**Staff Augmentation Consultant Evaluation**

**Rating Guide**

**(NO CHANGES FROM CES32)**

**1. Staff Augmenter Rating Checklist - Category Weight 80%**

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** | **NO** | **N/A** | **RATING CRITERIA** |
|  |  |  | 1. Keeps the NJDOT PM (or RE) advised of all critical issues, and works to resolve problems that arise.
 |
|  |  |  | 1. Always cooperative with the Department and/or joint operating agencies involved with the project.
 |
|  |  |  | 1. Anticipates issues that may arise, advises NJDOT PM (or RE) and offers solutions.
 |
|  |  |  | 1. Routinely available for Department phone calls and meetings.
 |
|  |  |  | 1. Completes assigned tasks in a timely manner, with minimal or no errors.
 |
|  |  |  | 1. Assists in all internal and external correspondence, information is accurate and provided within established time frames.
 |
|  |  |  | 1. Effectively coordinates and communicates among designers and SMEs to resolve design and construction issues.
 |
|  |  |  | 1. Effectively coordinates and communicates with various Department offices (Structures, Project Management, Operations, Utilities, ROW, E-Team, Community Relations, Access, Jurisdiction, etc) to complete project tasks or provide technical information as requested.
 |
|  |  |  | 1. Effectively coordinates and communicates with external stakeholders as necessary to complete project tasks or provide technical information as requested.
 |
|  |  |  | 1. Assists in developing and managing scope, schedule and budget changes in accordance with the current requirements.
 |
|  |  |  | 1. Assists in obtaining NJDOT management systems information to use as necessary for project. (Bridge, Pavement, Rockfall, Drainage, Congestion, Safety, Smart Growth, Maintenance, Pedestrian Safety)
 |
|  |  |  | 1. Assists in updating applicable reports (PRS/PMRS, etc) accurately and within established time frames.
 |
|  |  |  | 1. Assists the PM (or RE) in employing quality assurance measures to ensure acceptable quality of project deliverables.
 |

**Ratings for Staff Augmenter**

|  |  |
| --- | --- |
| **5** | **Outstanding**Has met ALL of the above requirements. No improvement needed. |
| **4** | **Above Average**Above average performance, does not meet one of the above requirements. |
| **3** | **Average** Average performance, does not meet two of the above requirements. |
| **2** | **Below Average**Below average performance, does not meet three of the above requirements. |
| **1** | **Unacceptable**Does not meet three or more of the above requirements and/or a change of the Consultant Contract Management is required by the Department. |

* ½ points may be assigned when warranted
* N/A does not count for or against a rating

**2. Staff Augmenter Supervisor Rating Checklist - Category Weight 20%**

|  |  |  |  |
| --- | --- | --- | --- |
| **YES** | **NO** | **N/A** | **RATING CRITERIA** |
|  |  |  | 1. Organized and proficient with administrative, procedural, and technical skills.
 |
|  |  |  | 1. Routinely reported the progress of the work of firm’s staff.
 |
|  |  |  | 1. Always cooperative with the Department and/or joint operating agencies involved with the project.
 |
|  |  |  | 1. Submits accurate invoices in a timely manner, and followed the templates provided for submitting invoices.
 |
|  |  |  | 1. Proficient with verbal and written communications skills.
 |
|  |  |  | 1. Provides staff or additional qualified staff, as requested, and makes necessary staffing changes when directed by the NJDOT PM (or Regional Construction Engineer - RCE).
 |
|  |  |  | 1. Keeps the NJDOT PM (or RCE) advised of all general matters and also identifies and works to resolve problems that arise.
 |
|  |  |  | 1. Routinely available for Department phone calls and meetings.
 |
|  |  |  | 1. Anticipates issues that may arise, advises NJDOT PM (or RCE), and offers solutions.
 |
|  |  |  | 1. Receives Department approval prior to making any changes to the Consultant Contract Management or team structure established through the agreement.
 |
|  |  |  | 1. Manages budget within existing contract ceilings.
 |
|  |  |  | 1. Notified the PM (or RCE) prior to the occurrence of extra or additional work, or extra staff.
 |
|  |  |  | 1. Performs Quality Assurance oversight for assignments.
 |
|  |  |  | 1. Met the requirements, or made a good faith effort, of the Departments Goal Compliance for DBE/ESBE/SBE goals, if applicable.
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**Ratings for Staff Augmenter Supervisor**

|  |  |
| --- | --- |
| **5** | **Outstanding**Has met ALL of the above requirements. No improvement needed. |
| **4** | **Above Average**Above average performance, does not meet one of the above requirements. |
| **3** | **Average** Average performance, does not meet two of the above requirements. |
| **2** | **Below Average**Below average performance, does not meet three of the above requirements. |
| **1** | **Unacceptable**Does not meet three or more of the above requirements and/or a change of the Consultant Contract Management is required by the Department. |

* ½ points may be assigned when warranted
* N/A does not count for or against a rating