. To score the work type, press ENTER or the TAB key to position the cursor on the first grading criteria. Score the criteria from 1 to 5. Only whole numbers are allowed. Any score less than 1 or greater than 5 will be flagged as an error. To score subsequent tests, press TAB or ENTER to move the cursor. Any tests that the project manager does not wish to score should be left blank. When all of the scores have been entered, press the CALCULATE button to generate the overall quality grade for the type of work. To make corrections, place the cursor on any test/criteria to score and type in the desired score. When finished, press the CALCULATE button again to re-calculate the quality grade. When finished, press PF3 to process the grade.



### Consultant Performance Grades Screen

Required Grades: 10.1 10.2

Contract : <> C1347 Grade Date: 24OCT2006 Final Grade: N (Yes/No)

Vendor : <> POST, BUCKLEY, SCHUH & JERNIGAN, Graded As : PRIME

Work Type: <> 3.1 MINOR HIGHWAY DESIGN Note: Test Grade

Vend. PJM: Carla Perry

	GRD	RANGE
1. Compliance with Project Scope.	4	1-5
2. Typical Section Package.	4	1-5
3. Phase Submittals.	5	1-5
4. Variations and Exceptions.	2	1-5
5 Geometrics/Engineering Reports.	2	1-5
6. Pavement Design Package.	1	1-5
7. Roadway Drainage Design(Exercised good judgement and designed according to criteria in the Drainage Manual, PPM, Design Standards, Drainage Handbooks, District Drainage Guidelines).	.	.
8. Stormwater Management Facility Design & WMD Permitting.	5	1-5
9. Environmental Permitting Services(Corps of Engineers, USCG, Local Permits, etc.).	4	1-5
10. Bridge Hydraulics Report, including Scour Calculations and	.	.

PF1=HELP

PF8=FORWARD

PF4=CANCEL



## Consultant Performance Grades Screen

Deck Drainage.	5	1-5
11. Earthwork and Soils.	5	1-5
12. Utility Coordination/Adjustments(Timely Phase Submittal and Review).	.	
13. Utility Agreements and Work Schedules.	5	1-5
14. Traffic Control Plans/Maintenance of Traffic.	5	1-5
15. Miscellaneous Structures Plans.	4	1-5
16. Right of Way Requirements and Coordination.	4	1-5
17. Local Agency Coordination and Public Meetings.	4	1-5
18. Pay Items and Quantities.	3	1-5
19. Overall Content, Format and Assembly of Roadway Plans.	3	1-5
20. Maintain and Update Construction Cost Estimates.	2	1-5
21. Specifications.	2	1-5
22. Electronic Delivery.	.	1-5
	.	
	.	

**CALCULATE**      Quality Grade: 3.8

**PF1=HELP**

**PF3=PROCESS**

**PF7=BACKWARD**

**PF4=CANCEL**

6. If evaluating the Prime consultant, schedule/management grades can be entered during the same session as the quality grades. To enter schedule/management grades, place the cursor on the Add Contract Management/Schedule Grades option and press ENTER to select.

The screenshot shows a terminal window titled "S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display". The window contains a menu with the following text:

**Schedule and Management Grade Assignment**  
Please indicate whether or not to add the contract Schedule and Management grades at this time. If not, the Quality, Schedule & Management grades must be linked together by the Project Manager from the View Records Screen before being approved for update.

**Select Data**  
Command ===>

**Add Schedule / Management Grades for Contract?**

- 1 Do NOT Add Schedule / Management Grades
- 2 Add Contract Management/Schedule Grades

At the bottom of the terminal window, there are four yellow buttons with the following labels: PF1=HELP, PF3=PROCESS, PF7=BACKWARD, and PF4=CANCEL.

The Windows taskbar at the bottom of the image shows the following information: 24x80 resolution, Ready (1) status, LTIP9D11 user, 14:28:20 Tue Oct 24 date and time, NUM keyboard indicator, 00:05:51 session time, 13,008 characters sent, and a taskbar with a start button, a document icon, and the terminal window icon. The system clock shows 2:28 PM.

7. Schedule grades are entered by scoring relevant section(s) from 1 to 5. Each time the ENTER key is pressed, the Schedule grade is recalculated. The overall schedule grade is an average of the 4 evaluation criteria.
8. When finished with the schedule grade, press PF2 or PF3 to continue to the Management Grades Screens.

The screenshot shows a terminal window titled "S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display". The window contains the following text:

**CONSULTANT EVALUATIONS: SCHEDULE GRADE** obs 9467

Command ==>

PF1=Help    PF2=Management Grades    PF3=Process/Exit    PF12=Command Line

Contract # : C1347    District: 6    Gradedas : PRIME    Date: 24OCT2006

Maj Wk. Types: 10.1 10.2    Grade Type: R (R=Interval C=Final)

Graded By : SKOGLUND, ROBERT

Consultant : POST, BUCKLEY, SCHUH & JERNIGAN, INC.

