



**FLORIDA STATE UNIVERSITY**  
**PROFESSIONAL SERVICES EVALUATION**



Project Number:   
Date: \_\_\_\_\_

Project Title: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Joint Venture: \_\_\_\_\_  
Managing Office: \_\_\_\_\_

Check one of the following boxes:  
 **Semiannual**  
 **Project Closeout**  
 **Special** (See Remarks)

Project Manager: \_\_\_\_\_

**NOTE: DO NOT ATTEMPT TO CHANGE VALUES NOT IN BOXES--THEY ARE EITHER CALCULATED OR FIXED.**

**Part A** (Complete for all evaluations)

Rating  
Value      Weight      Extension

**Quality of Technical Services**

Firm Listed Above: \_\_\_\_\_

X 9 \* =  
\*Weight = 5 if consultants are used on project.

Consultants:		Rating Value
Firm Name	Specialty	
	Mechanical Eng.	<input type="text"/>
	Electrical Eng.	<input type="text"/>
	Structural Eng.	<input type="text"/>
	Civil Engineering	<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>

Average      X 4 =

**Timeliness of Service**       X 4 =

**Quality of Technical Documentation**       X 3 =

**Cooperation/Concern for FSU Interests**       X 2 =

**Administration of Project Paperwork**       X 2 =

**PART B** (Complete when applicable)  
**Achievement of Study, Program, or Design Objectives**       X 5 =

**PART C** (Complete when applicable)  
**Administration/Enforcement of Contract Documents**       X 5 =

Note: If both Part B and Part C apply during the rating period, enter the number of months Part B applies (must be less than 6) in this box.  Total Weighted Points = \_\_\_\_\_

**Overall Numeric Rating (ONR) =**  
**Overall Performance Rating =**  
ONR ≥ 18 = Outstanding, 18 > ONR ≥ 15 = Above Satisfactory, 15 > ONR ≥ 10 = Satisfactory, 10 > ONR = Less Than Satisfactory

**REMARKS** (Complete for all evaluations)

**Note To Evaluator:** Enter ratings in double bordered boxes using whole numbers from following scale.  
Outstanding = 4      Above Satisfactory = 3  
Satisfactory = 2      Less Than Satisfactory = 1  
Satisfactory is defined as the level of performance that meets contract requirements.

For The Florida State University:

\_\_\_\_\_  
Signature/Name:

\_\_\_\_\_  
Title: