



**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

# Design Professional Evaluations Evaluation Criteria

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## Post DD Evaluation

Category	Criteria
<p>Schedule Management – Manage project activities to deliver the project on schedule.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Timeliness in providing acceptable design submissions</li> <li><input type="checkbox"/> Ability to plan and schedule activities to keep the project on schedule.</li> <li><input type="checkbox"/> Recovery schedules are effective if the project is delayed.</li> <li><input type="checkbox"/> Maintaining an accurate and updated project working schedule and attaching it to meeting minutes</li> <li><input type="checkbox"/> Permit submissions, reviews and approvals are on time as to not delay project bidding</li> <li><input type="checkbox"/> Coordination with Utilities to develop scope narrative, estimated costs, and routing plan as to not delay utility agreements being executed prior to bidding.</li> </ul>
<p>Quality Management – Control quality and create deliverables that meet quality standards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Design supports Project Values</li> <li><input type="checkbox"/> Deliverables meet the Department's acceptance criteria</li> <li><input type="checkbox"/> Compliance with Client Agency Requirements and Design Criteria</li> <li><input type="checkbox"/> Ability to address design review comments</li> <li><input type="checkbox"/> Drawings and Specifications are coordinated</li> <li><input type="checkbox"/> Coordination between design disciplines and prime contractors</li> <li><input type="checkbox"/> Design alternatives are presented with relevant information.</li> <li><input type="checkbox"/> Technical adequacy of design</li> <li><input type="checkbox"/> Deliverables are provided and uploaded into Trimble using file naming convention from Document Management Policy</li> </ul>
<p>Stakeholder Engagement &amp; Communications</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communication is clear and timely</li> <li><input type="checkbox"/> Considerate and responsive to feedback and concerns</li> <li><input type="checkbox"/> Ability to support the Department and Client Agency to make effective decisions</li> <li><input type="checkbox"/> Meeting Minutes are provided on time, using the Department's template and effectively document meeting discussions.</li> </ul>
<p>Cost Management – Monitoring, estimating and controlling project costs</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cost monitoring system, corrective actions and value engineering efforts are effective to bring costs within budget</li> <li><input type="checkbox"/> Design alternatives are presented with appropriate cost information including first costs and life cycle costs</li> <li><input type="checkbox"/> Risk Register is maintained, and cost impacts are provided</li> <li><input type="checkbox"/> Cost Estimates are prepared in accordance with Department's Cost Estimating Standards</li> <li><input type="checkbox"/> Invoices are submitted with required supporting documentation</li> </ul>

## Bid Award Evaluation

Category	Criteria
<p>Schedule Management – Manage project activities to deliver the project on schedule.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Timeliness in providing acceptable design submissions</li> <li><input type="checkbox"/> Ability to plan and schedule activities to keep the project on schedule.</li> <li><input type="checkbox"/> Recovery schedules are effective if the project is delayed.</li> <li><input type="checkbox"/> Maintaining an accurate and updated project working schedule and attaching it to meeting minutes</li> <li><input type="checkbox"/> Permit submissions, reviews and approvals are on time as to not delay project bidding</li> <li><input type="checkbox"/> Coordination with Utilities to develop scope narrative, estimated costs, and routing plan as to not delay utility agreements being executed prior to bidding.</li> <li><input type="checkbox"/> Timeliness in responding to bidder RFIs and issuing addenda</li> <li><input type="checkbox"/> Timeliness and punctuality at the pre-bid meeting</li> <li><input type="checkbox"/> Continuing to update the working schedule during procurement phase.</li> <li><input type="checkbox"/> Bid extensions caused by Design Professional's negligence</li> </ul>
<p>Quality Management – Control quality and create deliverables that meet quality standards</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Design supports Project Values</li> <li><input type="checkbox"/> Deliverables meet the Department's acceptance criteria</li> <li><input type="checkbox"/> Compliance with Client Agency Requirements and Design Criteria</li> <li><input type="checkbox"/> Ability to address design review comments</li> <li><input type="checkbox"/> Drawings and Specifications are coordinated</li> <li><input type="checkbox"/> Coordination between design disciplines and prime contractors</li> <li><input type="checkbox"/> Design alternatives are presented with relevant information.</li> <li><input type="checkbox"/> Technical adequacy of design</li> <li><input type="checkbox"/> Deliverables are provided and uploaded into Trimble using file naming convention from Document Management Policy</li> <li><input type="checkbox"/> Addenda did not address design errors, omissions or poor coordination that resulted in the issuance of new drawings, redesign or major modifications to the bidding documents</li> </ul>
<p>Stakeholder Engagement &amp; Communications</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Communication is clear and timely</li> <li><input type="checkbox"/> Considerate and responsive to feedback and concerns</li> <li><input type="checkbox"/> Ability to support the Department and Client Agency to make effective decisions</li> <li><input type="checkbox"/> Meeting Minutes are provided on time, using the Department's template and effectively document meeting discussions.</li> <li><input type="checkbox"/> Prepared for the Pre-Bid or Proposal Meeting. Effectively presented applicable topics from the DGS Pre-Bid Conference Agenda template.</li> </ul>
<p>Cost Management – Monitoring, estimating and controlling project costs</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cost monitoring system, corrective actions and value engineering efforts are effective to bring costs within budget</li> <li><input type="checkbox"/> Design alternatives are presented with appropriate cost information including first costs and life cycle costs</li> <li><input type="checkbox"/> Risk Register is maintained, and cost impacts are provided</li> <li><input type="checkbox"/> Cost Estimates are prepared in accordance with Department's Cost Estimating Standards</li> <li><input type="checkbox"/> Invoices are submitted with required supporting documentation</li> <li><input type="checkbox"/> Lowest responsive Base Bid 1 is within (+/-) 10% of the Base Bid 1 cost estimate provided with the Construction Documents submission.</li> <li><input type="checkbox"/> Lowest responsive Base Bid 1 was lower than the Base Construction Allocation.</li> <li><input type="checkbox"/> Project Award Value is less than Base Construction Amount (BCA).</li> </ul>

