**Supplemental Bidder Responsibility**

**Form 5 - Reference Evaluation Questionnaire**

**Project # \_\_\_\_\_\_\_\_\_\_\_, (Description)**

|  |
| --- |
| Evaluated Firm : |
| Project Manager: |
| Superintendent: |
| Evaluated Project Name: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Prime | **Approx. Start Date** | **Approx. End Date** | **Approx. Final Project Cost** |
|  | Subcontractor |  |  |  |

**Performance Evaluation**

Rating Criteria - Rate on a scale of 1 to 5

* **5** = **Superior** based on performance (would hire this firm/individual again)
* **4** = **More than Satisfactory**
* **3** = **Satisfactory** based on performance (would hire this firm/individual again)
* **2** = **Less than Satisfactory**
* **1**= **Totally Unsatisfactory** based on performance (would never hire the firm/individual again)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Criteria** | **Rating** | | |
|  |  | **Company** | **PM** | **Super** |
| 1 | Ability to meet client’s expectations |  |  |  |
| 2 | Quality of workmanship |  |  |  |
| 3 | Ability to manage project costs and minimize change orders |  |  |  |
| 4 | Ability to maintain project schedule |  |  |  |
| 5 | Ability to manage subcontractors |  |  |  |
| 6 | Professionalism, leadership and communication in issues management  (RFI, shop drawing submittal, timely resolution of issues/questions) |  |  |  |
| 7 | Ability to follow the owner’s rules, regulations, and requirements (housekeeping, safety, etc.) |  |  |  |
| 8 | Ability to manage closeout process (Prompt submittal of punch list, warranty, as-builts, operation manuals, tax clearances, etc.) |  |  |  |
| 9 | Comfort level in hiring firm or individual again based on performance |  |  |  |
|  | **Total Score** |  |  |  |
|  | **Average Score** |  |  |  |

|  |  |
| --- | --- |
| **Evaluator Information** | |
| Name of Evaluator:       Title: | |
| Firm/Company Name: | |
| Firm Address: | |
| Phone: | Email: |