

# Oklahoma Department of Transportation

## Prime Contractor Performance Evaluation

<b>Contractor Name</b>		<b>Contractor #</b>	
<b>Superintendent</b>		<b>Completion Date</b>	
<b>Project #</b>		<b>Contract Time</b>	
<b>Project I.D.</b>		<b>Adjusted Time</b>	
<b>Original Contract Amount</b>		<b>Time Used</b>	
<b>Final Contract Amount</b>		<b>% Adjusted Time Used</b>	

Rate the contractor's performance using the following numerical rating values for each category. Refer to the attached instructions for clarification of the rating values and factors to be considered.

10.0 = Excellent	Contractor exceeded project requirements in all areas considered.
8.0 = Good	Contractor exceeded project requirements in two or more areas considered.
6.0 = Satisfactory	Contractor met project requirements in all areas considered.
4.0 = Marginal	Contractor did not meet project requirements in one area considered.
2.0 = Poor	Contractor did not meet project requirements in two or more areas considered.

Categories	Rating Value	Weighted Value
<b>Quality of Work</b> - Consider the project's durability and appearance, the knowledge of the supervisory personnel and compliance with contract requirements including the plans, specifications, and field inspections. <span style="float: right;">(25% of Rating)</span>		
<b>Organization &amp; Prosecution</b> - Consider the Contractor's ability to diligently prosecute work, within the time specified in the contract, by planning and scheduling labor, materials and the work of subcontractors on the project. <span style="float: right;">(20% of Rating)</span>		
<b>Cooperation</b> - Consider the Contractor's willingness to cooperate with property owners, utility companies and local government entities, negotiate contract disputes, respond to reasonable requests by the Resident Engineer and respond to various Departmental correspondence. <span style="float: right;">(15% of Rating)</span>		
<b>Traffic Control &amp; Maintenance of Traffic</b> - Consider the appearance of the traffic control devices, the timely response to repair deficient devices and the Contractor's willingness to comply with the Traffic Control Plan. <span style="float: right;">(20% of Rating)</span>		
<b>Erosion Control</b> - Consider the Contractor's proper installation and maintenance of the required erosion control measures, and compliance with the project's Erosion Control Plan and all pertinent laws, permits and regulations. <span style="float: right;">(10% of Rating)</span>		
<b>EEO, DBE &amp; Labor Compliance</b> - Consider the Contractor's compliance with the Equal Employment Opportunity program and compliance with all applicable labor laws, and the timely submittal of certified payrolls, when required. <span style="float: right;">(10% of Rating)</span>		
<b>Rating</b> (Total of weighted values)		

**Note: Any category with a rating value of less than 6.0 is considered to be "unsatisfactory" and requires a comment.**

<b>Comments:</b>	

<b>Prepared By:</b>		
	<b>Rater</b>	<b>Date</b>
<b>Approved By:</b>		
	<b>Resident Engineer / Manager</b>	<b>Date</b>
<b>Reviewed By:</b>		
	<b>Division Engineer</b>	<b>Date</b>

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## Instructions for Completion of the Prime Contractor Performance Evaluation Form

The performance evaluation form is to be prepared upon completion of the project by the individual designated by the Resident Engineer / Manager to do so. The evaluation will then be approved by the Resident Engineer / Manager, and reviewed by the Field Division Engineer. An evaluation will be required for the Prime Contractor only.

The Resident will provide the Contractor with a copy of the report, and will offer the Contractor an opportunity to meet and discuss any rating less than six (6.0).

The Resident will submit two copies of the completed evaluation to Construction Division as part of the Final Estimate Packet.

For assistance in completing this form or for questions, please contact the Construction Division at 405-521-2561.

**Contractor Name** – Name of the Contractor’s company as indicated in the contract.

**Contractor #** – Contractor’s FEI number (Vendor ID in SiteManager).

**Superintendent** – Name of the Contractor’s authorized representative in responsible charge of the project.

**Completion Date** - The date on which the project and any exceptions are satisfactorily completed.

**Project #** – As indicated in the contract.

**Project I.D.** – The contract identification number (BAMS / SiteManager).

**Original Contract Amount** – Dollar amount of the project as indicated in the contract.

**Final Contract Amount** – Dollar amount of the project after completion (original contract amount plus change orders).

**Contract Time** – Number of days allowed to complete the project as indicated in the contract.

**Adjusted Time** – Number of days allowed to complete the project after time adjustments (change orders and time and diary reports).

**Time Used** – Number of days used to complete the project.

**% Adjusted Time Used** – The percentage of the adjusted time required to complete the project. This is the **Time Used** divided by the **Adjusted Time**.

