

Oklahoma Department of Transportation

Instructions for Completion of the Final/Progressive Prime/Sub Contractor Performance Evaluation Form

At the very least, the performance evaluation form is to be prepared for the Prime Contractor upon completion of the project. However, the form may also be used to report the performance of any Subcontractor, and may be used at any time throughout the course of the project.

The form is to be prepared by the individual designated by the Resident Engineer to do so. The evaluation will then be approved by the Resident Engineer, and reviewed by the Field Division Engineer.

The Resident Engineer must provide a copy of any evaluation, progressive or final, to the affected Prime Contractor or Subcontractor, and must maintain documentation of this action in the project file. Document submission of the final evaluation to the Prime Contractor by entering the date this action is performed in the Key Dates screen of SiteManager.

If the final overall rating for the Prime Contractor has a value less than 6.0, it is considered “unsatisfactory” and may result in suspension of the contractor. Therefore it is required that the Resident Engineer provide the contractor the opportunity to meet and discuss any ratings with a total value less than 6.0. The Resident Engineer must maintain documentation of any meetings and subsequent results of these meetings in the project file.

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

The form to be used is provided electronically in SiteManager at the following location:
Main Panel / ODOT Custom Panel / Contract Specific Reports / Admin / Contractor Rating

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

Note: Most of the fields in the header will be filled in automatically.

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

Contractor ID – Contractor’s Vendor ID in SiteManager.

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

Project Number – As indicated in the contract.

Contract ID – Contract identification number (BAMS / SiteManager).

JPN – Job Piece Number as indicated in the contract.

Contract Amt. – Original dollar amount of the project as indicated in the contract.

Final 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 Charged – Number of days used to complete the project.

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

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

Numerical Rating Value – 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). These values will be calculated automatically.

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. Any rating less than 6.0 is "unsatisfactory" and requires that the Resident Engineer offer the contractor an opportunity to discuss.

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.

Reminder - Document the date that the final evaluation is sent to the Prime Contractor in the appropriate Key Date within SiteManager.

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.