



Ministry of  
Transportation

## Technical Circular T-04/02

File Number: 195.20/TCIR

November 19, 2002

To:

Director of Construction & Maintenance

Director of Highway Planning

Engineering Branch Section Heads

Project Director - Yoho Bridge Project

Project Director - Fraser Corridor Project

Director - Project Management Support Services Sr.

Project Director - Sea to Sky Project

Regional Managers of Professional Services/Engineering- South Coast Region (Burnaby)

Regional Director - South Coast Region (Nanaimo)

Regional Managers of Professional Services/Engineering - Southern Interior Region

Regional Managers of Professional Services/Engineering - Northern Region

Regional Project Directors and Managers

Subject:            **CONSULTANT PERFORMANCE EVALUATION**

Purpose:

This Technical Circular officially introduces the revised Consultant Performance Evaluation Form: H0503 (Rev. 2002/11) and defines the policy for its use.

Background:

The new Performance Evaluation Form was developed in accordance to the principles outlined in the joint MOT/CEBC Accord, signed in December 2000.

The MOT/CEBC liaison committee has agreed to use the revised form for all consulting services contracts issued through the RISP consultant selection system.

**Ministry of  
Transportation**

**Engineering Branch**

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The committee also agreed that the final or total completed assignment performance rating from the form would be entered in the RISP database. The final performance ratings accumulated from using the new form for now to the end of 2003 will be evaluated at the end of the period in order for the Ministry to decide how to include consultants' past performances within the RISP selection algorithm.

The intent is to introduce early in 2004 a new RISP selection method that incorporates the principles of reward and penalty based on performance.

In the meantime, only extra-ordinary performance, good or bad, will be brought to the attention of the Chief Engineer who may decide to take an action that the Ministry deems appropriate.

Policy:

The current Technical Circular T- 03/02 cancels the former T-8/99 and replaces the form H0503 (dated: 2001/08) with the new form H0503 (Rev. 2002/11).

A copy of Form H0503 (Rev. 2002/11) can be obtained from the Ministry's Intranet site at the following address: <http://gww.th.gov.bc.ca/forms/search.aspx> then by clicking on "H- Forms". Instructions about how to fill the form H0503 (Rev. 2002/11) are contained in page 6 of the form. A filled-in example of form H0503 (Rev. 2002/11) is attached to this T-Circular.

This form must be used for all contracts issued through the RISP selection process. The Ministry of Transportation also recommends this form for use in all other consultant services contracts.

Contact:

For information and advice on the use of the Consultant Performance Evaluation Form, contact Richard Voyer, P.Eng, Sr. Geometric Standards Engineer, Engineering Branch at (250) 387-7761 or [Richard.Voyer@gov.bc.ca](mailto:Richard.Voyer@gov.bc.ca).

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