



Top 6 Ways to Improve Consultant Evaluation Scores

- 1.** Read and become familiar with the consultant evaluation criteria and expectations in the FDOT Consultant Evaluation (CE) system and share with the project team (Prime and subs).
- 2.** Consultant Project Manager should be proactive and stay on top of the schedule, project milestones, deliverables, expectations, and timeliness. Look ahead and plan early and often.
- 3.** Implement an overall Quality Assurance (QA) process and Quality Control (QC) of project submittals and products and provide the proper documentation that supports that this was completed. This will ensure submittals do not get rejected and will keep the project on schedule.
- 4.** Prime consultant is responsible for the quality of the work product prepared by sub-consultant(s) as part of their team.
- 5.** Consultant Project manager should frequently coordinate and communicate internally to ensure that the project team is cohesively approaching the project and to reduce the potential for surprises.
- 6.** To resolve project issues and address challenges, bring solutions to the Department, including cost/benefit information for all solutions and a final recommendation from the EOR. Do not rely on the Department to provide a decision without the appropriate backup documentation.