**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** |    |    |    |

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