



# INDIANA DEPARTMENT OF TRANSPORTATION

## *Driving Indiana's Economic Growth*

### **Design Memorandum No. 15-18** **Technical Advisory**

August 17, 2015

**TO:** All Design, Operations, and District Personnel, and Consultants

**FROM:** /s/ John E. Wright  
John E. Wright  
Director, Highway Design and Technical Support Division

**SUBJECT:** Performance Evaluation Guidelines

**SUPERSEDES:** Design Memos 11-03 and 11-04

**EFFECTIVE:** Immediately

The INDOT Performance Evaluation Guidelines document has been revised. The Guidelines are available from the Department's website at <http://www.in.gov/indot/> > *Doing Business with INDOT* > *Consultants/Pre-Construction* > *General Information* > *Manuals*.

Revisions include the following:

1. Clarification of Responsible Persons,
2. Addition of an evaluation appeals deadline,
3. Explanation of selection scoring rules,
4. Subconsultant evaluations, and
5. Description of Performance Types.

Questions regarding the Performance Evaluation Guidelines document should be directed to Jeff Clanton at [jclanton@indot.in.gov](mailto:jclanton@indot.in.gov). Future revisions will be announced solely via the INDOT-RFP listserv. To subscribe to the RFP listserv, [click here](#).

The criteria for each Performance Type evaluation are available through the Professional Services Contracting System (PSCS) by selecting *Reports > Performance Criteria Report*. Select the *Performance Type* and the *Phase*, and then select the PDF icon.

The criteria are established by the respective Division that reviews the submission. Questions regarding specific criteria should be directed to the appropriate Division.

