



ENGINEER EVALUATION QUESTIONNAIRE

This is an extremely important step in the selection process and should never be omitted nor given short shrift. When performed properly, this step can go a long way toward building a relationship of mutual trust between the owner and the design professional.

1. Immediately after project completion, two or three key people from the owner's staff independently complete this evaluation form, then meet to discuss and reach a consensus on a composite evaluation.
2. When consensus is achieved, a copy of the evaluation is sent to the design professional and a meeting scheduled with him to discuss the various points on the evaluation.
3. This discussion must be candid and without rancor. The owner must be open to allowing the design professional to explain extenuating circumstances which may have contributed to any apparent poor showing. Similarly, the design professional must accept responsibility if his services fell short in any areas.
4. Once agreement is reached on the evaluation, both parties sign the form in the spaces provided.
5. A copy is given to the design professional and a copy placed in the owner's project file.

Name of Engineer _____

Project _____

Location _____

1. What exact role did the engineer play regarding your project? _____

2. Did the engineer meet or exceed the major scheduled milestones in the contract? _____

3. Did the engineer design to a realistic budget? Was the budget met? _____

4. Was the project bid on an open competitive market? Negotiated contract? Prequalified bidders? _____

5. How would you rate overall performance of the engineer in regard to change orders and administration of change orders? What were the reasons for the change orders? Did the engineer react with timeliness? Were the changes negotiated in a fair and equitable manner? _____

6. Were you satisfied with the field observation and inspections provided by the engineer? Were field problems identified and handled expeditiously? _____

7. Was there any evidence of material substitutions beyond those called for in the specifications? If an "approved equal" were accepted, was a credit passed on to the owner? _____

8. What was your general impression as to the quality of the drawings and specs? _____

9. Were shop drawings reviewed expeditiously and completely? Any problems or commendations you can cite?

10. What is your general impression as to the design talent of this firm and its consultants?

11. Does this firm have a real understanding of value engineering and life-cycle analysis?

12. Now that you have had some experience with the project, does its operation and use meet your original expectations before it was designed and constructed? What do you like about the project? What would you change if you could?

13. What is your general overall impression of their ability to perform on major programs that have a tight budget and tight schedule?

14. Would you hire this firm again or recommend this firm to others?

15. What type of contract did you have with the engineer? Lump sum? Percentage?

16. Did the engineer assign the people to your project who attended the interview or who were named in the presentation materials?

17. Were record drawings a part of your project? Were they complete?

18. Did the engineer handle the administrative details of the program, such as certificates of payment, in a complete and efficient manner?

19. Overall performance rating? Excellent? Good? Fair? Poor?

Comments:

ENGINEER

OWNER

Signature

Date

Signature

Date