



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 11-03 Technical Advisory

January 24, 2011

TO: All Central Office and District Plans Reviewers

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

SUBJECT: New Consultant Performance Evaluation Manual

EFFECTIVE: Immediately

A new Consultant Performance Evaluation Manual has been issued, consisting of the manual and its accompanying forms. It appears on the INDOT website at <http://www.in.gov/indot/files/ConsultantEvaluationGuidelines.pdf>. INDOT will evaluate the performance of a consultant's work at the time of submittal of each deliverable set of documents, and at other times as appropriate.

The old ratings form should be completed in tandem with the new ratings form until instructed otherwise. The ratings form should be completed by the reviewer. The reviewer is responsible for sending a copy of the review to the Contracting Manager at Y:\Div.contracts\Consultant Services\Project Evaluations, in the appropriate folder. There are now two folders for each district and the Central Office; one for the old ratings forms and one for the new ones.

The project manager should also be sent a copy. Copies of the evaluations will be distributed by the Project Manager as soon as practical.

Each participating division is responsible for filling out a ratings form.

For questions regarding the forms, contact should be made as follows:

Abatement Design: Laura Hilden
Bridge Design or Bridge Rehabilitation: Anne Rearick
Bridge Inspection: Bill A. Schmidt
Consultant Responsiveness, Environmental rating only: Laura Hilden
Ecological: Laura Hilden
Environmental / Air Quality: Laura Hilden
Environmental Document: Laura Hilden
Geotechnical Engineering: Athar Khan
Hazardous Materials: Laura Hilden
Historic or Architectural Investigation: Laura Hilden
Hydraulics: Merrill Dougherty
Karst Studies: Laura Hilden
Mitigation: Laura Hilden
Noise Analysis: Laura Hilden
Permits: Laura Hilden
Project Management: Walt Land or Greg Kicinski
Property-Acquisition Negotiation: Steve Penturf
Property Appraisal Report: Steve Penturf
Property Appraisal Review: Steve Penturf
Property-Owner Relocation: Steve Penturf
Public Involvement: Laura Hilden
Right-of-Way-Plans Performance: Ron Raney
Roadway Design: John Wright
Section 4F: Laura Hilden
Section 106 (800.11): Laura Hilden
Section 106, MOA: Laura Hilden
Section 106 Public Meeting: Laura Hilden
Stage 1 Project Development Process: Walt Land or Greg Kicinski
Stage 2 Project Development Process: Walt Land or Greg Kicinski
Stage 3 Project Development Process: Walt Land or Greg Kicinski
Threatened or Endangered Species: Laura Hilden
Traffic Capacity and Operations Analysis: Brad Steckler
Traffic Design: Alfredo Hanza
Traffic Forecasting and Data Collection: Roy Nunnally
Wetland Delineation / Waters Determination: Laura Hilden

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