Vend Proj Mgr: Carla Perry    Note: Schedule Note

**PERFORMANCE RATING SCALE:**

5 - Outstanding    4 - Above Satisfactory    3 - Satisfactory

2 - Below Satisfactory    1 - Unacceptable

Note: An overall score of 3 is considered satisfactory performance.

**SCHEDULE EVALUATION CRITERIA:**

Instructions: For each item below, select a score from 1-5. Leave blank if not applicable. Comments must be entered for ratings of 1 or 5.

1. Project Phase Submittals(40%)	Score: 5
2. Project Milestones(20%)	Score: 5
3. Status Reports/Schedule Updates(20%)	Score: 4
4. Other Project Deliverables(20%)	Score: 3

**TOTAL WEIGHTED SCORE: 4.4**

The terminal window is running on a Windows desktop environment. The taskbar shows the Start button, several open applications (Document1 - Micro..., S1 - fdot\_desktop...), and the system tray with the time 2:29 PM.

9. The Management Evaluation consists of 5 separate sections. All sections are optional, any section not scored is not used in the calculation of the final Management grade. Sections A-D are used for evaluation of management of active or recently completed contracts. Section E is used to evaluate Post-Design services. When finished with the Management Evaluation, press PF3 to exit and return to the Types of Work evaluation page. NOTE: The system will not allow the user to exit the Schedule/Management grades routine until both Schedule and Management evaluations have been completed.

S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe

AltFn PA1 PA2 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11 PF12 SysRq

CONSULTANT PERFORMANCE GRADES: MANAGEMENT GRADES SCREEN obs 9394 Screen 1

Command ==>

NOTE: This application uses 8 screens.

Contract # : C1347 Financial Mgt. Number: 25159016201 Date: 24OCT2006

Work Type(s): 10.1 10.2

FDOT PJM : \_\_\_\_\_ Graded By: SKOGLUND, ROBERT

Consultant : POST, BUCKLEY, SCHUH & JERNIGAN, INC.

PERFORMANCE RATING SCALE:

5 - Outstanding Performance	4 - Above Satisfactory Performance
3 - Satisfactory Performance	2 - Below Satisfactory Performance
1 - Unacceptable Performance	

Note: An overall score of 3 is considered satisfactory performance. Comments must be given for ratings of 1 or 5. For each item please enter a score from 1 to 5. Leave blank if not applicable. Sections A, B, C, and D should be completed for evaluations that apply to activities prior to construction. For post-design services only complete section E. An evaluation must not include items in all 5 categories (A, B, C, D, E).

Total Weighted Score for All Management Criteria: \_\_\_\_

<PF1=Help> <PF2=Schedule Grade> <PF8=Forward> <PF12=Command Line>

24x80 Ready (1) LTIP9011 14:29:29 Tue Oct 24 NUM 00:07:00 02, 016

start Document1 - Micro... S1 - fdot\_desktop... 2:29 PM

S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

CONSULTANT PERFORMANCE GRADES: MANAGEMENT GRADES SCREEN Obs 9394 Screen 2

Command ==>

A. ADMINISTRATION of CONTRACT(weight=20%) page 2

1. Effectively and proactively controlled the Contract 5
2. Administered Contract in an organized manner & was proficient in applying administrative, procedural, & technical skills to contract. 5
3. Effectively coordinated with DOT personnel to ensure effective contract management, with required submittals made timely, in the subscribed format, with no material errors. 5
4. Submitted properly documented invoices; sub-consultants paid promptly; contract funds were tracked and reported as requested to avoid rush amendments, out-of-fund conditions or supplemental agreements. 3
5. Complied with established DBE/MBE commitment. 3
6. FOR TASK DRIVEN CONTRACTS ONLY: Responded to Department in a timely manner regarding tasks requests. For accepted tasks, promptly developed an understanding of the assignment, prepared and submitted an accurate time/fee package, & efficiently initiated the assignment 2

Administration Total \_\_\_ / # of Tests \_ X0.20= Administration GRADE: \_\_\_

Comment: Administration of Contract Comment

<PF1=Help> <PF2=Schedule Grade> <PF7=Back> <PF8=Forward> <PF12=Command Line>

24x80 Ready (1) LTIP9D11 14:30:24 Tue Oct 24 NUM 00:07:55 05.077 2:30 PM

S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

CONSULTANT PERFORMANCE GRADES: MANAGEMENT GRADES SCREEN Obs 9394 Screen 3

Command ==>

B. MANAGEMENT of ISSUES and RESOURCES(weight=25%) page 3

1. Effectively resolved issues; made decisions based on solid logic and sufficient supporting detail. 4
2. Properly supervised staff & coordinated the effort of subconsultants 4
3. Effectively minimized unnecessary involvement of department staff. 3
4. Effectively managed resources. Continuously provided experienced staff as proposed; was responsive to dept. staffing requests; if personnel changes occurred, the credentials of replacement staff were equal to or exceeded those of the original staff approved, and Department approval was received. 3
5. FOR PROJECTS INVOLVING PERMITS: Sufficiently identified, analyzed & verified that all permit conditions were addressed. Thoroughly documented & proactively worked to resolve permitting issues timely. 2
6. FOR PROJECTS INVOLVING UTILITIES: Sufficiently verified that utilities were coordinated properly & shown in plans/schedule including providing a summary of changes at subsequent phase submittals. ADDITIONALLY FOR PROJECTS INVOLVING CONSULTANT UTILITY COORDINATION: succeeded in getting the utility agencies to accept the schedule and consistently tracked & communicated with the utility companies so

