TEAM EVALUATION PROCESS
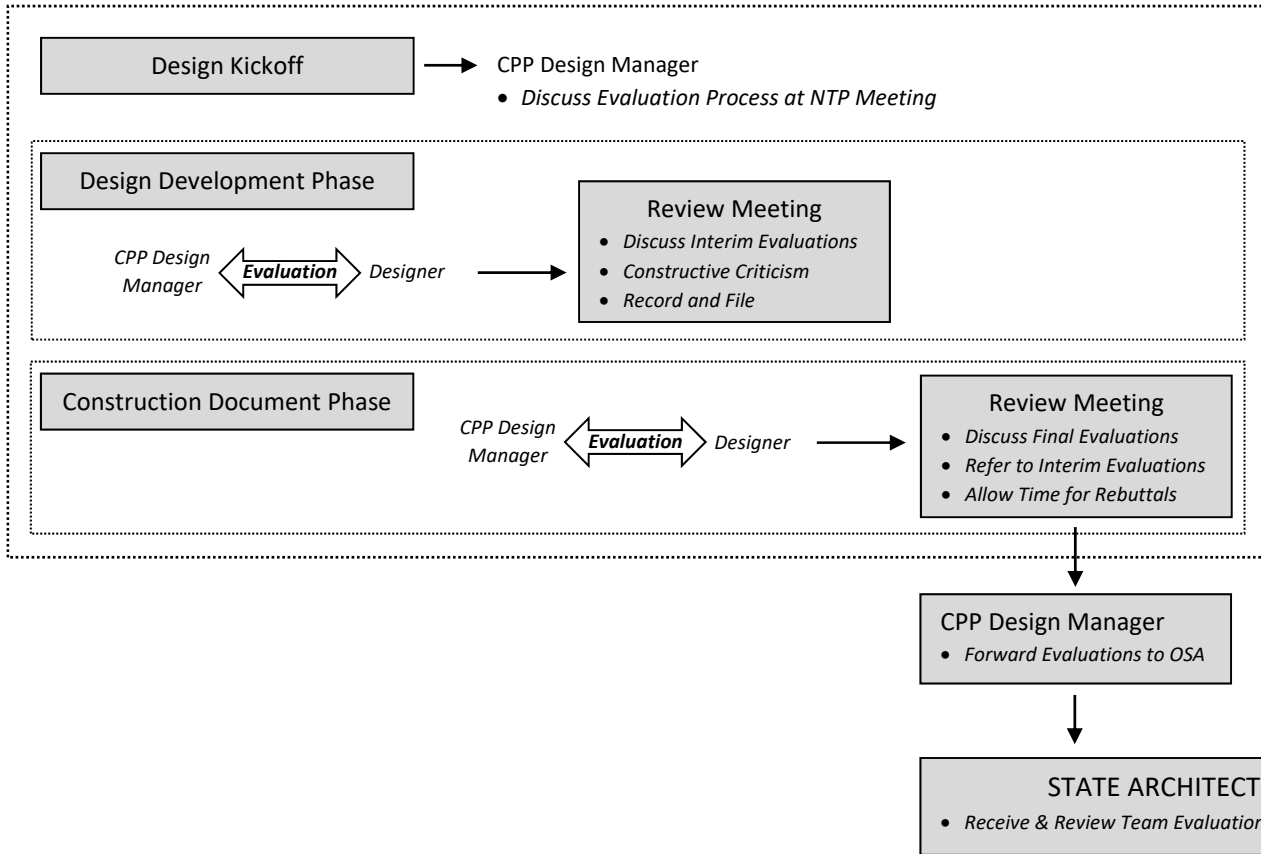
Use Team Evaluation Spreadsheets and Rubrics Available on State Architect's Website
https://www.tn.gov/content/tn/osa/capital---real-estate/capital-projects.html

DESIGN

Design Kickoff → CPP Design Manager
- *Discuss Evaluation Process at NTP Meeting*

Design Development Phase

CPP Design Manager ← *Evaluation* → Designer →

Review Meeting
- *Discuss Interim Evaluations*
- *Constructive Criticism*
- *Record and File*

Construction Document Phase

CPP Design Manager ← *Evaluation* → Designer →

Review Meeting
- *Discuss Final Evaluations*
- *Refer to Interim Evaluations*
- *Allow Time for Rebuttals*

CPP Design Manager
- *Forward Evaluations to OSA*

STATE ARCHITECT
- *Receive & Review Team Evaluations*

CONSTRUCTION

Notice to Proceed → CPP Construction Administrator
- *Discuss Evaluation Process at NTP Meeting*

Midpoint of Construction

Contractor / Designer / Construction Administrator — **3-Way Evaluation** →

Progress Meeting
- *Discuss Interim Evaluations*
- *Constructive Criticism*
- *Record and File*

Substantial Completion

Contractor / Designer / Construction Administrator — **3-Way Evaluation** →

Meeting
- *Discuss Final Evaluations*
- *Refer to Interim Evaluations*
- *Allow Time for Rebuttals*

CPP Construction Administrator
- *Forward Evaluations to OSA*

Team Evaluation Process
FC-500