

Port of Everett

Consultant Performance Evaluation

To be completed by port's project manager upon completion of services.

Consultant	
Contract Title	
Project No./Budget	
Term of Performance	
Consultant's key personnel	

Original contract amount	
Amendments	
Final contract amount	

Provide a score for each criteria with 10 being the highest and 1 the lowest.

Performed scope of work to Port's expectations	
Performed work within schedule	
Performed work within budget	
Consistency of consultant's key personnel and administrative staff	
Communicated effectively especially regarding budget and schedule	
Timely, accurate and complete invoicing	
Total score	

Comments - on overall performance or any unusual circumstances affecting the port's or consultant's performance.

Provide consultant with the draft completed evaluation and afford the consultant the opportunity to respond or to suggest improvements for future services.

Action	Date
Draft evaluation sent to consultant	
Consultant's response attached to evaluation	

Signed: Port Project Manager _____