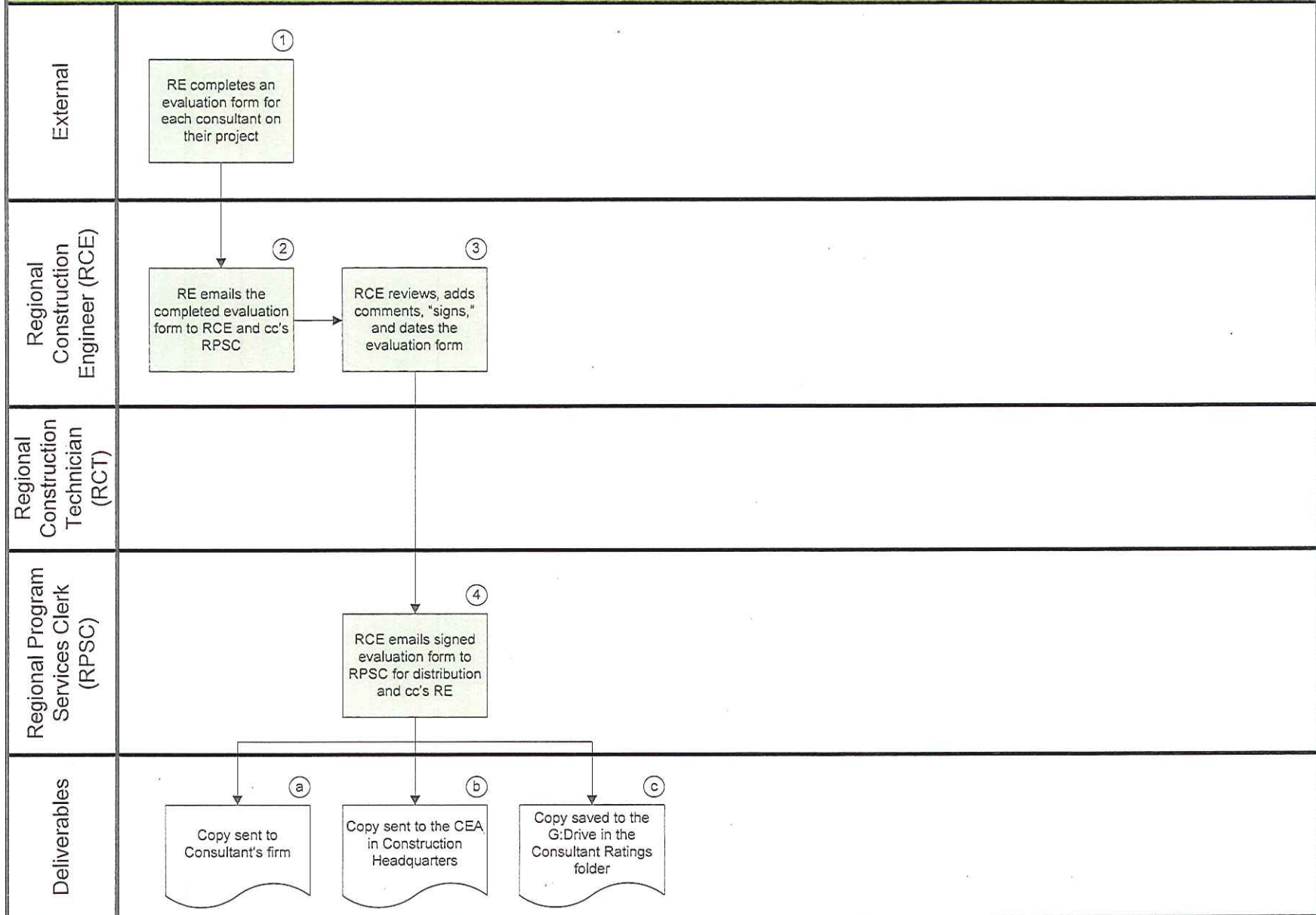


} Tab 2 }

Annual Consultant Evaluation Process



Annual Consultant Evaluation Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Resident Engineer (RE) completes an evaluation form for each consultant on their project		RE completes an evaluation form for each consultant on their project. The evaluation form shall be completed upon the completion of the consultant's season or by January 15th whichever comes first. If the consultant worked on more than one project for the same RE only one form will need to be filled out	If work performed by a consultant was for less than two weeks an evaluation may not be needed. If there is any question as to whether an evaluation is needed then the RCE shall make that decision
2. Resident Engineer (RE) emails the completed evaluation form to Regional Construction Engineer (RCE) and cc's Regional Program Services Clerk (RPSC)		RE emails the completed evaluation form to RCE and cc's RPSC	
3. Regional Construction Engineer (RCE) reviews, adds comments, "signs," and dates the evaluation form		RCE reviews, adds comments, signs the form electronically, and dates the evaluation form	
4. Regional Construction Engineer (RCE) emails signed evaluation form to Regional Program Services Clerk (RPSC) for distribution and cc's Resident Engineer (RE)		RCE emails signed evaluation form to RPSC for distribution and cc's RE	The RPSC may utilize a spreadsheet to track all Notice to Proceeds issued for consultants to use later in tracking when Consultant Evaluations will be needed
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy sent to Consultant's firm		Copy sent to Consultant's firm electronically by January 15th	
b. Copy emailed to the Construction Executive Assistant (CEA) in Construction Headquarters		Copy emailed to the CEA in Construction Headquarters	
c. Copy saved to the G:Drive in the Consultant Ratings folder		Copy saved to the G:Drive in the Administration > Ratings > Consultants folder	