<PF1=Help> <PF2=Schedule Grade> <PF7=Back> <PF8=Forward> <PF12=Command Line>

24x80 Ready (1) LTIP9D11 14:30:55 Tue Oct 24 NUM 00:08:26 02.016 2:30 PM

S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

CONSULTANT PERFORMANCE GRADES: MANAGEMENT GRADES SCREEN Obs 9394 Screen 4

Command ==>

B. MANAGEMENT of ISSUES and RESOURCES(continued) page 4

they comply with the schedules. Took appropriate action when schedules were not met. 4

Issues Total \_\_\_ / # of Tests \_ X 0.25= Issues Management GRADE: \_\_\_

Comment: Management of Issues and Resources Comment

<PF1=Help> <PF2=Schedule Grade> <PF7=Back> <PF8=Forward> <PF12=Command Line>

24x80 Ready (1) LTIP9D11 14:31:30 Tue Oct 24 NUM 00:09:01 09.016 2:31 PM

S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe

CONSULTANT PERFORMANCE GRADES: MANAGEMENT GRADES SCREEN obs 9394 Screen 5

Command ==>

C. COMMUNICATION, DOCUMENTATION AND COORDINATION(weight=25%) page 5

1. Provided the necessary project information to the Department and all project stakeholders in a timely manner. 4
2. Scheduled, conducted, and documented meetings in a timely manner. 4
3. Immediately notified the Department of issues impacting schedule and costs, acted proactively by working with various stakeholders to minimize impacts; and resolved issues in a timely manner. 3
4. Prepared thoroughly organized and completed project documentation including a clear filing system, and clear documentation of oral communications. 3
5. Effectively tracked & monitored comment resolution & other action items to ensure timely resolution. 2
6. Properly & efficiently logged, documented, tracked, & took appropriate action on all public initiated inquiries from first contact through disposition or resolution. Coordinated effectively with the District Public Information Office, providing relevant data as requested for newsletters, media releases, public meetings, etc. —

Documentation Total \_\_\_ / # of Tests \_ X 0.25= DOCUMENTATION GRADE: \_\_\_

Comment: **Communication, Documentation & Coordination comment**

<PF1=Help> <PF2=Schedule Grade> <PF7=Back> <PF8=Forward> <PF12=Command Line>

24x80 Ready (1) LTIP9011 14:32:11 Tue Oct 24 NUM 00:09:42 06.077

start Document1 - Micro... S1 - fdot\_desktop... 2:32 PM

S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe

CONSULTANT PERFORMANCE GRADES: MANAGEMENT GRADES SCREEN obs 9394 Screen 6

Command ==>

D. EXECUTION of WORK(SCHEDULE, BUDGET, QUALITY CONTROL)(weight=30%) page 6

1. Ensured project schedule submittals were submitted & reviewed in accordance with the Contract. 5
2. Reviewed schedule monthly or as appropriate with the Department. Took appropriate action to reallocate resources if the work items fell behind schedule in accordance with the critical path to minimize impact to the overall schedule. 5
3. Effectively managed the budget and, if applicable, was reasonable regarding claims for and negotiations of supplemental agreements. 4
4. Developed a logical quality control plan, and adhered to the plan throughout the project. 3
5. Successfully met the scope and objectives of the project. 2

Schedule/Budget/QC Total \_\_\_ / # of Tests \_ X 0.30= SCHEDULE GRADE: \_\_\_

Comment: **Execution of Work comment**

<PF1=Help> <PF2=Schedule Grade> <PF7=Back> <PF8=Forward> <PF12=Command Line>

24x80 Ready (1) LTIP9011 14:32:52 Tue Oct 24 NUM 00:10:23 06.077

start Document1 - Micro... S1 - fdot\_desktop... 2:32 PM

S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe

CONSULTANT PERFORMANCE GRADES: MANAGEMENT GRADES SCREEN obs 9394 Screen 7

Command ==>

E. POST-DESIGN ACTIVITIES page 7

1. Effectively and proactively controlled the contract, including submitting properly documented invoices and reports, and prompt execution of task authorizations as applicable; successfully met the scope and objectives of the project. —
2. Properly supervised staff & subconsultants; minimized unnecessary involvement of the Department; effectively managed resources, including providing appropriate staff. —
3. Provided necessary project information in a timely manner; effectively tracked, monitored, & documented actions taken during post-design activities; effectively communicated with the Department's construction support personnel during construction activities. —
4. Resolved issues arising during construction in a timely manner. —
5. Tracked, monitored, and responded quickly and efficiently to shop drawing reviews and construction Requests for Information(RFI's) —

