



PRIME CONTRACTOR PERFORMANCE EVALUATION

		OFFICE USE ONLY	
		SENT TO CONTRACTOR ON	ENTERED IN SYSTEM ON
		7/13/2007	
PROJECT MANAGER	PROJECT NAME	EVALUATION YEAR	
Mark Beeson	Wilkes Sound Wall	2006	
CONTRACTOR		CONTRACT NO.	
Conway Construction Company		13255	

INSTRUCTIONS TO PROJECT MANAGER (PM): Answer questions 1-20, determine appropriate points to be assigned to each question and enter in the box next to the question. For questions that do not apply, enter '0' in the score box. A) If an authorized contractor representative is available, review the completed evaluation with the representative. Both PM and contractor representative are to sign and date the form. Forward the signed and dated original to the Contract Administration Engineer. Send a copy to the contractor's home office and ODOT Region office. B) If an authorized representative is unavailable to review the evaluation, sign and date the evaluation, fax a copy to the home office for their review and signature. After receiving a signed copy from contractor, send the original evaluation to the Contract Administration Engineer. Send a copy to the appropriate Region office. If the contractor does not return a signed copy within 15 calendar days, send copy to the Contract Administration Engineer and Region office.

SUPERVISION

1. Was the superintendent on the job at all critical times? (00150.40b)

If the superintendent was not available at critical times, the problem was serious enough for the PM to send a written notice to the contractor

0 Notice = 3 pts. 1-2 Notices = 2 Pts. 3+ Notices = 1 Pt.

ENTER '0' FOR NON-APPLICABLE

SCORE	POSSIBLE
3	3

2. Did the contractor comply with directions of PM or inspector(s) in areas other than those already covered in this evaluation form? (00150.00)

If the contractor disregarded directions, the problem was serious enough for the PM to send a written notice to the contractor.

0 Notice = 4 pts. 1 Notice = 2 Pts. 2+ Notices = 1 Pt.

4	4
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3. Did any of the contractor's supervisors have to be removed from the job? (00180.30)

If so, the PM sent written notice to the contractor directing removal of one of the subcontractor's supervisors and/or one of the contractor's supervisors from the project.

0 Notice = 5 Pts. 1 Notice Re Sub's Supv. = 4 Pts. 1 Notice Re Prime's Supv. = 2 Pts. 1 Notice each Re Sub & Prime Supv. = 1 Pt.

5	5
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PROGRESS SCHEDULE

4. Was the contract completed within the allotted contract time and without liquidated damages? (00180.85)

If not, at the conclusion of the project, calculate the total number of days in liquidated damages divided by adjusted contract time (in days).

0% = 5 Pts. >0-2% = 4 Pts. >2 - 5% = 3 Pts. >5 - 10% = 2 Pts. >10% = 1 Pt.

5	5
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5. Did the contractor submit the required schedules and narrative reports? (00180.41)

If not, the problem was serious enough for the PM to withhold progress payment(s) and send a written notice to the contractor.

0 Notice = 3 Pts. 1+ Notice = 1 Pt.

3	3
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QUALITY OF MATERIALS & WORKMANSHIP

6. Was the work completed with the quality of materials, workmanship or other quality specifications required? (00150.00 and 00180.70)

If not, the problem was serious enough for the PM to send a notice to the contractor to suspend work.

0 Notice = 3 Pts. 1-2 Notices = 2 Pts. 3+ Notices = 1 Pt.

3	3
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7. Was all work completed on the project without the assessment of negative price adjustment(s) for materials or work that did not comply with contract quality requirements? (00150.25 through 00165)

If not, calculate the percentage as a total of the negative price adjustment divided by total contract payments.

0% = 4 Pts. >0 - 1% = 3 Pts. >1-3% = 2 Pts. >3% = 1 Pt.

4	4
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8. Did ODOT allow non-specification work (quality of workmanship) to remain, even though no price adjustment was assessed? (00150.25 and 00165)

If so, it was serious enough that the PM sent written notice to the contractor to allow non-specification work to remain in place.

0 Notice = 3 Pts. 1+ Notice = 2 Pts. 2+ Notices = 1 Pt.

3	3
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9. Did the contractor provide proper certification documents (00165.02 and 00180.70)

If not, the problem was serious enough for the PM to send a written notice to suspend work.

0 Notice = 3 Pts. 1+ Notice = 2 Pts. 2+ Notices = 1 Pt.

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10. Was the project cleaned up and the final punch list completed in a timely manner? (00140.90)

If not, the problem was serious enough for the PM to send a written notice to the contractor to provide the necessary resources to complete cleanup and punchlist work.

0 Notice = 3 Pts. 1+ Notice = 1 Pt.

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