

CONTRACTOR PERFORMANCE EVALUATION

Contract No. _____ Contractor _____

Project No. _____ District Supervisor _____

County _____ Contract Amount _____

The Contractor Performance Evaluation shall be completed at the end of each calendar year and/or upon the completion of each contract. The evaluation shall be prepared by the District Supervisor and reviewed by the District Operations Engineer and the Operations Engineer or Director of Regional Operations. Rating scores should be a whole number within the specified point range. Ratings guidelines are found on the next page.

Evaluation Period Annual ☐ Final ☐

Period Begin Date _____ Period End Date _____

	RATING RANGE	RATING (0 IF N/A)	MAXIMUM POINTS (0 IF N/A)
PROJECT ORGANIZATION AND MANAGEMENT: 25 points			
A. Superintendent/management personnel	0-5		
B. Coordination with suppliers, subcontractors and utilities	0-5		
C. Adequate and competent labor force	0-5		
D. Processing paperwork/certifications	0-5		
E. Attitude and cooperation	0-5		
WORK PERFORMANCE: 40 points			
F. Completion on schedule	0-10		
G. Compliance of work	0-10		
H. Quality of the finished product	0-10		
I. Completion on budget	0-10		
SAFETY PRACTICES: 30 points			
J. Administration and general project safety.	0-5		
K. Accidents/Fatalities/Safety violations	0-15		
L. Traffic control	0-10		
ENVIRONMENT: 20 points			
M. Compliance with erosion control plan and permits	0-10		
N. Responsiveness to erosion control issues	0-10		
		Total Points	Maximum Points
		%	

Remarks:

*A rating of less than 70 must include an explanation below.

Prepared by: _____
District Supervisor DateReviewed by: _____
District Operations Engineer DateReviewed by: _____
Operations Engineer/ Director of Regional Operations Date

CONTRACTOR PERFORMANCE EVALUATION—RATINGS GUIDELINES

Evaluate the contractor based on the following guidelines. The full range of values should be used. Intermediate values in the range may be used. Place the points in the appropriate box on the front of this form. For items that do not apply to a particular contractor, no points should be allowed. A final percentage should be based on the total number of points rated by the Project Supervisor divided by the total possible points for the items that apply.

PROJECT ORGANIZATION AND MANAGEMENT:

A. Superintendent in charge with authority.

- 5 Contractor has knowledgeable superintendent on project, start to finish, with authority to solve problems and schedule the work.
- 3 Contractor superintendent available most of the time, with limited authority.
- 0 Contractor failed to properly designate authority for project supervision or superintendent is routinely unavailable on the project site.

B. Coordination with suppliers, other contractors and utilities.

- 5 All coordinating done at proper time by contractor.
- 3 Some coordinating necessary by contracting authority with timely notification in all instances.
- 0 Lack of timely coordination.

C. Adequate and competent labor force.

- 5 Contractor has adequate number of people; labor force is knowledgeable of proper procedures and consistently does complying work with limited supervision.
- 3 Number of people is adequate, some training is needed, supervision of routine items is occasionally necessary.
- 0 Insufficient number of people or inadequate training or lack of proper supervision for many portions of the project.

D. Processing paperwork/certifications.

- 5 All paperwork completed and submitted in a timely manner throughout project. Pay item disputes and change orders are resolved with no delay to progress of the work.
- 3 Minor delays in finalizing out the project, some disputes have delayed resolution, but most of paperwork is consistent and timely.
- 0 Contractor was unable to provide all required paperwork.

E. Attitude and cooperation.

- 5 Quick response to concerns of the contracting authority, extra effort made by contractors personnel in public relations, problems are resolved amicably.
- 3 Periodic delays in responding to engineer/inspector, public concern. Most problems resolved friendly.
- 0 Pattern of slow response of concerns, or poor public relations effort.

WORK PERFORMANCE

F. Completion on schedule.

- 10 Project is currently on schedule or was completed on schedule.
- 7 Project is currently slightly behind schedule or was completed slightly behind schedule (after adjusting for excusable delays).
- 4 Project is currently moderately behind schedule or was completed moderately behind schedule (after adjusting for excusable delays).
- 0 Project is currently extremely behind schedule or was completed extremely behind schedule (after adjusting for excusable delays).

G. Compliance of work.

- 10 All work complies with the plan and specifications and no price adjustments are assessed.
- 5 Minor non-compliances, with some delays in resolution or some repeated violations.
- 0 Corrective work required on much of the project.

H. Quality of the finished product.

- 10 Excellent appearance of all portions of the work. No deducts for deficient work. Only one final check necessary on each portion of the work.
- 7 Adequate appearance of the work with some non-uniformity. No more than 5% of the items have deficient work in the finished product.
- 4 Poor appearance of work or more than 5% of the items have deficient work or repeated final checks necessary.
- 0 Much of the work is borderline acceptable or life of finished product has been shortened due to poor quality of work.

I. Completion on Budget

- 10** Project completed below or at contract award amount or revised contract amount
- 7** Project completed between 0%-3% above contract award amount or revised contract amount
- 5** Project completed between 3% - 8% above contract award amount or revised contract amount
- 3** Project completed between 8%-10% above contract award amount or revised contract amount
- 0** Project completed more than 10% above contract award amount or revised contract amount

SAFETY PRACTICES**J. Administration and general project safety.**

- 5** Active safety officers. Timely inspection and reports without prompting. No non-complying equipment. Safety concerns are addressed and corrected promptly. All personnel trained and following good safety practices.
- 3** Safety is adequate. Minor problems with paperwork, equipment, training or practices.
- 0** Documented need for improvement that did not occur by completion of the contract, or any failure to immediately repair/correct unsafe equipment, or any repeat violation of a safety rule or practice.

K. Accidents/Fatalities/Safety violations

- 15** There are no accidents, either vehicular or workers, no fatalities, or no TOSHA/OSHA citations
- 10** Only 1 accident on the project
- 5** No more than 2 accidents on the project
- 0** More than 2 accidents, a fatality occurs or there is a TOSHA/OSHA citation

L. Signing and traffic control.

- 10** Signing is properly placed and maintained at all times. Signing material is above average. Contractor makes documented routine and night checks of signs. No non-compliances for signing or traffic control.
- 7** Some minor problems with sign placement or maintenance, or lack of consistent documented routine and night sign checks.
- 4** One or more major problems with signing or traffic control, or failure to document signing, or any repeat non-compliance on a safety item.
- 0** Contractor showed repeated total disregard of signing and traffic control.

ENVIRONMENT**M. Compliance with erosion control plan and permits**

- 10** No erosion control issues. No environmental violation notices were issued.
- 5** Only minor erosion control issues. No environmental violation notices were issued.
- 0** Several severe erosion control issues. Multiple environmental violation notices were issued.

N. Responsiveness to erosion control issues

- 10** Contractor responded quickly (within 24 hours per SP107FP) to erosion and sediment control issues.
- 5** Contractor responded fairly quickly (within 72 hours) when notified of erosion control issues.
- 0** Contractor frequently failed to address erosion control issues in a timely manner.