Post-Design Svcs.Total \_\_\_ / # of Tests \_ X 1.00= POST-DESIGN GRADE: \_\_\_

Comment: \_\_\_\_\_

<PF1=Help> <PF2=Schedule Grade> <PF7=Back> <PF8=Forward> <PF12=Command Line>

24x80 Ready (1) LTIP9D11 14:33:15 Tue Oct 24 NUM 00:10:46 02.016

start Document1 - Micro... S1 - fdot\_desktop...

2:33 PM

S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe

CONSULTANT PERFORMANCE GRADES: MANAGEMENT GRADES SCREEN obs 9394 Screen 8

Command ==>

**WARNING: Grading Section(s) NOT Scored - Please Review**

FINAL WEIGHTED AVERAGE MANAGEMENT GRADE: page 8

**CALCULATE MANAGEMENT GRADE**

Administration 0.8 + Issues 0.8 + Documents 0.8 + Schedule 1.1 = 3.5  
 or Post-Design Services            = \_\_\_\_\_

<PF1=Help> <PF2=Schedule Grade> <PF7=Backward> <PF12=Command Line>

24x80 Ready (1) LTIP9D11 Document1 - Microsoft Word 14:33:40 Tue Oct 24 NUM 00:11:11 02.016

start Document1 - Micro... S1 - fdot\_desktop...

2:33 PM

10. Once the Schedule/Management evaluations have been completed, additional quality grades for contract types of work may be entered during the same session. To continue adding quality evaluations, place the cursor on the appropriate option in the list box and press ENTER to select.

The screenshot shows a terminal window titled "S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display". The window has a menu bar with "File", "Edit", "Session", "Options", "Transfer", "View", "Macro", "Script", and "Help". Below the menu bar is a toolbar with various icons. The main area of the terminal is dark blue with cyan and red text. The text reads: "Continue Adding Consultant Performance Grades?(Y/N)", "Select whether to Continue Adding Grades Records at this time.", "Answering \"YES\" will permit you to add additional grades for this contract or edit the contract number to add grades for other contracts.", "Select Data", "Command ===>", "Continue Adding Consultant Performance Grades?", "YES Continue Adding Performance Grades", "NO End Program and Return to Main Men". At the bottom of the terminal window, there is a yellow bar with black text: "PF1=HELP", "PF3=PROCESS", "PF7=BACKWARD", and "PF4=CANCEL". Below the terminal window is a Windows taskbar with a "start" button, several application icons, and a system tray showing the time "2:34 PM".

S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe

Continue Adding Consultant Performance Grades?(Y/N)  
Select whether to Continue Adding Grades Records at this time.  
Answering "YES" will permit you to add additional grades for this contract  
or edit the contract number to add grades for other contracts.

Select Data  
Command ===>

Continue Adding Consultant Performance Grades?

YES Continue Adding Performance Grades  
NO End Program and Return to Main Men

PF1=HELP PF3=PROCESS PF7=BACKWARD PF4=CANCEL

24x00 Ready (1) LTIP9D11 14:34:12 Tue Oct 24 NDM 00:11:43 11,008

start Document1 - Micro... S1 - fdot\_desktop... 2:34 PM

11. CCEI Evaluations(work group 10) are entered by scoring each relevant test/criteria from 1-5. Any scores received less than 1 or greater than 5 are flagged in error. Any section not relevant to the present evaluation may be left blank. Only sections with scored tests are averaged into the final calculated CCEI grade. To complete the evaluation, place the cursor on the CALCULATE CEI GRADE button on the final page and press ENTER. Any sections not scored are highlighted in Purple text. This is for informational purposes only. To continue processing the evaluation, press PF3 to exit.

S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display

CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION obs 4403 Screen 1

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

Quarterly or Semi-Annual Period Ending

\_ February \_ May \_ August X November \_ End of Contract \_ Other

Year CCEI Contract Type

2006 X Conventional \_ Hybrid \_ Task Driven

CEI #: C1347 Financial Mgt.#: 25159016201 Work Type: 10.1

Desc : MIAMI AVE BRIDGE CEI District : 6

Consultant Name : POST, BUCKLEY, SCHUH & JERNIGAN, INC. GradedAs: PRIME

FDOT Project Mgr : Philip Pitts

Sr. Proj Engineer : David Copa

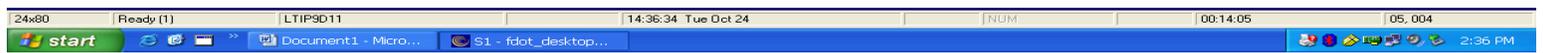
Proj Administrator: George Cole

Construction Contract \$ : 856112

Const. Proj. Mgr: Lorraine Odom CPM Tel.# 414-4485

Average Score for ALL Qualitative Criteria:

(Note: An overall score of 3 is considered satisfactory performance)



S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display

CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION obs 4403 Screen 2

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

PERFORMANCE RATING SCALE page 2

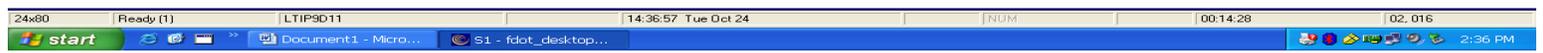
1	2	3	4	5
Sorely Lacking would NOT recommend	Sometime misses the mark. Does well enough to get by.	Meets standard Does a good job	Sometimes exceeds standard/shows some extra effort	Sets the standard/ Exemplary performance

An overall score of 3 is considered satisfactory performance 5=maximum score

Grade Entered By : SKOGLUND, ROBERT

Date Grade Assigned: 24OCT2006 (Format:DDMonYYYY 01MAY2004= May 01, 2004)

QUALITATIVE CRITERIA  
(beginning next page)



S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe Altln PA1 PA2 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11 PF12 SysRq

**CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION** obs 4403 Screen 3

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

A. Management of CCEI Contract (weight=0.09) page 3

1. Continuously provided CTQP qualified experienced staff as proposed; was responsive to Department's staffing requests; if personnel changes occurred, reasonable efforts were made so that the credentials of replacement staff were equal to or exceeded the qualifications of the person(s) originally approved. 4
2. Coordinated with department personnel to ensure effective contract management, with required submittals made timely, in the subscribed format, with no material errors. Userids requested promptly and access maintained; timesheets signed weekly, if required; properly documented invoices submitted monthly; sub-consultants paid promptly; contract funds were tracked & reported as requested to avoid rush amendments; out-of-fund conditions, or settlement agreements. 5
3. Communicated regularly with Department CPM or project administrator and performed QC/QA inspection of staff on longer assignments to ensure the Department needs were being met. 5
4. Utilized CEI personal protective equipment at all times as required. 3

24x80 Ready (1) LTIP9D11 14:37:30 Tue Oct 24 NUM 00:15:01 22,078

start Document1 - Micro... S1 - fdot\_desktop...

S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe Altln PA1 PA2 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11 PF12 SysRq

**CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION** obs 4403 Screen 4

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

Management of CCEI Contract (continued) page 4

5. Compliance with agreed upon DBE/MBE utilization goals and procedures. 5

For Task Driven Contracts (Districtwide, On-call, GEC type):

6. Responded by the Department deadline whether a task request was accepted. If accepted, promptly developed an understanding of the assignment; prepared and submitted an accurate request package, and dispatched approved, properly equipped personnel when needed, but not prior to receiving authorization. 5

Management Total \_\_\_\_\_ / Number of Tests \_ X0.09 = Management GRADE:

Notes: Management of CCEI Contract Note

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

24x80 Ready (1) LTIP9D11 14:38:17 Tue Oct 24 NUM 00:15:48 17,014

start Document1 - Micro... S1 - fdot\_desktop...

S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe

CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION obs 4403 Screen 5

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

B. Issue Identification and Resolution(weight=0.14) page 5

1. Acted proactively when identifying issues by working with various stakeholders including utilities, cities, counties and the Contractor so as to minimize time and cost overruns. 4
2. Conducted thorough analysis of issues including a review of various alternative solutions with enough detail and back-up to show logic behind alternatives. Provided documentation for time and cost impacts as required by CPAM. 4
3. Made decisions appropriate with authority and based these decisions on solid logic and enough supporting detail to demonstrate a well-researched effort. Decisions/recommendations consistent with the analysis. 5
4. Resolved issues in a timely manner so as to eliminate and/or minimize time and cost impacts to the project. Escalated issues to the Department only when efforts towards resolution had reached an impasse, the issues were beyond the consultant's authority, or when project delays could result. 5

Issue Total \_\_\_\_ / # of Tests \_ X0.14 = Issue & Resolution GRADE:

24x80 | Ready (1) | LTI9D11 | 14:38:43 Tue Oct 24 | NUM | 00:16:14 | 20.078

start | Document1 - Micro... | S1 - fdot\_desktop...

