



DEPARTMENT OF GENERAL SERVICES—PROJECT EVALUATION FORM

Vendor: Olive Construction Management, Inc.
Vendor No.: _____ **Date:** May 10, 2013

This evaluation form is to be used by the Department of General Services and external Project Managers and Construction Managers to evaluate all projects including Consultants contracts.

The Department of General Services recognizes that Consultant cannot improve or sustain good performance without project-specific constructive feedback. This evaluation is to provide constructive feedback and will be kept on file for review for future consultant selection.

Interim evaluations are used to give timely performance feedback, and allows opportunity for performance modification to ensure the project's success.

Final evaluation is used for future Consultant selection, and helps the District's General Services Department develop and hire the best possible firms.

PROJECT INFORMATION

Project No:	2335	Project Name:	Berkeley City College Build Out Phase 3
Project Start Date:	September 4, 2012	Location of Project:	% Complete:
		Berkeley City College	95%
Scope of Work:			
Type of Work:	Renovation/ Build Out	Facilities Project Manager:	
Firm Name:	Olive Construction Management, Inc.	Consultant Project Manager:	
Evaluation Date:	May 10, 2013	Evaluation Type: (Check one)	<input checked="" type="checkbox"/> Interim or <input type="checkbox"/> Final

RATING SYSTEM DEFINITIONS

Scale	Rating Name	Rating Description
5	Outstanding	Deliverables exceed standards with minimal District General Service's direction; seeks opportunities for self-improvement; models, coaches and inspires excellent service; owns project problems and offers analysis of resolution options.
4	Great	Deliverables exceed standards with some District General Service's direction; frequently checks in on status of service and provides consistent quality service; identifies project problems in advance and offers timely alternative options.
3	Good	Deliverables meet standards with some District General Service's direction; provides expected service and quality checks required by the contract; helps to analyze and resolve problems as they occur.
2	Improvement Needed	A comment is required. Deliverables eventually meet minimum standards with frequent District General Service's coaching required; provides mediocre service, rarely checking for feedback; unaware of problems until discovery by others, then provides weak solution analysis.
1	Unacceptable	A comment is required. Deliverables are substandard even with frequent District General Service's coaching; rarely provides expected service and no quality service checks are evident; unaware of problems until discovery by others, then unable to provide analysis or resolution options.

CAPITAL PROJECTS

GENERAL MANAGEMENT

Complete this section for all services

	<u>Score</u>	<u>Comment</u>
1) RESOURCES —Manages resources effectively including, sub-consultants, schedules meetings and provides progress reports, and milestones.	5	
2) QUALITY CONTROL —Provides quality control throughout the project. Follows the District's standards. Implements a quality control/assurance plan for the project.	5	
3) COMMUNICATION — Communicates effectively with the Project Team, Sub-consultants, Stakeholders, District Management, and at meetings.	4	
4) BUDGET —Manages budgets effectively. Brings projects in within budget. Reviews all invoices and makes sure proper scope of work is addressed on invoices, and submits invoices on time.	5	
5) MANAGEMENT —Manages the contract and modifications. Negotiates change orders in a fair collaborative and open manner.	5	
6) POLICY —Understands and conforms to the District's General Services policies, procedures, standards, manuals of instruction, and if applicable any State-Aid requirements.	5	
7) SCHEDULE —Develops and meets a realistic schedule for the project and scope of services.	5	
8) OPERATION —Reviews drawings/specifications and works with Project Manager to mitigate exposure to change orders. Understands the entire project scope and work to makes sure sub-consultants understand the scope.	5	
9) PROVIDES SOLUTIONS —Proposes innovative solutions to Design & Construction Challenges.	5	
10) TEAMWORK —Works effectively with project team members and stakeholders.	4	
TOTAL FOR GENERAL MANAGEMENT	48	

ENVIRONMENTAL SERVICES

Complete this section if this contract is for environmental services.

	<u>Score</u>	<u>Comment</u>
1) QUALITY —Prepares quality environmental documents.		
2) FOLLOWS THE LAW —Understands and conforms with state and local laws regarding environmental services.		
3) COLLEGE INVOLVEMENT —Involves the Colleges with regard to environmental issues. Makes sure Colleges are informed.		
TOTAL FOR ENVIRONMENTAL SERVICES		

CAPITAL PROJECTS

DESIGN SERVICE

Complete this section if this contract is for design services.

	<u>Score</u>	<u>Comment</u>
1) DESIGN PROCESS —Follows the District's General Services Design Process and is knowledgeable of Federal/State/Industry design standards.		
2) DESIGN GOALS —Design to the District's needs, and fulfills project mitigation commitments for any environmental, right of way, utility, etc. requirements.		
3) CONTENT SOLUTION —Design connect with the College values and the build environment. Design meets the Districts Standards.		
4) DELIVERABLES —Develops quality plans, specifications, estimates, reports, meeting minutes.		
5) INNOVATION —Delivers a product that effectively applies innovative solutions to project challenges within the project requirements (scope, schedule, and budget).		
6) OUTSIDE AGENCIES —Works effectively with State & Local Agencies.		
TOTAL FOR DESIGN SERVICES		

CONSTRUCTION ENGINEERING MANAGEMENT

Complete this section if this contract is for construction engineering management.

	<u>Score</u>	<u>Comment</u>
1) PARTNERS —Effectively partners with Contractor, District General Services, District Consultants (AOR, IOR), State (DSA), Local Agency, Utility Firms, and adjacent property owners to work solutions to Design & Construction Challenges.	5	
2) INSPECTION AND TESTING —Performs and documents in a timely manner quality materials testing and inspections consistent with District's General Services standards.	5	
3) OVERSIGHT —Ensures Contractors complies with the construction contract.	5	
4) WORKING ENVIRONMENT —Monitors and supports a SAFE work environment for project personnel and the public.	5	
5) CONTRACT ADMINISTRATION —Provides timely and accurate contract administration. Processes change orders, and payments on-time, reviews project documentation.	5	
6) CLOSEOUTS —Provides timely and accurate closeout process with state and local agencies.	4	
TOTAL FOR CONSTRUCTION ENGINEERING SERVICES	29	

CAPITAL PROJECTS

OVERALL EVALUATION COMMENTS/FEEDBACK

Director of Capital Projects Comments/Feedback:

Olive Construction Management Inc. is scheduled to deliver this project ahead of schedule and without change order. The installed work so far is very good. At this point nothing more could be asked for.

Facilities Project Manager Feedback:

How likely is it you will select this consultant for future projects?

Check One: Very Likely Likely Maybe Unlikely (Explain) Very Unlikely (Explain)

Consultant Project Manager Comments/Feedback:

Overall Evaluation Score:

77 out of 80 possible

APPROVAL SIGNATURES

1. Project Manager

X

Signature

Print Name

Date

Phone

2. Director of Capital Projects

X

Signature

Johnnie Fudge

Print Name

Date

510 466-7213

Phone

3. Vice Chancellor of General Services

X

Signature

Dr. Sadiq B. Ikharo

Print Name

Date

510 466-7336

Phone