## 50% Physical Construction Completion

Evaluation Factor	Criteria
<p>Schedule Management – duties were executed in a timely manner and so as not to delay the construction schedule.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Responds to submittals (14 days), RFIs (7 days)</li> <li><input type="checkbox"/> Timeliness in evaluating and recommending change orders, including detailed cost breakdown and analysis.</li> <li><input type="checkbox"/> Provides site meeting progress reports (3 days after meeting)</li> <li><input type="checkbox"/> Responsive to the Department’s requests for special meetings and site observations.</li> <li><input type="checkbox"/> Timeliness in responding to Contractors’ schedule of values and schedules</li> <li><input type="checkbox"/> Routine confirmation that all prime contractors have been regularly updating their as-built drawings</li> </ul>
<p>Quality Management – accuracy of construction documents and effective compliance monitoring, interpretation, and problem solving.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reviews progress of work and identifies and addresses contractor non-compliance with written recommendations</li> <li><input type="checkbox"/> Minimal conflicts in plans and specifications that impact the work between the prime contractors.</li> <li><input type="checkbox"/> Error and Omission change orders are below 2.5% of the project value.</li> <li><input type="checkbox"/> Interprets the Contract Documents through effective RFI responses.</li> <li><input type="checkbox"/> Effectively evaluates contractor submittals, shop drawings and material compliance with specifications.</li> <li><input type="checkbox"/> Clarity and reliability of reports and other records in support project decisions.</li> </ul>
<p>Stakeholder Engagement &amp; Communications - effective stakeholder communication and conflict resolution.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate and contribute during job conferences and meetings</li> <li><input type="checkbox"/> Effectiveness in resolving disputes relating to contractor claims or work quality</li> </ul>
<p>Cost Management – effective cost control and accurate cost estimating in support of Department’s administration of construction contract.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Error and Omission change orders are below 2.5% of the project value.</li> <li><input type="checkbox"/> Magnitude (\$ value) of Unforeseen change orders are typical for project type.</li> <li><input type="checkbox"/> Provides scope, drawings, sketches, specifications, etc. to accommodate contractor CCO proposals.</li> <li><input type="checkbox"/> Effective cost evaluations and negotiation of contractor breakdown sheets and change order pricing.</li> </ul>

## Total Punchlist Complete Evaluation

Evaluation Categories	Sub Factor
<p>Schedule Management – duties were executed in a timely manner and so as not to delay the construction schedule and completion of punch list.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Responds to submittals (14 days), RFIs (7 days)</li> <li><input type="checkbox"/> Timeliness in evaluating and recommending change orders, including detailed cost breakdown and analysis.</li> <li><input type="checkbox"/> Provides site meeting progress reports (3 days after meeting)</li> <li><input type="checkbox"/> Responsive to the Department’s requests for special meetings and site observations.</li> <li><input type="checkbox"/> Timeliness in reviewing revised contractor schedules</li> <li><input type="checkbox"/> Routine confirmation that all prime contractors are regularly updating their as-built drawings</li> <li><input type="checkbox"/> Final Inspection(s) occur within 10 days of determination of substantial completion.</li> <li><input type="checkbox"/> Punch list was delivered to the contractor at the final inspection or soon after (within a week).</li> <li><input type="checkbox"/> Responsive to the Department’s request to visit the site to verify and accept completion of punch list items.</li> </ul>
<p>Quality Management – accuracy of construction documents and effective compliance monitoring, interpretation, and problem solving.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reviews progress of work and identifies and addresses contractor non-compliance with written recommendations</li> <li><input type="checkbox"/> Minimal conflicts in plans and specifications that impact the work between the prime contractors.</li> <li><input type="checkbox"/> Error and Omission change orders are below 2.5% of the project value.</li> <li><input type="checkbox"/> Interprets the Contract Documents through effective RFI responses.</li> <li><input type="checkbox"/> Effectively evaluates contractor submittals, shop drawings and material compliance with specifications.</li> <li><input type="checkbox"/> Clarity and reliability of reports and other records in support project decisions.</li> <li><input type="checkbox"/> Punch list is accurate, includes only contract items and includes a reasonable cost of completion.</li> </ul>
<p>Stakeholder Engagement and Communication – effective stakeholder communication and conflict resolution.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate, contribute and effectively execute construction contract administration responsibilities during job conferences and meetings</li> <li><input type="checkbox"/> Effectiveness in assisting with the Department to resolve contractor disputes</li> </ul>
<p>Cost Management – effective cost control and accurate cost estimating in support of Department’s administration of construction contract.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Error and Omission change orders are below 2.5% of the project value.</li> <li><input type="checkbox"/> Magnitude (\$ value) of Unforeseen change orders are typical for project type.</li> <li><input type="checkbox"/> Provides scope, drawings, sketches, specifications, etc. to accommodate contractor CCO proposals.</li> <li><input type="checkbox"/> Effective cost evaluations and negotiation of contractor breakdown sheets and change order pricing.</li> </ul>