



Ways to Improve Consultant Evaluation Scores

1. Refer to FDM Chapter 124. Have up to date approved QA/QC Staffing Plan before job starts. Update when changes occur and obtain approval. See sample forms and templates on Florida's Turnpike Website: [Design Sample Documents and Tools – Florida's Turnpike \(floridasturnpike.com\)](https://www.floridasturnpike.com)
2. 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.
3. Prime consultant is responsible for the quality of the work product prepared by sub-consultant(s) as part of their team.
4. 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. 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.
5. Submit timely and quality agenda, meeting notes, progress reports and invoices. Have up to date Roster for Consultant Invoice Transmittal System (CITS) review prior to submitting an invoice.
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.
7. Schedule markups need to be submitted on time when requested.
8. When a project is completed, please confirm with the Accounting Department of your firm and all the subconsultants working on the project that the billing is fully submitted and paid in full. No further invoices will be issued. Please send an email to the PM confirming this and indicate the remaining dollar amounts that can be de-encumbered for each specific FPID(s).
9. 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).