

Construction Contractor Evaluation Form



Contractor Name and Address:		Evaluation Type: <input type="checkbox"/> Contractor <input type="checkbox"/> Sub-Contractor	
		Project Name:	GIS Number:
		Project Number:	
Type of Work: <input type="checkbox"/> Roadway <input type="checkbox"/> Bridge <input type="checkbox"/> Curb, Gutter, and/or Sidewalk <input type="checkbox"/> Intersection <input type="checkbox"/> Other (Specify):		Date Contract Agreement Approved:	
		Type of Contract Agreement: <input type="checkbox"/> New Construction <input type="checkbox"/> Maintenance <input type="checkbox"/> Other (Specify):	
Complexity of Work: <input type="checkbox"/> Difficult <input type="checkbox"/> Routine <input type="checkbox"/> Simple	ACHD Use:	<input type="checkbox"/> New Construction <input type="checkbox"/> Maintenance <input type="checkbox"/> Other (Specify):	
Amount of Original Contract Agreement: \$	Number and Total Amount of Change Orders: \$	Total Contract Agreement Amount: \$	
Original Contract Agreement Completion Date:	Actual Completion Date (with Extensions):	Actual Total Amount Paid: \$	
Type and Extent of Subcontracting:		DBE GOALS:	Percent Committed: Percent Met:
Performance Rating Scale:			
N/A = Not Applicable	<u> 5 </u> Outstanding	<u> 4 </u> Above Average	<u> 3 </u> Satisfactory
		<u> 2 </u> Marginal	<u> 1 </u> Unsatisfactory
Co-Signed by Construction Coordinator (Name and Title):		Construction Coordinator Signature:	Date:
Co-Signed by Project Manager (Name and Title):		Project Manager Signature:	Date:

Criteria

1. Quality Control Criteria:	Score:
A. Quality of Workmanship	
B. Quality of Materials	
C. Adequacy and Condition of Equipment	
D. Timely Identification and Correction of Deficient Work	

Construction Contractor Evaluation Form

E. Sub-Contractor Performance	
F. Adequacy of Submittals	
G. Other:	
2. Schedule Criteria:	Score:
A. Adequacy of Original Progress Schedule	
B. Submission of Revised Progress Schedules	
C. Adherence to Approved Schedule, As Amended	
D. Timely and Diligent Progression of Work	
E. Timely Submission of Required Documentation	
F. Resolution of Delays	
G. Timely and Diligent Completion of Punch List Work	
H. Other:	
3. Management Criteria:	Score:
A. Cooperation and Responsiveness	
B. Management of Resources and Personnel	
C. Coordination and Control of Sub-Contractors	
D. Coordination of Utilities	
E. Effectiveness of Job Site Supervision	
F. Professional Conduct	
G. Adequacy of Site Maintenance and Clean-Up	
H. Adequacy of "Good Neighbor" Efforts	
I. Traffic Control and Maintenance	
J. Other:	

Construction Contractor Evaluation Form

4. Communication Criteria:	Score:
A. Produced clear, concise oral and written communications	
B. Demonstrated an understanding of oral and written instructions	
C. Communicated at intervals appropriate for the work	
D. Respected and used acceptable lines of communication	
E. Communicated openly and honestly	
F. Other:	
5. Regulatory Compliance Criteria:	Score:
A. Compliance with OSHA Safety Requirements	
B. Timely Submission and Adequacy of Safety Program	
C. Effectiveness of Job Site Safety Representative	
D. Timely and Diligent Implementation of Safety Recommendations/Corrective Action	
E. Overall Job Site Safety Effort	
F. Overall Employee Safety Effort	
G. ADA Compliance (provide effective access, compliant signage & detours)	
H. Storm water, 404 Permit	
I. Other	
6. Other Compliance Criteria:	Score:
Additional Comments (Optional):	

Construction Contractor Evaluation Form

Evaluation Instructions:

Why Evaluate Construction Contractors/Sub-Contractors?

- Scores from these evaluations factor into "Past Performance" ratings that are used to assist in determining contractor selection for future awards.
- Meaningful evaluations help ACHD to provide feedback to Contractors and Sub-Contractors to improve future performance and, thereby, award to the very best contractors.

How to Evaluate Contractors/Sub-Contractors:

- Evaluation forms are available from the Capital Projects, Construction, and Contract Administration.
- When assessing the schedule completion, address ACHD delays, if any.
- Ratings should be based on field notes, observations, and other experience germane to the Contractor/ Sub-Contractor performance on the current project.
- Score accurately. A score of four (4) is respectable, however, a score of five (5) is exceptional and should be used judiciously.

When to Evaluate Contractors /Sub-Contractors:

- Always complete the Contractor Evaluation Form within a reasonable period of time following the point of Acceptance of Project Completion. All Sub-Contractors with significant project participation, i.e., more than \$50,000, should also be evaluated.