



Attachment 1 Contractor Performance Evaluation

30-Sep-13

☐ Final
☒ Interim # 1

DATE:

CONTRACTOR:

PROJECT NAME:

DESCRIPTION:

CONTRACT No.:

START DATE:

CONTRACT VALUE:

COMPLETION DATE:

U I ME EE EX N/A

A. SAFETY & COMPLIANCE - Laws & Standards

sub-score 3.00

Weight 25%

1 Did the contractor comply with OHSA requirements?

2 Did the contractor adhere to environmental, (non-OHSA) safety requirements, and other laws & policies?

3 Did the contractor take adequate precautions with any hazardous materials and designated substances?

B. QUALITY - Compliance with Contract Standards & Specifications

sub-score 3.00

Weight 25%

1 Did the contractor comply with standards and specifications in the contract?

2 Was the quality and workmanship in compliance with the contract documents?

3 Did the contractor promptly & effectively correct defective work as the project progressed?

C. ORGANIZATION - Work Plan and Management

sub-score 3.00

Weight 12.5%

1 Did the contractor submit a satisfactory baseline schedule in compliance with the contract?

2 Did the contractor commence the work on time?

3 Did the contractor submit schedule updates in accordance with the contract?

4 Did the contractor adequately staff and resource the project in compliance with the contract?

5 Did the contractor provide adequate & competent site supervision?

6 Did the contractor effectively coordinate and manage the work of its subcontractors?

7 Did a person with decision-making authority represent the contractor at pay/progress meetings?

8 Did the contractor submit timely, relevant requests for information (RFIs) as needed?

9 Were shop drawings submitted according to shop drawing schedule and in compliance with the contract?

D. EXECUTION - Work Performance

sub-score 3.00

Weight 25%

1 Did the contractor complete the project on time?

2 Did the contractor follow the approved schedule and meet milestones?

3 Did the contractor provide effective quality control?

4 Did the contractor keep the site clean and free of trash and debris in compliance with the contract?

5 Did the contractor promptly comply with change orders, change directives, site instructions, and RFQs?

6 Did the contractor seek authorization to perform extra or additional work?

7 Did the contractor adequately address disputes, damages and claims with third parties to City PM's knowledge?

8 Was the quality and submission timelines of the following items acceptable?

8.1 Look ahead schedules or work plans

8.2 Accurate and complete record documents (as-builts)

8.3 Complete operations and maintenance manuals and closeout documents

8.4 Secure and/or closed applicable municipal permits

8.5 Startup testing and commissioning reports

8.6 Training plan and manuals

E. ADMINISTRATION - Contractor Performance and Diligence

sub-score 3.00

Weight 12.5%

1 Did the contractor communicate, cooperate, collaborate with the contract administrator, project team & stakeholders?

2 Did the contractor participate in resolving project problems and display initiative to implement solutions?

3 Did the contractor demonstrate accountability for problems for which they were responsible?

4 Did the contractor submit accurate, complete invoices in a timely manner?

5 Did the contractor provide competitive change order pricing?

6 Did the contractor accept responsibility for the full scope and extent of the contract?

7 Did the contractor coordinate to minimize disruption to the public and City operations?

Note: if the contractor disagrees with the evaluation, it is to follow the claims dispute procedure in the contract with necessary modifications

3.00 Total Score (weighted)

Name

Signature

Date

Project Manager:

Manager:

Director:

(required for Final only)