

PUBLIC WORKS DIVISION
 Department of Administration
 State of Indiana
 Robert Grossman, Director

DESIGNER NAME _____

Designer Proj. Mgr. _____

DESIGNER EVALUATION FORM

Project No. _____ Bid Date _____ On Time _____

Project Description _____

Institution/Agency _____

Evaluator _____ Title _____ Date _____

This form is to be used to develop an objective evaluation of the performance of project architects and engineers who have contracted to provide professional services to the State of Indiana. Information included here will be used in the analysis, evaluation and selection of designers by the Commissioner of Administration (25 IAC 2-3-3). This information is confidential and not subject to open record statutes except to the Designer involved. Evaluations must be made by personnel familiar with the project and the Designer.

Ratings: 1 - poor; 2 - below average; 3 - average; 4 - above average; 5 - excellent (Supporting information for ratings of 1 or 5 must be attached.)		RATING				
PROJECT DESIGN	N/A	1	2	3	4	5
1. THE DESIGN CONFORMED TO GOVERNING CODES AND REGULATIONS.						
2. THE DESIGN ALLOWED FOR EFFECTIVE MAINTENANCE OF THE BUILDING AND SYSTEMS.						
3. DOCUMENTS WERE SUBMITTED FOR REVIEW ON TIME.						
4. DOCUMENTS WERE COMPLETE TO THE EXTENT REQUIRED AT EACH SUBMITTAL.						
5. THE ESTIMATE WAS WITHIN AVAILABLE FUNDING AT EACH SUBMITTAL.						
CONSTRUCTION DOCUMENTS						
6. THE DOCUMENTS WERE COMPLETE WITH ALL INFORMATION CLEARLY DEFINED.						
7. THE DOCUMENTS WERE FREE OF CONFLICTING OR INAPPROPRIATE INFORMATION.						
8. THE DOCUMENTS CLEARLY INDICATED EXISTING CONDITIONS.						
9. THE DOCUMENTS WERE WELL COORDINATED BETWEEN DISCIPLINES.						
10. THE FINAL ESTIMATE WAS WITHIN AVAILABLE FUNDING.						
CONSTRUCTION ADMINISTRATION						
11. THE DESIGNER WAS PROMPT IN PROCESSING SUBMITTALS.						
12. THE DESIGNER RESPONDED PROMPTLY TO REQUESTS FOR INFORMATION.						
13. FIELD OBSERVATION TIME WAS ADEQUATE AND CLEAR REPORTS WERE PROVIDED.						
14. THE DESIGNER EFFECTIVELY MAINTAINED OVERALL QUALITY CONTROL.						
15. RECORD DOCUMENTS WERE COMPLETE AND PROMPTLY PROCESSED.						
16. APPROPRIATE STAFF WAS PROVIDED THROUGH FINAL COMPLETION OF THE PROJECT.						

Notes: