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

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| Assignment Description: |       |
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|  | PROFESSIONAL SERVICES |
| PROJECT MANAGEMENT | Advisory/Conceptual | PreliminaryDesign | Detailed Design,Plans & Specifications | Resident andRelated 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 | PreliminaryDesign | Detailed Design,Plans & Specifications | Resident andRelated 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 toConsultant 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  |