

CONTRACTOR:										
PROJECT NAME:										
DESCRIPTION:					Ranking					
CONTRACT No.:			START DATE:		<small>For definitions refer to Page 2</small>					
CONTRACT VALUE:			COMPLETION DATE:		U	I	ME	EE	EX	N/A

A. HEALTH & SAFETY & COMPLIANCE - Laws & Standards	sub-score	3.00	Weight	25.1%
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1. Did the contractor comply with OHS, Regulations and other legal H&S requirements? (TSSA, ESA, HTA, etc.)										
2. Did the contractor comply with contract specific H&S requirements and other legal requirements such as WSIA, Environmental Laws, Employment Standards, By-Laws, Industry Best Practices, Standards (i.e. CSA)										

B. QUALITY - Compliance with Contract Standards & Specifications	sub-score	3.00	Weight	25.1%
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1. Did the contractor comply with standards and specifications in the contract?										
2. Was the quality throughout the project in compliance with the contract?										
3. Did the contractor promptly & effectively correct defective work as the project progressed?										

C. ORGANIZATION - Work Plan and Management	sub-score	3.00	Weight	11.4%
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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 accurate and timely schedule updates in accordance with the contract?										
4. Did the contractor staff and resource the project in compliance with the contract?										
5. Did the contractor provide effective 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 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	23.4%
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1. Did the contractor achieve substantial performance and 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?										
6. Did the contractor seek authorization to perform extra or additional work?										
7. Did the contractor adequately address disputes, damages & claims with third parties to City PM's knowledge?										
8. Were the following items accurate, complete and submitted/performed on time?										
8.1 Look ahead schedules or work plans										
8.2 Accurate and complete record documents (as-builts)										
8.3 Traffic Management Plan										
8.4 Secure and/or closed applicable municipal permits										
8.5 Startup testing and commissioning reports										
8.6 Operations training plan and maintenance manuals and closeout documents										

E. ADMINISTRATION - Customer Service and Diligence	sub-score	3.00	Weight	15.0%
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1. Did the contractor communicate, cooperate, collaborate with the contract administrator, project team & all stakeholders (including public)?										
2. Did the contractor cooperate 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 reasonable change order quotes and timelines?										
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?										

	3.00	Total Score (weighted)
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	Name (Print or Type)	Signature	Date
Project Manager:	John Doe		Apr 26/19
Manager:	Jane Doe		Apr 26/19

Director:
(required for Final only)

NOTE: If the contractor disagrees with this evaluation, it is to submit its objections in writing with supporting evidence within five (5) business days to the Division Manager (for Interim Reports) or to the Division Director (for Final Reports)

Contractor Performance Evaluation Definitions

5. **EX - EXCEPTIONAL** - Far exceeded expectations due to exceptionally high quality of performance and work in all areas of responsibility adding value to the project.
 4. **EE - EXCEEDS EXPECTATIONS** - Consistently exceeded expectations in all essential areas of responsibility and quality of performance and work overall excellent
 3. **ME - MEETS EXPECTATIONS** - Consistently met expectations in all essential areas of responsibility with few if any issues.
 2. **I - IMPROVEMENT NEEDED** - Performance failed to meet expectations in one or more essential areas of responsibility. Usually requires some additional staff time and resources.
 1. **U - UNSATISFACTORY** - Consistently below expectations in most essential areas of responsibility. Usually requires much additional staff time and resources.

Contractor Performance Evaluation Scoring

version 2.0 - Oct 10-19

Score	Action
Any score below 2.5	Warning letter to contractor indicating risk of suspension
<u>Any ONE of:</u> <ul style="list-style-type: none"> • a final score of 2 or less • two interim/final scores below 2.5 within 5 years • two interim/final criterion checks of "I" or "U" within 5 years for A.1 "Did the contractor comply with OHS requirements?" • One final criterion check of "U" for A.1: "Did the contractor comply with OHS requirements?" 	May initiate a report to Council recommending suspension for a minimum of one year.