2:38 PM

S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe

CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION obs 4403 Screen 7

Command ==>

**ERROR: CCEI Question 15 score of 6 is invalid - Please Reenter**

C. Communication and Coordination (weight=0.12) page 7

1. Provided necessary project information to all project stakeholders. 5
2. Used an established system to track communications. 5
3. Scheduled, held, and documented the Pre-Construction Conference, the Monthly Scheduling Meetings, and the Progress Meetings(i.e. Submittals, RFI's, Progress/Schedule, MOT, Utilities, CPPR, Outstanding Issues and Claims). 4
4. Notified Department immediately of issues impacting schedule and costs. 5
5. Documented oral communications in Daily Reports, logs, or other means. 6
6. Prepared written communications in the form, format, and details required by CPAM,etc. & within the appropriate time frame 5

Comm. Total \_\_\_\_ / Number of Tests \_ X0.12 = Communication GRADE:

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

24x80 | Ready (1) | LTI9D11 | 14:39:17 Tue Oct 24 | NUM | 00:16:48 | 15.076

start | Document1 - Micro... | S1 - fdot\_desktop...

2:39 PM

S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION obs 4403 Screen 8

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

D. Project Documentation(weight=0.13) page 8

- Kept Monthly and Final estimates up to date as the project progressed. 5
- Tracked and monitored RFI's, shop drawings, contract changes, and other action items to achieve timely resolution. 4
- Prepared and organized thorough and complete project documentation including a clear filing system, Daily diaries, claims documentation, Compliance monitoring and documentation, weather letters, and other project records. 4
- Input information and documentation into Site Manager, EDMS, and CQR/LIMS in a timely manner. 2

Docs. Total \_\_\_\_ / Number of Tests \_ X0.13 = DOCUMENTS GRADE:

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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24x80 | Ready (1) | LTIP9011 | 14:39:57 Tue Oct 24 | NUM | 00:17:28 | 18.014

start | Document1 - Micro... | S1 - fdot\_desktop...

S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION obs 4403 Screen 9

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

E. Effective Administration of the Construction Contract(weight=0.24) page 9

- Administered the contract according to plans, specifications and Contract provisions. Provided clear and timely interpretation of contract documents to Contractor. 5
- Reviewed, approved, and monitored the Contractor's QC plan. Took action when necessary. Verified that materials used by the Contractor substantially conformed to plans, specifications and contract provisions. 2
- Provided daily inspection and testing services as required by the contract and shared results with the Contractor. Reviewed Contractor's QC results, compared to VT results and took appropriate actions. 2
- The estimate (Monthly or Final) is true and correct as determined by the Consultant's reasonable and independent investigation and measurements. 1

Notes: \_\_\_\_\_  
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24x80 | Ready (1) | LTIP9011 | 14:40:28 Tue Oct 24 | NUM | 00:17:59 | 18.078

start | Document1 - Micro... | S1 - fdot\_desktop...

S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION obs 4403 Screen 10

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

Effective Administration of the Construction Contract(continued) page 10

5. Effectively and accurately administered the CPPR to hold the Contractor accountable for performance. Explained criteria at the pre-construction conference, discussed at the progress meetings and maintained accurate records. Utilized the CPPR process effectively to encourage Contractor to take full responsibility for quality at all levels and to properly document those items if they did not. 5

Const. Admin. Total \_\_\_\_ / # of Tests \_ X0.24= Construction Admn.:

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

24x80 | Ready (1) | LTIP9011 | 14:40:59 Tue Oct 24 | NUM | 00:18:30 | 11.078

start | Document1 - Micro... | S1 - fdot\_desktop...

S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe Attn PA1 PA2 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11 PF12 SysRq

CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION obs 4403 Screen 11

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

F. Permit Monitoring(weight=0.09) page 11

1. Monitored, verified, and documented that all permit conditions were met. 5
2. Monitored & verified the Contractor's submittals were prepared and submitted in accordance with the contract documents/permits. 5
3. Documented and proactively worked with the Contractor, EOR, and Permit agencies to resolve environmental issues in a timely manner. 5

Permits Total \_\_\_\_ / # of Tests \_ X0.09= Permit Monitoring Grade :

Notes: Permit Monitoring comment

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24x80 Ready (1) LTI9D11 14:41:42 Tue Oct 24 NUM 00:19:13 16.014

start Document1 - Micro... S1 - fdot\_desktop...

2:41 PM

S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe Attn PA1 PA2 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11 PF12 SysRq

CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION obs 4403 Screen 12

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

G. Proactive in Regard to Public Concerns(weight=0.09) page 12

1. Provided current updates and advance notification of traffic shifts, durations, and impacts to residences, businesses, emergency services & other entities along project right-of-way. 5
2. Prepared, maintained and distributed an emergency contact list of key Department, Consultant, and Contractor personnel, and used it appropriately. 2
3. Logged, documented, tracked and took appropriate action on all public initiated inquiries from first contact through disposition or resolution. 1
4. Coordinated with the District Public Information Office, providing relevant data as requested for newsletters, media releases, public meetings, brochures, etc. 4
5. Monitored that business and pedestrian accesses were maintained and the signage was placed in accordance with all governing documents, and took appropriate action when necessary. 5

Public Total \_\_\_\_ / # of Tests \_ X0.09= Public Concerns Grade :

24x80 Ready (1) LTI9D11 14:42:07 Tue Oct 24 NUM 00:19:38 07.076

start Document1 - Micro... S1 - fdot\_desktop...