**Numerical Rating Values** – A numerical code from 0.0 to 10.0 used to rate the Contractor's performance. Assign a numerical code to the nearest tenth (0.1) for each category. Refer to the Numerical Guidelines below for additional clarification.

**Weighted Value** – The Rating Value of each Category multiplied by that Category's percent of the overall Rating. For example, a rating value of 10.0 on Quality of Work would result in a Weighted Value of 2.50 (10.0 x 0.25).

**Categories** – Various elements of the project to be evaluated for Contractor performance. Refer to the Numerical Guidelines below for additional clarification. Any category with a rating value less than six (6.0) will require a comment.

**Rating** – The total of the weighted value of the numerical ratings for all six categories.

**Comments** – Area to make comments. Additional sheets may be used if necessary.

**Prepared By** – Signed and dated by the individual performing the evaluation.

**Approved By** – Signed and dated by the Resident Engineer / Manager.

**Reviewed By** – Signed and dated by the Field Division Engineer.

## **Numerical Guidelines**

### **Quality of Work**

Consider the project's durability and appearance, the knowledge of the supervisory personnel and compliance with contract requirements (i.e. plans, specifications, field inspection, etc.). Twenty-five percent (25%) of the overall Rating.

- 10.0 Contractor exceeded project requirements in all areas considered.
- 8.0 Contractor exceeded project requirements in two or more of areas considered.
- 6.0 Contractor met project requirements in all areas considered.
- 4.0 Contractor did not meet project requirements in one area considered.
- 2.0 Contractor did not meet project requirements in two or more areas considered.

### **Organization & Prosecution**

Consider the Contractor's ability to diligently prosecute work, within the time specified in the contract, by planning and scheduling labor, materials and the work of subcontractors on the project. Twenty percent (20%) of the overall Rating.

- 10.0 Contractor exceeded project requirements in all areas considered and completed the project well ahead of schedule.
- 8.0 Contractor exceeded project requirements in two or more areas considered and the project was completed slightly ahead of schedule.
- 6.0 Contractor met project requirements in all areas considered and the scheduled completion date was met.
- 4.0 Contractor did not meet project requirements within its control in one area considered and occasionally did not work when conditions permitted. The scheduled completion date was met.
- 2.0 Contractor did not meet project requirements in two or more areas considered. The scheduled completion date was not met.

### **Cooperation**

Consider the Contractor's willingness to cooperate with property owners, utilities, and local government entities, negotiate contract disputes, respond to reasonable requests by the Resident Engineer and respond to various Departmental correspondence. Fifteen percent (15%) of the overall Rating.

- 10.0 Contractor exceeded project requirements in all areas considered.
- 8.0 Contractor exceeded project requirements in two or more areas considered.
- 6.0 Contractor met project requirements in all areas considered.
- 4.0 Contractor did not meet project requirements in one area considered.
- 2.0 Contractor did not meet project requirements in two or more areas considered.

### **Traffic Control & Maintenance of Traffic**

Consider the appearance of the traffic control devices, the timely response to repair deficient devices and the Contractor's willingness to comply with the Traffic Control Plan. Twenty percent (20%) of the overall Rating.

- 10.0 Contractor exceeded project requirements in all areas considered.
- 8.0 Contractor exceeded project requirements in two or more areas considered.
- 6.0 Contractor met project requirements in all areas considered.
- 4.0 Contractor did not meet project requirements in one area considered.
- 2.0 Either the Contractor did not meet project requirements in two or more areas considered or the Contractor committed an act or omission which seriously compromised the safety of the public.

### **Erosion Control**

Consider the Contractor's proper installation and maintenance of the required erosion control measures, and compliance with the project's erosion control plan and all pertinent federal and state laws, permits and regulations. Ten percent (10%) of the overall Rating.

- 10.0 Contractor exceeded project requirements in all areas considered.
- 8.0 Contractor exceeded project requirements in two or more areas considered.
- 6.0 Contractor met project requirements in all areas considered.
- 4.0 Contractor did not meet project requirements in one area considered.
- 2.0 Either the Contractor did not meet project requirements in two or more areas considered.

### **EEO / DBE / Labor Compliance**

Consider the Contractor's compliance with the Equal Employment Opportunity program and compliance with the labor laws, including the timely submittal of certified payrolls when required. Ten percent (10%) of the overall Rating.

- 10.0 Contractor exceeded project requirements.
- 8.0 Contractor met project requirements through extraordinary effort and initiative.
- 6.0 Contractor met project requirements with minimum effort and initiative.
- 4.0 Contractor met project requirements, but had to be motivated by Department personnel.
- 2.0 Contractor did not meet project requirements.