

Form 517024 (07-23)

**LPA Consultant Evaluation**

[I.M. 3.320](https://www.iowadot.gov/local_systems/publications/im/3320.pdf) states that an evaluation is required when Federal-aid is utilized on consultant contracts, such as for Preliminary Engineering or Construction Engineering. Projects where only construction is funded with Federal-aid do not require a consultant evaluation. Evaluations are not required for subconsultants; however, an evaluation may be completed at the discretion of the LPA Person in Responsible Charge or the Iowa DOT Administering Bureau.

Fields requiring data entry are shown in gray. The form should be completed and returned to the Administering Bureau. The Consultant should be copied on the submission of the form.

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| --- | --- | --- | --- |
| Project Number: |  | Contracting Authority: |  |
| Project Description: |  | | |

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| --- | --- |
| LPA Person in Responsible Charge  Name & Title: |  |
| Address: |  |
| Email Address: |  |

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| --- | --- |
| Consultant Contact Information  Firm Name: |  |
| Address: |  |
| Consultant Project Manager: |  |
| Email Address: |  |

Ratings

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| **Scale** | **Rating** | **Description** |
| 5 | Outstanding | Deliverables exceed standards; seeks opportunities for improvement on a project level and a business level; identifies and takes immediate action regarding project problems and offers analysis of resolution options. |
| 4 | Great | Deliverables exceed standards; 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; provides expected service and quality checks required by the contract; helps to analyze and resolve problems as they occur. |
| 2 | Improvement Needed | Deliverables meet minimum standards; provides average to below average service; minimal coordination with Iowa DOT/LPA throughout development; unaware of issues until identified by others. |
| 1 | Unacceptable | Deliverables are below the minimum standards; minimal quality control on project deliverables; unaware of issues until identified by others and can provide minimal or no resolution to the issues. |

**1. Assessment of the timely completion of the work**

**2. Adherence to contract scope and budget**

**3. Quality of work conducted**

**Overall Evaluation Comments**

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**Certification**

As the person in responsible charge of the project for the Contracting Authority, I hereby certify the information provided in this evaluation is true and correct to the best of my knowledge.

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| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Signature: |  | Date: |  |