



5. Administration of Project Paperwork. Documents the accuracy, timeliness of submission, and thoroughness of paperwork associated with the administration of the project. Such paperwork includes pay requests, additional services requests, status reports, change orders, and shop drawing review.

B. Phases of Service for Evaluation.

The evaluation is cumulative in that each part, once the phase is completed, the last evaluation is not changed and is averaged with each subsequent phase of evaluations.

1. Part A. Achievement of Study, Program or Design Objectives

Should be completed when evaluating the programming phase or design/ bidding phase of a project, or for evaluating studies. Part A evaluates the overall effectiveness of the firm in meeting study, programming, or design objectives. This item specifically includes an appraisal of the firm's effectiveness in coping with budget limitations and scheduling work to be accomplished by others. It is not necessary that the study, program, or design be completed during the evaluation period.

2. Part B. Administration/Enforcement of Contract Documents

Should be completed when a project is in the construction phase. Part B evaluates the overall effectiveness of the firm in administering and enforcing the contract during construction. This item specifically includes an appraisal of the firm's effectiveness in working with the contractor to bring the project to a timely completion, keeping abreast of progress status, detecting problems, providing direction to the contractor, inspecting the work, and following-up on punch list items.

3. Part C. Post Occupancy Services

Should be completed when project has achieved final completion through the end of the basic building warranty phase. This evaluation shall include performance of the Professional in assembling and delivery of project closeout deliverables, addressing warranty issues during warranty phase, and the end of warranty phase inspection and report.

C. Combined Part A/Part B/Part C Evaluations.

In the event the evaluation period spans Part A and Part B phases, both parts should be rated and the respective weights will each be adjusted to 5; if Part C is used alone its weight will be 5 otherwise 1.

D. Final Rating for Future Interview/Selection Process.

The "Total Score" is divided by 5 to determine the 20-point based rating as an input to SUS ratings database. This calculation is used as current firm score in the consultant interview/selection process.

E. Ratings for Joint Ventures.

Identical evaluation is prepared for each party to the joint venture.

F. Ratings for Design/Builder.

The Design/Build firm or a team shall be evaluated separately as Design Professional and Contractor. When Design/Build team is reconstituted for consideration of future project, past individual evaluations scores shall be combined; if at that time either or both parts of the design/build team has no qualifying evaluation on record then an arithmetic average of current evaluations of all Design Professionals and Constructors, as appropriate, will be used in the current rating score.

G. Signatures.

The USF Project Manager completes the form and secures the signature of the USF FM Director to complete the process.

V Administration of the Evaluation Form.

A. Transmittal of Rating to Firm.

The USF FM sends a copy of the completed evaluation form to the rated firm, certified mail, return receipt requested. The transmittal letter must contain the following statement: "If you feel that your firm has been rated unfairly, you may appeal this rating in accordance with [Chapter 120 \(Administrative Procedures Act\), Florida Statutes](#) by sending written notice stating the

basis for your appeal. In order to be considered, such notice must be received by the university within [thirty \(30\)](#) days of receipt of this letter."

B. Appeal of Ratings.

If a Design Professional appeals its rating within the required time, the rating committee will discuss the rating with the firm