2:42 PM

S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe

Attn PA1 PA2 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11 PF12 SysRq

CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION obs 4403 Screen 14

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

H. Effect on Construction Cost and Time(weight=0.10) page 14

1. Schedule submittals were reviewed in accordance with specifications and the Contract. Reviewed the schedule monthly, met with the Contractor monthly to discuss the schedule, and took appropriate action when construction fell behind schedule in accordance with the critical path to minimize delay to the project. 5
2. Verified the utility relocations were properly shown in the schedule, attempted to get the utility companies to buy into the schedule and consistently tracked and communicated with utilities to ensure that the utility companies complied with their schedules. Took appropriate actions when schedules were not met. 3
3. When warranted, withhold estimates and issue verbal warnings, deficiency warning letters, and deficiency letters as appropriate. 4

Time Total \_\_\_\_ / # of Tests \_ X0.10= Const. Cost and Time Grade:

Notes: \_\_\_\_\_

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24x80 Ready (1) LTIP9D11 14:42:31 Tue Oct 24 NUM 00:20:02 19.014

start Document1 - Micro... S1 - fdot\_desktop...

S1 - fdot\_desktop\_HIS - FDOT Mainframe - Blue Zone Mainframe Display

File Edit Session Options Transfer View Macro Script Help

Connections: FDOT Mainframe

Attn PA1 PA2 Reset PF01 PF02 PF03 PF04 PF05 PF06 PF07 PF08 PF09 PF10 PF11 PF12 SysRq

CONSULTANT CEI(CCEI) WORK PERFORMANCE EVALUATION obs 4403 Screen 15

Command ==>

PF1=Help PF3=Process/Exit PF7=Page Back PF8=Page Forward PF12=Cmd. Line

FINAL WEIGHTED AVERAGE CEI GRADE: page 15

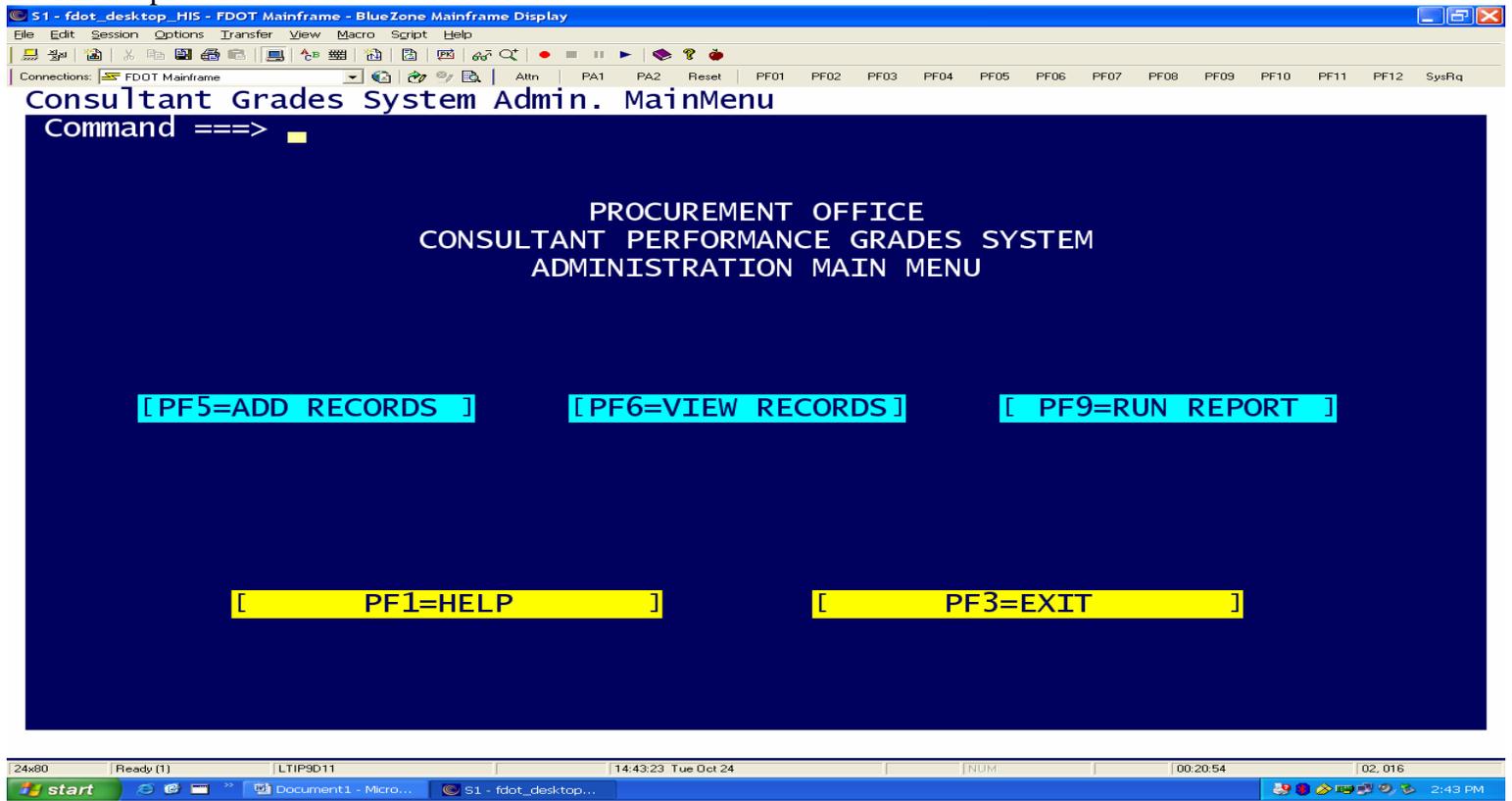
Management: 0.40 + Issue: 0.63 + Communication: 0.52 + Documentation: 0.49  
 + Const. Admin.: 0.72 + Permit Monitoring: 0.45 + Public Concerns: 0.31  
 + Construction Cost and Time 0.40 =WEIGHTED AVERAGE GRADE: 3.9

