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NEW YORK STATE DEPARTMENT OF TRANSPORTATION
CONSULTANT INSTRUCTION

SUBJECT: CONR 387 RESPONSE REQUIREMENTS - CONSULTANT PERFORMANCE
EVALUATION COMMENTS

DATE: April 4, 2006

CODE: 06 - 04

SUPERSEDES: 92 - 07

APPROVED: _____

R. ALBERTIN, DIR., CONTRACT MANAGEMENT BUREAU

CONTACT PERSONS: Mary Devico or Diane Harris TELEPHONE: (518) 457-2600

The purpose of this document is to explain to consultant firms how they may record their response to the Department's evaluation of their firm's professional performance in a consultant project. The following procedure should be followed when submitting comments:

1. The Consultant must download the response Form (CONR 387) from the NYSDOT website www.nysdot.gov, Business Center, Consultants, Forms & Publications, Consultant Performance Response Form (CONR387) at <https://www.nysdot.gov/portal/page/portal/main/business-center>
2. To enter a response on this document you are required to use either MS Word or Notepad. You must indicate on the response form the Consultant Performance Evaluation Reference Number that was include in the letter that came with your evaluation.
3. CONR 387 requirements:
 - Top, Contract Number, Consultant Name and Consultant Number.
 - Middle, your comments should be typed in the "Comments" section using either MS Word or Notepad format on lines 5-55 of this form.
4. Only responses provided in electronic format on the Consultant Response Form (CONR387) can be accepted. To submit this form save it to a file in your system named with the appropriate contract "D" number and Consultant Number, attach that file to an email and send to CSS@DOT.STATE.NY.US.

Each consultant is provided the opportunity to submit one page of comments per evaluation. Submission of comments in excess of one page will not be retained in our records or return for revision. Comments will be permanently incorporated into the consultant's performance evaluation and will not alter the evaluation rating. Only the State's Project Manager can alter a performance rating.



State of New York
Department of Transportation
Albany, N.Y. 12232
<http://www.dot.state.ny.us>

Thomas J. Madison
Commissioner

George E. Pataki
Governor

McLaren Engineering
P. O. Box 600
West Nyack, NY 10994

Friday, November 10, 2006

Subject: Consultant Performance Evaluation Reference Number: D0125470084020060919

Dear Consultant:

Enclosed for your review are one or more recently completed performance evaluations that relate to the specific projects identified on the forms. If you wish to comment, you must respond in accordance with Consultant Instruction 92-07 revised 04/2006 (enclosed). Your comments should be returned within fourteen (14) days from the date of this letter as the evaluation(s) enclosed will start to be distributed to selection committees at that time. Both the Department's evaluation and your comments (if any) will become part of the official record of consultant's performance, and will be used by the Department in evaluating your firm for future engagements. Individual ratings remain a part of the selection data base for a period of three years. Your response will NOT be used to change your evaluation. Only through discussion between yourself and the Department's Consultant Manager can errors in the evaluation be corrected.

The Department encourages ongoing discussions between the Department's consultant manager and the consultant regarding consultant performance. The Contract Management Bureau merely maintains consultant performance evaluation files and coordinates the consultant review of the performance ratings process. Please note that the Contract Management Bureau has NO involvement in evaluating any consultant's performance. If you have any procedural questions, please contact Mary DeVico or Mark Moody of this Bureau at 518-457-2600. All substantive questions on the content of the rating should be directed to the Department's consultant manager who prepared the evaluation form or to that individual's supervisor.

I hope that you find this process valuable.

Sincerely,

Richard Albertin,
Director, Contract Management Bureau

CONTRACT D#	CONSULTANT NUMBER	CONSULTANT NAME:
D012547	00840	McLaren Engineering

PINS	PROJECT NAME: Reh Long Beach Blvd Br over Reynolds Cha
0756.58	CONSTRUCTION D#(IF APPLICABLE): D258276
,	PROJECT TYPE: Construction Inspection
,	TYPE OF WORK PERFORMED: Bridge Rehabilitation

RATER # 1

1A. Firm's Project Manager/Key Personnel Name(s):

James Green, PE Diver.

1B. Performance (Describe Strengths and Weaknesses):

Personnel were competent and reliable.

1C. Timely Performance of Work:

Work was completed on time and correct.

2. Comments on Evaluation (Required for Ratings of 0, 1, 2, 9, 10 & anomalies)

A. Factor: Comment:

B. Factor: Comment:

C. Factor: Comment:

3. Recommendations (Particularly Commenting on Ratings of 0 & 1):

This Firm is recommended for future work.

B. Barnes
Consultant Manager

9/19/2006
Rating Date

B. Alford
Supervisor

9/19/2006
Date

REGION/M.O. PROGRAM AREA: R10 / Construction