**Instructions:**

The Regional LPREPM and BTS Statewide Relocation Facilitator will complete this form for each project with a relocation parcel(s). Evaluations will be used as a tool in verifying that the LPA staff/ consultants are performing adequately. Performance conferences will be held, when appropriate, to discuss reviews.

1. Fill out assessment.
2. Save in the project log in READS.
3. Notify the Statewide LPREM that the evaluation is in READS.
4. Email a copy of the completed assessment to the consultant/LPA staff person who performed the work for their records.
5. Email a copy of the of the completed assessment to the LPA Sponsor for their records.

**Evaluation Procedures and Criteria**:

1. Performance evaluation should be completed upon Cert. 1 (LPREPM will notify the BTS Statewide Relocation Facilitator)
2. Fill out one evaluation form for the project. If more than one person relocated parcels include all names and consulting firms.
3. Comments pertaining to each item shall be entered in the space provided below each item.
4. General comments or suggestions should be attached as necessary.
5. Evaluations are reviewed and kept on file electronically in the Bureau of Technical Services Real Estate Unit.

This evaluation criteria verifying that the LPA staff/ consultants are performing adequately by:

* Meeting deadlines, especially PS&E deadline
* Guiding LPA Sponsors throughout the project
* Knowing the process, procedures, and requirements as listed in all the manuals (REPM, FDM, LPA RE Manual, etc.)
* Submitting correct documentation in a timely manner
* Using READS standards and policies as written in the REPM and LP RE Manual

The Statewide LPREM will contact the consultant regarding inadequate performance and make suggestions for ways to improve. Continued inadequate/poor performance will result in removal from the approved relocation consultant list until corrective measures (to be determined) are taken.

**PROJECT DESCRIPTION IN BRIEF**

Project ID: **Enter Proj. ID**

Highway Project: **Enter Name of Highway Project**

Project Sponsor: **Enter Project Sponsor Name**

County: **Enter County Name**

Y N There are Federal or State funds in RE (will seek reimbursements)

**RELOCATION SPECIALIST INFORMATION**

Name (Name on Capability Statement): **Enter Relocation Specialist**

Business/LPA Name: **Enter Business/LPA Name**

Telephone: **(XXX) XXX-XXXX**

Email: **Enter Email Address**

Briefly describe activity and work performed (relocation services including moves and claims) and mention any special challenges: **Click or tap here to enter text.**

|  |  |  |
| --- | --- | --- |
| **YES** | **NO** |  |
|  |  | 1. Person listed on Capability Statement did the work and signed the documents? |
|  |  | 2. Communicated with the Sponsor and WisDOT adequately? |
|  |  | 3. Provided timely and adequate responses to requests for information? |
|  |  | 4. Discussed relocations at a Start-up meeting? |
|  |  | 5. Participated in monthly relocation status meetings and provided a parcel status report prior to meetings? |
|  |  | 6. Coordinated and discussed relocation issues early and often with LPA Sponsor and WisDOT BTS-RE? |
|  |  | 7. Followed through with guidance and direction provided by WisDOT BTS-RE? |
|  |  | 8. Submitted the Acquisition Stage Relocation Plan to WisDOT BTS-RE for review and approval in a timely fashion? |
|  |  | 9. Acquisition Stage Relocation Plan was submitted with limited revisions needed (quality control was good with no math/ grammar errors)? |
|  |  | 10. Submitted the RHP(s) and/or BRP(s) for review and approval to WisDOT BTS-RE in a timely fashion with adequate documentation? |
|  |  | 11. The RHP(s) and/or BRP(s) were submitted with limited revisions needed (quality control was good with no math/ grammar errors)? |
|  |  | 12. Utilized READS fully for all relocation work (including relocation diary entries and uploading claim documentation into the relocation log)? |
|  |  | 13. Identified and notified WisDOT BTS-RE of any potential “holdovers” (identify concerns on vacation of properties after JO)? |

Comments: **Click or tap here to enter text.**

Summary (click all as necessary):

Met Expectations

Needs Improvement (see comments above)

Did NOT meet expectations (WisDOT will arrange for a meeting with Relocation Specialist)