**CALCULATE CEI GRADE**

24x80 Ready (1) LTIP9D11 14:42:54 Tue Oct 24 NUM 00:20:25 02.016

start Document1 - Micro... S1 - fdot\_desktop...

12. To view, approve, or update consultant evaluations, place the cursor on the VIEW RECORDS button and press ENTER or press PF6.



13. On the view records screen. Evaluations may be approved or updated. To approve an evaluation, place the cursor on the Approve Grade field and type "Y" to approve or "N" to disapprove. If the Schedule/Management grades were not entered during the same session as the Quality grades, they must be linked together before the evaluation can be approved or updated. To link the Quality, Schedule, and Management Scores together, type "Y" on the Link Grades? Field and press ENTER. The system will list all Schedule/Management evaluations performed within the past year. Select the appropriate scores and press ENTER to link. Once an evaluation has been approved, it may be uploaded into PSI by typing "1" in the Update Grade? field. TAB to the Update box and press ENTER to complete the upload. Each contract evaluation is appended to the Grades data file in PSI and are averaged together to determine the overall average for a particular type of work.

The screenshot shows a terminal window titled "S1 - fdot\_desktop\_HIS - FDOT Mainframe - BlueZone Mainframe Display". The window contains a mainframe-style interface with a menu bar (File, Edit, Session, Options, Transfer, View, Macro, Script, Help) and a toolbar. Below the toolbar is a connection bar showing "Connections: FDOT Mainframe" and a row of function keys (Altn, PA1, PA2, Reset, PF01-PF12, SysRq). The main display area has a dark blue background with cyan text. At the top right, it says "obs 18408". The text reads: "CONSULTANT PERFORMANCE GRADES: MAIN DATABASE SCREEN", "Command ==> █", "Contract # : C1347 Financial Management #: 25159016201 District: 6", "Description: MIAMI AVE BRIDGE CEI Grade Date: 24OCT2006", "Project Mgr: \_\_\_\_\_ Grade Type: Interval", "Consultant : POST, BUCKLEY, SCHUH & JERNIGAN, Graded As : PRIME", "Work Type : 10.1 Rdwy Construction Engineering Inspection", "Quality : 3.9", "Schedule : 3.9", "Management : 3.9", "Average : 3.9", "Grade Note : Test Grade", "Administrative Approval:", "Approve Grade? : \_ (Y=Yes N=No)", "Grade Entered By : SKOGLUND, ROBERT", "This Record is not ready for Update 0", and "PF1=Help PF3=End PF4=Cancel PF7=Back PF8=Forward <View Ques/Resp>". The bottom of the window shows a Windows taskbar with the start button, several open applications, and a system tray with the time 2:44 PM.

```
CONSULTANT PERFORMANCE GRADES: MAIN DATABASE SCREEN obs 18408
Command ==> █
Contract # : C1347 Financial Management #: 25159016201 District: 6
Description: MIAMI AVE BRIDGE CEI Grade Date: 24OCT2006
Project Mgr: _____ Grade Type: Interval
Consultant : POST, BUCKLEY, SCHUH & JERNIGAN, Graded As : PRIME
Work Type : 10.1 Rdwy Construction Engineering Inspection
Quality : 3.9
Schedule : 3.9
Management : 3.9
Average : 3.9
Grade Note : Test Grade
Administrative Approval:
Approve Grade? : _ (Y=Yes N=No)
Grade Entered By : SKOGLUND, ROBERT
This Record is not ready for Update 0
PF1=Help PF3=End PF4=Cancel PF7=Back PF8=Forward <View Ques/Resp>
```