THE CITY OF WINNIPEG

DEPARTMENT

**“CONFIDENTIAL***”*

**File No:**

|  |
| --- |
| **CONSULTANT STANDARD PERFORMANCE REVIEW** |

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| --- | --- | --- | --- | --- |
| Consultant: |  | | | |
|  | | | | |
| Project: |  | | | |
|  | | | | |
| City Project Manager: |  | | | |
|  | | | | |
| Consultant Project Manager: |  | | | |
|  | | | | |
| Key Staff: |  |  | Date Assigned: |  |
|  | | | | |
|  |  |  | Completion Date: |  |
|  | | | | |
|  |  |  | Assignment Cost: |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Subconsultant Rating Completed for  (if applicable) |  |

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| --- | --- |
| Assignment Description: |  |
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|  | PROFESSIONAL SERVICES | | | |
| PROJECT MANAGEMENT | Advisory/  Conceptual | Preliminary  Design | Detailed Design,  Plans & Specifications | Resident and  Related Services |
| Project Planning & Scope |  |  |  |  |
| Cost |  |  |  |  |
| Schedule |  |  |  |  |
| Quality |  |  |  |  |
| Communication |  |  |  |  |
| Risk |  |  |  |  |
| Close Out |  |  |  |  |

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| **CONSULTANT PERFORMANCE EVALUATION** |

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| Consultant: |  |

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|  | PROFESSIONAL SERVICES | | | |
| RESOURCES | Advisory/  Conceptual | Preliminary  Design | Detailed Design,  Plans & Specifications | Resident and  Related Services |
| Adequate Number |  |  |  |  |
| Knowledge, Experience |  |  |  |  |
| Reliability, Co-operation |  |  |  |  |
| Quality of Work |  |  |  |  |
| Responses to City Concerns |  |  |  |  |
| Acceptance of Responsibility |  |  |  |  |

**Comments:**

***Ratings:***

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| --- | --- | --- | --- | --- |
| Evaluated by: |  | | Date: |  |
|  | | | | |
| Reviewed by: |  | | Date: |  |
|  | | | | |
| Transmitted to  Consultant by: |  | | Date: |  |
|  | | | | |
| Meeting with Consultant: | |  | Date: |  |
|  | | | | |
| Response from Consultant: | | Yes  No | Date: |  |
|  | | | | |
| Accepted for Department: | |  | Date: |  |
|  | | | | |

***Legend:***

|  |  |
| --- | --- |
| **1** – Needs Improvement | **3** – Standard |
| **2** – Below Standard | **4** –Above standard |
| **N/A** – Not applicable | **5** –Superior performance |