

Quick Reference Guide (QRG)

AREA:	Construction	BRANCH:	Construction Programs Division
FUNCTION/TASK:	Contractor Evaluation	EFFECTIVE DATE:	08/22/2025
CREATED BY:	Aaron Cooper	VERSION:	1
		REVISED DATE:	

AUTHORIZATION

John Thomas – Branch Manager

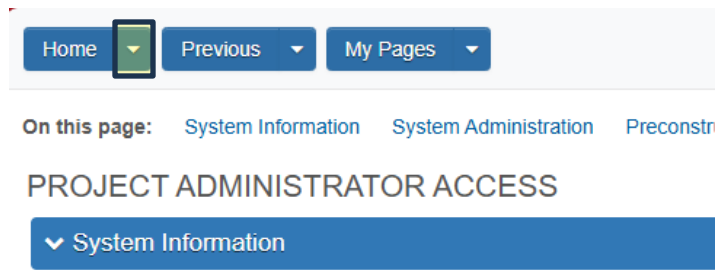
PURPOSE

Final Contractor Evaluation

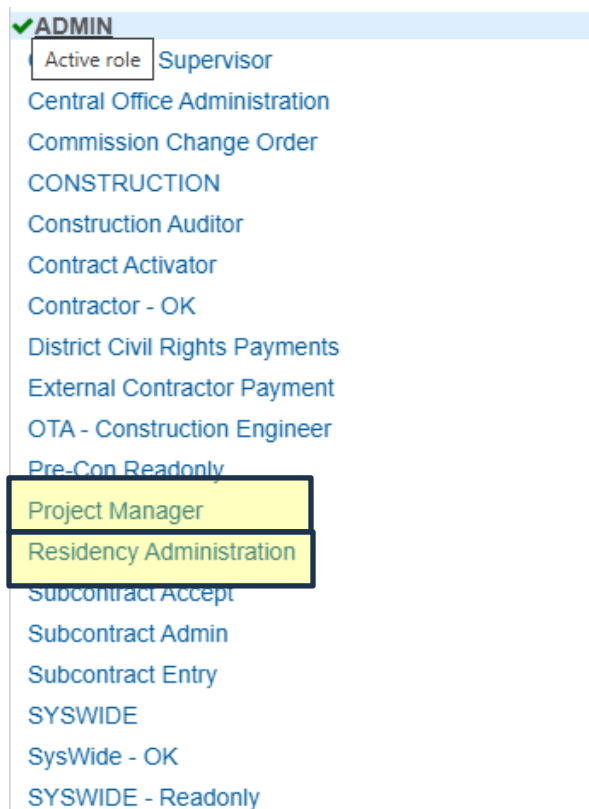
SUMMARY

How to navigate to and how to fill out a Final Contractor Evaluation.

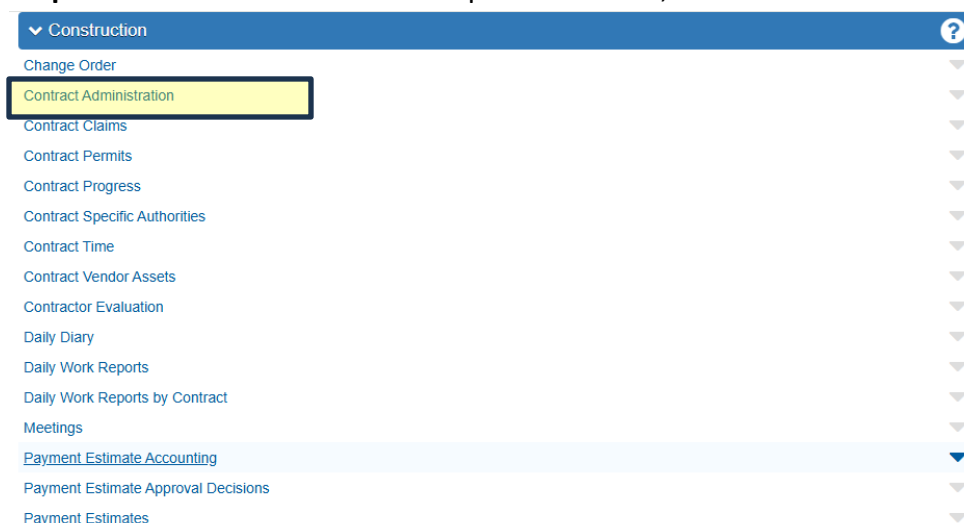
Step 1: On the AASHTOWare Project Home Screen, click the ***“Home Button Down Arrow”***.



Step 2: From the drop-down menu select one of the required roles, ***“Residency Admin”*** or ***“Project Manager”***.

















Step 3: From the **Construction** component header, select ***“Contract Administration”***.






Step 4: From the **Contract Administration Overview** page, select the needed/desired contract by clicking the **“Contract Number”**.

Contract Administration Overview

Contract Administration Overview			
Type search criteria or press Enter  System Default  Showing 10 of 682			
Contract	Description	Federal / State / OTA Project Number	JPN
050012	 GRADE, DRAIN & BRIDGES	 HPPIY-1690-0 (007) 000 HP	 1742810
160189	 GRADE, DRAIN, SURFACE AND BRIDGE	 ACNHPPI-2350-(004)(005)SS	 0903316
170236	 BRIDGE AND APPROACHES	 NHPP-267N(062)PM	 2328910
170269	 BRIDGE AND APPROACHES	 ACSTP-251C(081)SS	 2896204

Step 5: From the **Contract Administration Summary** page, click the **“Contract Documentation”** hyperlink from the top of the page.

Home  Previous  My Pages 

Administration Overview Approved DBE Commitments **Contract Documentation** Contract Materials and Acceptance Actions Contract Payments Contract Progress

Contract Administration Summary

Contract: 160189 - GRADE, DRAIN, SURFACE AND BRIDGE

General

Additional Information

Administrative Offices

Contract Authority

Contract Times

DBE/Payroll/Payments

Sample and Testing

Funding

Locations

Permits


Comments

Contract Price Adjustment Index


Contract ID

160189

Description *

GRADE, DRAIN, SURFACE AND BRIDGE 

Prime Contractor Name

 Allen Contracting, Inc.

Contract Status

Active

Contract Type *

SMGR - Sitemanager Contract

Spec Book

09

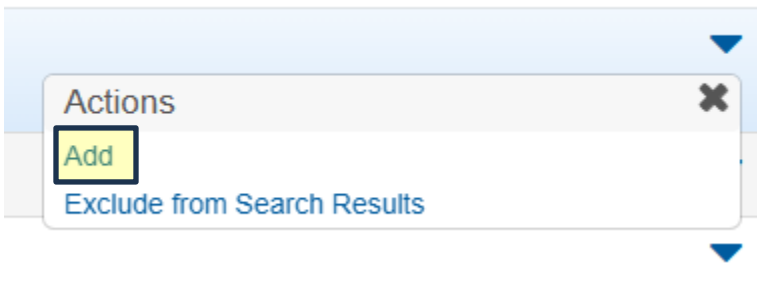
Step 6: From the **Contract Documentation Summary** page, find your needed **“Contractor”** the **Prime Contractor**.

731213020 - ACTION SAFETY SUPPLY CO.,	No	None Created	0	▼
731224287 - KRAPFF REYNOLDS	No	None Created	0	▼
731250477 - MARKWELL PAVING COMPANY	No	None Created	0	▼
Contractor	Prime	Overall Evaluation Status	Evaluations	▼
731297069 - Allen Contracting, Inc.	Yes	None Created	0	

Step 7: On the needed/desired **Contractor Row**, go to the far right of the row and click the **“Row Actions Menu”** arrow.

731213020 - ACTION SAFETY SUPPLY CO.,	No	None Created	0	▼
731224287 - KRAPFF REYNOLDS	No	None Created	0	▼
731250477 - MARKWELL PAVING COMPANY	No	None Created	0	▼
Contractor	Prime	Overall Evaluation Status	Evaluations	▼
731297069 - Allen Contracting, Inc.	Yes	None Created	0	

Step 8: From the **Row Actions Menu** drop-down list, select **“Add”**.



Step 9: On the **Add Contractor Evaluation** page, start by filling out the **“Form Version”** field. Click in the field and press **“Enter”** and select the needed form version.

Form Version *

Q Begin typing to search or press Enter

Sub 1.0

Showing 1 of 1

Step 10: Still on the **Add Contractor Evaluation** page, click the **“Evaluation Type”** fields drop-down arrow and select **“Final”** from the drop-down menu.

Evaluation Type *

Final

Interim

Final

Step 11: The **“Evaluated By”** field is auto populated with your name, if you created the Contractor Evaluation form. If you are not the one who is doing the evaluation, enter the correct person’s name.

Evaluated By *

Cooper Aaron

Step 12: In the **“Starting Date”** field, enter the date the **Project Started**.

Starting Date *

Step 13: In the **“Ending Date”** field, enter the date the **Project Ended**.

Ending Date *

Step 14: In the **“Evaluation Date”** field, enter the date of the **Contractor Evaluation**.

Evaluation Date

Note: In the **Comments** box on the **Add Contractor Evaluation** page, you may use it to leave any important comments, but the comments field is not required. It is there for your convenience.

Step 15: Once all the fields on the **Add Contractor Evaluation** page is filled out, click the **“Save”** button on the top right corner of the screen.

Note: On the top of the screen, you will see a green ribbon stating, **“Contractor Evaluation – Successfully Saved”**.

Contractor Evaluation - Successfully Saved



Step 16: From the **Contractor Evaluation Summary** page, click the **“Ratings”** tab on the left side of the screen.

[Administration Overview](#) [Contract Administration](#) [Contract Documentation](#) [Contractor Evaluations](#) [Contract Progress](#) [Items](#)

Contractor Evaluation Summary

Contract: 160189 - GRADE, DRAIN, SURFACE AND BRIDGE

Vendor: 731297069 - Allen Contracting, Inc.

Prime: Yes

Evaluation Type: I

General

Ratings

Contractor

Q 731297069

Allen Contracting, Inc.

Evaluation Type *

Final

Evaluated By *

Q 258785

Step 17: On the **Ratings** tab, click the **“Expand/Collapse this panel”** carot on left side of the **Quality of Work** row.

Group Name	Group Rating	Questions
Quality of Work	0.00	1
Organization and prosecution	0.00	1
Cooperation	0.00	1
Traffic Control & Maintenance of Traffic	0.00	1
Erosion Control	0.00	1
EEO, DBE and Labor Compliance	0.00	1

Step 18: With the **Quality of Work** row expanded, answer the **Evaluation Question** with a **“Rating”** between 1-10 (1 being the worst and 10 being the best) and leaving any necessary comments in the **Comments** field. (Comments are required when ratings are at or below the minimum rating.)

Quality of Work		0.00	1
Number	Question	N/A	
1	Consider the projects durability and appearance, the knowledge of the supervisor	<input type="checkbox"/>	<div> <div>Rating</div> <div>10</div> </div> <div> <div>Comments</div> <div>Excellent Job</div> </div>

Step 19: Repeat **Step 18** with the remaining **Evaluation Questions** on each remaining row.

▼ Quality of Work				0.00	1
1	Consider the projects durability and appearance, the knowledge of the supervis	<input type="checkbox"/>	10	Excellent Job	
▼ Organization and prosecution					
1	Consider the Contractor's ability to diligently prosecute work, within the them sp	<input type="checkbox"/>	6	Did what was needed	
▼ Cooperation					
1	Consider the Contractor's willingness to cooperate with property owners, utility	<input type="checkbox"/>	10	Very Cooperative	
▼ Traffic Control & Maintenance of Traffic					
1	Consider the appearance of the traffic control devices, the timely response to re	<input type="checkbox"/>	8	Great	
▼ Erosion Control					
1	Consider the contractor's proper installation and maintenance of the required ei	<input type="checkbox"/>	6	Did as needed	
▼ Group Name					
EEO, DBE and Labor Compliance			Group Rating		Questions
			0.00		1
Number	Question	N/A	Rating	Comments	
1	Consider the contractor's compliance with the Equal Employment Opportunity p	<input type="checkbox"/>	4	Could be better	

Step 20: Once all **Evaluation Questions** have been answered, click the **“Save”** button on the top right corner of the screen.



Note: Notice the green save ribbon on the top of the screen noting **“Save Complete”**, if something is not filled out correctly you can receive a red ribbon with a warning.

