



Oregon


Theodore R. Kulongoski, Governor

Department of Transportation
Project Delivery Leadership Team
c/o Project Delivery Unit
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To: ODOT Project Delivery Business Line
ODOT Planning Business Line Leadership Team
ODOT Technical Leadership Team
ODOT Area Manager Team
ODOT ACEC/ODOT Liaison Committee
ODOT Local Government Section
A&E (and related services) Consultants

CC: ODOT Project Delivery Leadership Team
ODOT Procurement Office
ODOT Major Projects Branch

From: 
Cathy Nelson
ODOT Technical Services Manager/Chief Engineer

Subject: Revised Consultant Performance Evaluation Process

The Project Delivery Leadership Team has approved a revised Consultant Performance Evaluation Process, effective **May 1, 2009**. The process and tool were developed through a cooperative effort of the ACEC/ODOT partnership, Technical Services Project Delivery Unit, and the ODOT Procurement Office.

Assessing consultant performance is a standard business practice needed by ODOT in order to:

- Determine if the owner is receiving good value; ensure ODOT is receiving good, quality deliverables
- Provide opportunities for continuous improvement/lessons learned (project close-out)
- Provide input into the contract selection reference process
- Meet FHWA FAR subpart 42.15 – Contractor Performance Evaluation Information

This revised process applies to prime consultants only for full service and discipline specific Architectural and Engineering (A&E) and related services contracts of \$100,000 or more, with some program exclusions. Process guidance and the performance evaluation tool are available as follows:

- Consultant Performance Evaluation Process Guidance:
http://www.oregon.gov/ODOT/HWY/PDU/toolbox_guides.shtml
- Consultant Performance Evaluation Tool:
http://www.oregon.gov/ODOT/HWY/PDU/toolbox_forms.shtml

If you have any comments or questions, please contact:

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