

1001 – Lessons Learned Workshop

At the discretion of CCPA and prior to Final Completion, the Commissioning Authority may schedule a Lessons Learned Workshop. The workshop will evaluate the Project, process, and results by identifying what worked, what did not work, and what needs improvement. The Lessons Learned Workshop is attended by the Commissioning Team for the Project. These attendees may include:

- Using Agency Representative
- Other interested personnel from the Using Agency (e.g. maintenance staff)
- Project Manager
- Construction Specialist
- Commissioning Authority
- Architect-Engineer
- Contractor
- Sub-contractors
- Testing agencies
- Vendor representatives
- Purchasing Official
- Other interested parties, as deemed appropriate by the Project Manager

The Commissioning Authority and/or the Architect-Engineer will record minutes and distribute to Commissioning Team members and to workshop attendees within five (5) workdays of the event.

1002 – Consultant Performance Evaluation

The Project Manager of CCPA will evaluate each Project's Architect-Engineer and/or the appropriate Sub-consultants using the following criteria and forward this evaluation to the Director of CCPA.

Consultant Name: _____

- 1-Unsatisfactory
- 2-Poor
- 3-Fair
- 4-Good
- 5-Excellent

N/A-Not Applicable

Performance Criteria:

1. Conform to the Architect-Engineer's Contract and to standards of good workmanship. _____
2. Adhere to Contract Schedules. _____
3. Evaluate the consultant's ability to contain cost and minimize change orders. _____
4. Comply with all laws and regulations in regard to worker pay, safety and EEO requirements. _____
5. Cooperate with Project Management team. _____
6. Comply with all applicable codes and requirements. _____
7. Overall Project Management skills. _____
8. Evaluate the overall project satisfaction with the Consultant and the resultant construction deliverable. _____

The Project Manager can provide comments and examples:

The Architect-Engineer will be advised that this evaluation may be performed by the Project Manager at the Initial Meeting. A copy of the evaluation shall be forwarded to the Principle of the firm who signed the Contract.

1003 – Contractor Performance Evaluation

The Project Manager of CCPA will evaluate the General Contractor or the Major Subcontractors using the following criteria and forward this evaluation to the Director of CCPA.

Contractor Name: _____

- 1-Unsatisfactorily
- 2-Poor
- 3-Fair
- 4-Good
- 5-Excellent

N/A-Not Applicable

Performance Criteria:

1. Conform to the specifications and to standards of good workmanship. _____
2. Adhere to Contract Schedules. _____
3. Evaluate the contractor's ability to contain cost and minimize change orders. _____
4. Comply with all laws and regulations in regard to worker pay, safety and EEO requirements. _____
5. Cooperate with Project Management team. _____
6. Comply with all applicable codes and requirements. _____
7. Overall Project Management skills. _____
8. Evaluate the overall project satisfaction with the contractor and the resultant construction deliverable. _____

The Project Manager can provide comments and examples:

The Contractor will be advised that this evaluation may be performed by the Project Manager at the Pre-construction Conference. A copy of the evaluation shall be forwarded to the Principle of the firm who signed the Contract.