

CONTRACTOR PERFORMANCE EVALUATION RATING

Project No. (s) : _____

Project Description : _____

Name of Firm : _____

Contractor Number : _____

Type of Contractor : (Check One) ☐ Prime ☐ Sub

Type of Report : (Check One) ☐ Annual ☐ Interim ☐ Final

Evaluation Year : _____

Summary of Rating Categories			
Category	Average Rating	Weight factor	Average Rating X Weight Factor
A		0.25	
B		0.25	
C		0.20	
D		0.15	
E		0.15	
Overall Performance Rating			

NUMERICAL RATING SCALE

EXCELLENT (4)

GOOD (3)

ACCEPTABLE (2)

NOT ACCEPTABLE (1)

A) Quality of Work

- 1) Quality of Prime/Sub Contractor's work including work performed by Subcontractors _____

Average Rating for Category A _____

B) Performance of Work

- 1) Adherence to contract specifications & plans _____
 2) Compliance with Limits of Operation _____
 3) Timely response to field directions _____
 4) Compliance with Maintenance & Protection of Traffic _____

Total _____

Average Rating for Category B (Total / No of Items) _____

C) Adherence to Project Schedule

- 1) Adequate equipment to perform work _____
 2) Timely ordering of material _____
 3) Timeliness in addressing punch list items or unacceptable work _____
 4) Adequate staffing of job _____
 5) Timely notification of possible delays _____
 6) Timely submission of shop drawings _____

Total _____

Average Rating for Category C (Total / No of Items) _____

D) Implementation of Federal, State and Local Policies, Procedures and Regulations

- 1) Compliance with environmental Requirements _____
 2) Prompt payment to Subcontractors _____
 3) Compliance with labor standards _____
 4) Compliance with AA/EEO requirements _____
 5) Compliance with DBE/SBE requirements _____
 6) Compliance with Training requirements _____

Total _____

Average Rating for Category D (Total / No of Items) _____

E) Procedural/Administrative

- 1) Quality of supervisory personnel _____
 2) Relationship with Subcontractors _____
 3) Cooperation with other contractors _____
 4) Quality of housekeeping, job cleanliness _____
 5) Cooperation with Field Engineer, Authority Personnel, Consultant _____
 6) Attendance at job meetings _____
 7) Timely submission of payrolls/AA reports, etc _____
 8) Knowledge of department standards _____
 9) Knowledge of work performed _____

Total _____

Average Rating for Category D (Total / No of Items) _____

Are there any areas or types of work where performance has not been acceptable or contractor had problems performing? ☐ Yes ☐ No

If yes, explain (Attach additional sheets if necessary) _____

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

Reviewed with Contractor on: _____

Contractor Signature: _____