



Contractor Performance Evaluation Report

SECTION I

CONTRACTOR DATA

Form with fields: CONTRACTOR'S BUSINESS NAME, SUPERINTENDENT'S NAME, SPECIFIC WORK PERFORMED BY CONTRACTOR

SECTION II

PROJECT DATA

Form with fields: PROJECT NAME, PROJECT NUMBER, SCHEDULED SUBSTANTIAL COMPLETION DATE, ACTUAL SUBSTANTIAL COMPLETION DATE, CONTRACT AWARD AMOUNT, CONTRACT COMPLETION AMOUNT

SECTION III

PERFORMANCE DATA

Table with 3 columns: NO., PERFORMANCE CATEGORY, RATING (check one). Rows include Safety Program Development and Safety Program Management.



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3	START UP SUBMITTALS	No Evaluation	1	2	3	4	5
	Timeliness, completeness, and quality of required contract start-up submittals including Statement of Intent to Pay Prevailing Wages, Schedule of Values, preliminary and master Construction Progress Schedule.						
	<u>Supporting Comments:</u>						
4	QUALITY	No Evaluation	1	2	3	4	5
	Quality of Contractor's workmanship, construction, fabrication, materials, and equipment.						
	<u>Supporting Comments:</u>						
5	COST CONTROL	No Evaluation	1	2	3	4	5
	Contractor's efficient use of resources, accurate billing, Change Order management; pricing accuracy and support documentation; Field Orders originally negotiated or proposed cost compared to actual cost:						
	<u>Supporting Comments:</u>						
6	TIMELINESS OF PERFORMANCE	No Evaluation	1	2	3	4	5
	Contractor's timely execution of the Project including establishment of realistic preliminary Construction Progress Schedule; timely project start-up; adherence to established schedule and number of days allowed; identification of potential delays and measures taken to mitigate delays; timeliness of deliverables; timely contract administration.						
	<u>Supporting Comments:</u>						
7	APPLICATION OF REQUIREMENTS	No Evaluation	1	2	3	4	5
	Contractor's knowledge of contractual and other requirements, and implementation in meeting such requirements:						
	<u>Supporting Comments:</u>						
8	LEADERSHIP	No Evaluation	1	2	3	4	5
	Performance and competency of the Contractor's superintendent to actively lead, foresee issues, plan ahead effectively, and provide guidance and direction.						
	<u>Supporting Comments:</u>						



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9	PLANNING	No Evaluation 1 2 3 4 5
Contractor's demonstrated ability to develop a comprehensive project plan, and adjust the plan to changes in project needs:		
<u>Supporting Comments:</u>		
10	STAFFING	No Evaluation 1 2 3 4 5
Adequacy and qualifications of Contractor's staff and subcontractors to meet project management and technical needs of the Project; availability, continuity, and performance of key personnel; ability to provide needed staffing during peak activity periods or unplanned circumstances.		
<u>Supporting Comments:</u>		
11	COMMUNICATIONS	No Evaluation 1 2 3 4 5
Clarity and effectiveness of Contractor's communication with Owner and subcontractors on technical issues, schedule, cost, routine matters, and on problems; CQC daily reporting; demonstrated businesslike correspondence.		
<u>Supporting Comments:</u>		
12	TEAMWORK, COOPERATION, and BUSINESS RELATIONS	No Evaluation 1 2 3 4 5
Contractor's cooperation and coordination with Owner, subcontractors, review team; Contractor's timely and cooperative response to instructions, communications, scope changes, special requests; pro-active flexibility, and demonstrated ability to address and resolve problems; effective Contractor-recommended solutions, willingness to put in necessary effort to get tasks completed.		
<u>Supporting Comments:</u>		
13	SUBSTANTIAL COMPLETION and CLOSEOUT	No Evaluation 1 2 3 4 5
Timeliness and quality of providing deliverables such as record As-Built drawing and Operation & Maintenance manuals; Owner training session and Project turnover; Punch list management and completion; Change Order closeout and acceptance.		
<u>Supporting Comments:</u>		

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14	APPRENTICESHIP REQUIREMENTS	No Evaluation	1	2	3	4	5
	For projects estimated at \$1M or more, Contractor's demonstrated ability to meet the apprenticeship utilization requirements and adjust to changes in project needs.						
	<u>Supporting Comments:</u>						
15	BUSINESS EQUITY	No Evaluation	1	2	3	4	5
	Contractor's demonstrated commitment to engage the participation of small business entities (sbe), disadvantaged businesses entities (dbe) and MWBE to the extent practicable on the project.						
	<u>Supporting Comments:</u>						

SECTION IV SUMMARY OF PERFORMANCE EVALUATION

Summary Calculation:

Total Assigned Points _____

divided by

Total Points Possible _____ = Overall Percentage Score _____
 (Excluding "No Evaluation" elements)

Overall Evaluation: Check the appropriate Overall Evaluation below based on the Overall Percentage Score.

- | | |
|-------------------------------------|-------------------------------------|
| <u>Overall Evaluation:</u> | <u>Overall Percentage Score of:</u> |
| <input type="checkbox"/> Superior | 90% or above |
| <input type="checkbox"/> Good | 70% to 89% |
| <input type="checkbox"/> Standard | 50% to 69% |
| <input type="checkbox"/> Deficient | 30% to 49% |
| <input type="checkbox"/> Inadequate | 29% or below |

 Owner's Representative – Signature Name and Title Date

 Supervisor of Owner's Representative – Signature Name and Title Date