

**Technical Circular T-8/99**

File Number: 195.20/TCIR

Date: July 27, 1999

To: Chief Engineer  
Director of Construction & Maintenance  
Directors and Project Directors – Planning & Major Projects  
Project Director – V.I.H.P.  
Engineering Branch Sections Heads  
Regional Managers of Professional Services/Engineering  
Regional Managers of Planning  
Regional Project Directors and Managers

Subject: **RISP PERFORMANCE EVALUATION**

Purpose:

The purpose of this Technical Circular is to acquaint Ministry employees with the recently revised **RISP Performance Evaluation Form: H0503 (1999/04)** and define the policy and process for its use.

Benefits:

The revised H0503 form has been designed to gain a better measure of a Consultant's performance throughout the life of a project. As well, a combined or overall rating of the performance of the contracted services of the consulting company will be derived. The form is flexible enough that it can be adapted to any Ministry engineering projects. Some features of the new form are:

- Important milestones will be clearly defined along with their respective scheduled dates,
- Scope changes are identified and the impact of these changes on the schedule and cost of the project is recorded,
- The MoTH Rep and the Consultant reach agreement on the use and application of the form at the initial project meeting,
- The form is a living document that is updated at specified Evaluation Meetings throughout the project,
- The form can be customized to measure the product of the project and the project management skills of the Consultant.

Policy:

The RISP Performance Evaluation form is to be used for all RISP projects.

An electronic copy of the form can be found on the Ministry's Intranet Web Site (<http://gww.th.gov.bc.ca/gwwfoi/content/forms/formlist/forms/H0503.doc>). At the Final Evaluation Meeting (at the conclusion of the project), the Performance Evaluation form will be completed in its entirety. An Overall Evaluation will reflect the Consultant's

Overall Performance Rating for the project. The signed and completed form is forwarded to both the Consultant and the RISP Liaison and Systems Engineer, Engineering Branch.

Process:

Consultants, selected under RISP, will receive the Performance Evaluation Form H0503 as part of the Terms of Reference of a project. The form is to be completed in accordance with the rules for use on side 2 of the form.

Contact:

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A handwritten signature in black ink, appearing to read 'Merv Clark', is positioned above the printed name and title.

Merv Clark, P.Eng.  
Chief Engineer

- c.c. A.D.M. Highway Operations
- c.c. A.D.M. Planning and Major Projects
- c.c. All Regional Directors
- c.c. All District Highways Managers

Attachments: Consultant Performance Evaluation Process (2 pages)  
RISP Performance Evaluation (Form H0503, 2 sides)