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| **Evaluation Date:** | | |  |  | | | | | **Score Total:** | | | | |  | | | | |
|  | | |  |  | | | | |
| **Consultant Name:** | | |  | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | |
| **Consultant Address:** | | |  | | | | | | | | | | | | | | | |
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| **Project Number:** | | |  | |  | **Construction Cost:** | | | | **$** |  | | | | | | |
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| **Project Name And Location:** | | |  | | | | | | | | | | | | | | |
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| **DAS Evaluator:** | | |  | |  |  | | | | | |  | |  | | | |
|  | | | *(Name)* | |  | *(Signature)* | | | | | |  | | *(Date)* | | | |
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| **Reviewed By ADPM For the Project:** | | |  | |  |  | | | | | |  | |  | | | |
| *(Name)* | |  | *(Signature)* | | | | | |  | | *(Date)* | | | |
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| **Reviewed By Chief Architect:** | | |  | |  |  | | | | | |  | |  | | | |
|  | | | *(Name)* | |  | *(Signature)* | | | | | |  | | *(Date)* | | | |
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| **ALL QUESTIONS MUST BE ANSWERED** | | | | | | | | | | | | | | | | | |
| **The following Consultant’s Performance Evaluation Scores to the Questions shall be based upon the quality and completeness of Bidding Documents as submitted by the Consultant to the DAS Project Management Staff prior to the DAS Project Manager (PM) performing a Quality Assurance Review to correct Bidding document deficiencies.** | | | | | | | | | | | | | | | | | |
| **1.0** | **Did the Consultant provide the Division 01 General Requirements that were customized and properly edited for the specific project?** (For example, was the “blue text” in the various Sections edited for the specific project, and if there were choices of several options available, were the choices not used deleted from the Section? **Were multiple corrections submitted to the DAS PM?** | | | | | | | | | | | | | | | | |
| **Comments:** | | | | | | | **Superior** | | | | | | |  | | **10** | |
| **Satisfactory** | | | | | | |  | | **7** | |
| **Unsatisfactory** | | | | | | |  | | **0** | |
| **Sub Total:** | | | | | | | | |  | |
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| **2.0** | **Did the Consultant submit all of the required Specifications and Drawings listed in the Table of Contents and “Drawing List”, respectively? Were the Specifications and Drawings in one searchable** (i.e., not scanned) **PDF document each** (per volume)**, and in correct numerical order as listed the Table of Contents and “Drawing List”, respectively? Were multiple corrections submitted to the DAS PM?** | | | | | | | | | | | | | | | |
| **Comments:** | | | | | | | **Superior** | | | | | |  | | | **10** |
| **Satisfactory** | | | | | |  | | | **7** |
| **Unsatisfactory** | | | | | |  | | | **0** |
| **Sub Total:** | | | | | | | | |  |
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| **3.0** | **Did the Consultant submit a complete and correct Table of Contents and “Drawing List”?** (For example, were the section numbers/titles/page numbers of the Specifications and the Drawings the same as shown in the TOCand “Drawing List”? **Were multiple corrections submitted to the DAS PM?** | | | | | | | | | | | | | | | | | |
| **Comments:** | | | | | | | **Superior** | | | | | |  | | | **10** | | |
| **Satisfactory** | | | | | |  | | | **7** | | |
| **Unsatisfactory** | | | | | |  | | | **0** | | |
| **Sub Total:** | | | | | | | | |  | | |
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| **4.0** | | **Prior to Bidding, did the Consultant submit Bidding Documents** (Drawings & Specifications) **that were coordinated with each other, with no conflicts? Were multiple corrections of the Bidding Documents submitted to the DAS PM prior to Bidding in order to address any coordination conflicts?** | | | | | | | | | | | | | | | |
| **Comments:** | | | | | | | | **Superior** | | | | |  | | | **10** | |
| **Satisfactory** | | | | |  | | | **7** | |
| **Unsatisfactory** | | | | |  | | | **0** | |
| **Sub Total:** | | | | | | | |  | |

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| **ALL QUESTIONS MUST BE ANSWERED** | | | | | | | | | | | |
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| **5.0** | | **Did the Consultant incorporate all necessary Easements, Rights of Way, or other encumbrances into the Bidding Documents** (Drawings & Specifications)**?** (NOTE: If this question is non-applicable then the Consultant shall receive a 10 Point Score.) | | | | | | | | |
| **Comments:** | | | | | | | **Superior** | |  | **10** |
| **Satisfactory** | |  | **7** |
| **Unsatisfactory** | |  | **0** |
| **Sub Total:** | | |  |
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| **6.0** | | **During the Pre-Bid Conference, how was the Consultant’s performance? Was the Consultant knowledgeable about the specifications and drawings? How well were their responses to questions? How well was the Consultant prepared?** | | | | | | | | |
| **Comments:** | | | | | | | **Superior** | |  | **10** |
| **Satisfactory** | |  | **7** |
| **Unsatisfactory** | |  | **0** |
| **Sub Total:** | | |  |
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| **7.0** | | **During Bidding, were addenda adequately prepared and clearly worded with all applicable attachments? Were multiple corrections submitted to the DAS PM?** | | | | | | | | |
| **Comments:** | | | | | | | **Superior** | |  | **10** |
| **Satisfactory** | |  | **7** |
| **Unsatisfactory** | |  | **0** |
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| **8.0** | | **Did the Consultant respond to RFIs within the mandated days as stated on the Bidding Documents?** | | | | | | | | |
| **Comments:** | | | | | | | **Superior** | |  | **10** |
| **Satisfactory** | |  | **7** |
| **Unsatisfactory** | |  | **0** |
| **Sub Total:** | | |  |
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| **9.0** | | **Did the Consultant provide sufficient information clearly defining the scope of change(s) in the RFI responses?** | | | | | | | | |
| **Comments:** | | | | | | | **Superior** | |  | **10** |
| **Satisfactory** | |  | **7** |
| **Unsatisfactory** | |  | **0** |
| **Sub Total:** | | |  |
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| **10.0** | | | **Was the Consultant’s** **Construction Cost Estimate** (refer to the Consultant’s 6005 Consultant Bid Data Statement submitted for this Project) **comparable to the Bid Proposal submitted by the Apparent Lowest Responsible Bidder?** | | | | | | | |
| **Comments:** | | | | | | | **Superior** | |  | **10** |
| **Satisfactory** | |  | **7** |
| **Unsatisfactory** | |  | **0** |
| **Sub Total:** | | |  |
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| **Copies:** | | | | **Process Management** | **ADPM For The Project** | **Chief Architect** | | **File R-3** | | | |

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| **PLEASE SIGN AND RETURN TO DAS PROJECT MANAGER** | | | | | | |
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| **Reviewed By Consultant:** |  |  |  |  |  | |
| *(Name)* |  | *(Signature)* |  | *(Date)* | |
|  |  |  |  |  | |  |