

PROJECT NUMBER:
PROJECT NAME:
PROJECT MANAGER:
DATE SUBMITTED:
VALUE OF WORK:

BUILDING NUMBER, NAME:
ROOM NUMBER(S):
A/E NAME:

THE FOLLOWING CRITERIA ARE RATED BY THE UCF PROJECT MANAGER. IF A RANK IS "UNACCEPTABLE," "BELOW EXPECTATIONS," OR "EXCEEDS EXPECTATIONS," THE UCF PROJECT MANAGER MUST PROVIDE AN EXPLANATION FOR THE RANKING IN THE COMMENTS SECTION ON PAGE 2.

QUALITY			
<input type="checkbox"/> UNACCEPTABLE lack of information on documents; lack of attention to life safety or final quality substantially below UCF and industry standards	<input type="checkbox"/> BELOW EXPECTATIONS permit documents took three or more submissions for approval; or final quality below UCF and industry standards	<input type="checkbox"/> MET EXPECTATIONS permit documents approved on first or second submission; and/or final quality met UCF and industry standards	<input type="checkbox"/> EXCEEDS EXPECTATIONS permit documents approved on first submission; quality exceeds UCF and industry standards; and UCF client extremely satisfied with project experience

COST ESTIMATE / BUDGET			
<input type="checkbox"/> UNACCEPTABLE project completed over budget; A/E did not provide design solutions to keep project on the projected budget; and/o lack of urgency with project deliverables	<input type="checkbox"/> BELOW EXPECTATIONS project completed over budget, with minor changes related to errors/ omissions.	<input type="checkbox"/> MET EXPECTATIONS project completed on budget, with no changes related to errors/omissions and minor changes related to unforeseen conditions	<input type="checkbox"/> EXCEEDS EXPECTATIONS project completed under budget, with substantial savings returned to the client

SCHEDULE			
<input type="checkbox"/> UNACCEPTABLE project delivered after established schedule date, which caused serious occupant disruptions; or poor planning of project activities, which caused disruptions to campus operations	<input type="checkbox"/> BELOW EXPECTATIONS project delivered after established schedule date through no fault of owner; or poor planning of project activities	<input type="checkbox"/> MET EXPECTATIONS met required project schedule; and/or proactively planned the coordination of project activities	<input type="checkbox"/> EXCEEDS EXPECTATIONS substantially delivered project ahead of schedule without compromising quality and budget

COMMUNICATION

UNACCEPTABLE

UCF PM was given inaccurate project information; project activities occurred without UCF PM's knowledge; A/E contacted UCF client directly without UCF PM's knowledge and approval; or disrespectful communication with UCF personnel

BELOW EXPECTATIONS

UCF PM was NOT copied on all project correspondence; UCF PM was NOT kept informed of project status in a timely manner; or difficulty reaching A/E or getting prompt returned calls

MET EXPECTATIONS

UCF PM was copied on all project correspondence; UCF PM was kept informed of project status in a timely manner; and/or A/E was available throughout the project and returned calls promptly

EXCEEDS EXPECTATIONS

all items in MET EXPECTATIONS, plus: proactive communication with UCF PM that caused a tangible benefit to UCF regarding schedule, budget, scope, or quality; A/E recommended solutions to problems as they arose

CLOSEOUT

UNACCEPTABLE

provided incomplete closeout documents; or took over 2 months to provide documents after Certificate of Completion/Certificate of Occupancy (CC/CO)

BELOW EXPECTATIONS

provided complete closeout documents but not in the proper format and/or not within 4 weeks of CC/CO

MET EXPECTATIONS

provided complete closeout documents in the proper format and within 4 weeks of CC/CO

EXCEEDS EXPECTATIONS

provided complete closeout documents in the proper format and within 2 weeks of CC/CO

COMMENTS:

ALL EVALUATIONS MUST BE APPROVED AND SIGNED BY THE ASSOCIATE DIRECTOR, DESIGN. ALL EVALUATIONS WITH AN "UNACCEPTABLE" WILL BE APPROVED BY THE DIRECTOR, FACILITIES PLANNING AND CONSTRUCTION. EVALUATIONS WILL BE KEPT ON FILE IN A MATRIX FOR EASY REVIEW OF PAST PERFORMANCE AND WILL BE CONSIDERED WHEN AWARDING FUTURE CONTRACTS AND WORK.

PM INITIALS:

AD INITIALS: