For each University Architectural/Engineering (A/E) contract, a Performance Evaluation – Professional Services (A/E) Contracts Form (Form OCI-001) shall be completed by the University’s Project Coordinator/Manager (or its designee).

Evaluation Rating Criteria (Box #19) noted in the Performance Evaluation Form shall be employed when completing the form.

1. At or about the 50% completion stage of the contract performance period, in the event the University’s project coordinator/manager (or its designee) observes that a contractor’s actions/inactions have caused it to become deficient in any of the performance attributes noted in the standard evaluation format, an officer of the contractor shall be notified within seven working days and the contractor will be given an opportunity to correct any of the deficiencies noted.

2. At the completion of the contract performance period, if the University’s project coordinator/manager (or its designee) concludes that a Contractor’s overall performance was unsatisfactory, the Contractor shall be notified that a report of unsatisfactory performance is being prepared.

   (If a performance rating of “unsatisfactory” is given to a Contractor for any three (3) attributes noted in the form, the Contractor shall be assigned an overall evaluation rating of “unsatisfactory.”)

3. A written request for reconsideration may be made by the Contractor within three (3) working days after being given notification of an unsatisfactory evaluation.

4. If the Contractor submits any written comments within the three (3) working day period, the project coordinator/manager (or its designee) shall include them with the report, resolve any alleged factual discrepancies, and make appropriate changes in the overall evaluation.

5. Overall ratings of either “Outstanding” or “Unsatisfactory” shall be documented on the form (or attached thereto).

6. An overall “unsatisfactory” rating shall also apply to any other company which the Contractor’s Officer(s) or Principal(s) or Director(s) or Managing Partner(s) or Partner(s) are listed by the State of Hawaii, Department of Commerce and Consumer Affairs as holding similar titles/positions.

7. The Performance Evaluation Form shall be prepared and signed by the University’s Project Coordinator/Manager (or its designee).

8. Each Performance Evaluation Form shall be reviewed to ensure that it is accurate and fair. The form shall also be signed by a reviewing official that has knowledge of the Contractor’s performance and should normally be at an organizational level above that of the project coordinator/manager (or its designee).

Final payment requests must be accompanied by an original and one (1) copy of a completed Performance Evaluation – Professional Services (A/E) Contracts Form (Form OCI-001).

In the event the University’s records indicate that a Contractor has received an “unsatisfactory” rating under the University’s Performance Evaluation system, the Contractor may be disqualified from consideration for future University projects.

The original Performance Evaluation Form (containing original signatures) shall be forwarded to the Office of Capital Improvements.