



CITY OF DAVENPORT CONTRACTOR EVALUATION REPORT

INTERMEDIATE EVALUATION
 FINAL EVALUATION

PROJECT _____
PROJECT MANAGER _____
PROJECT INSPECTOR _____
CONTRACTOR _____

CONTRACT AWARDED \$ _____
FINAL CONTRACT \$ _____
CHANGE ORDER % _____
 If change order percentage is > 7%, detail in comments

PRIME **SUBCONTRACTOR**

The Contractor Evaluation Report is to be completed for every contractor and subcontractor. Comments below should list both positive items and areas of improvement on the project. Include details of issues, change orders, liquidated damages, etc. If required, document comments on additional sheets and add to the document.

ORGANIZATION/MANAGEMENT:	RATING*	POINT RANGE	COMMENTS REQUIRED
A. Superintendent in charge with authority.		0-5	≤ 3
B. Coordination with suppliers, other contractors and utilities.		0-5	≤ 3
C. Adequate and competent labor force.		0-5	≤ 3
D. Processing paperwork.		0-5	≤ 3
E. Attitude and cooperation.		0-10	≤ 5
WORK PERFORMANCE:			
F. Completion on schedule.		0-20	≤ 10
G. Compliance of work.		0-10	≤ 5
H. Quality of the finished product.		0-15	≤ 10
SAFETY PRACTICES:			
I. Administration and general project safety.		0-5	≤ 3
J. Signing and traffic control.		0-10	≤ 5
EQUIPMENT:			
K. Equipment on the project.		0-10	≤ 5

* Instructions for completing form on back

COMMENTS:

DISTRIBUTION: Original - Project File
 Copy - Prime Contractor
 - Subcontractor (If Evaluated)
 - Purchasing Division
 - File

PROJECT MANAGER _____ **DATE** _____
REVIEWED BY _____ **DATE** _____

CONTRACTOR EVALUATION REPORT--DETERMINING FACTORS FOR RATING POINTS

Evaluate contractor based on the following guidelines. The full range of values should be used. Intermediate values in the range may be used. Place the points in the appropriate box on the front of this form. For items that do not apply to a particular contractor or subcontractor, no points should be allowed.

PROJECT ORGANIZATION AND MANAGEMENT:

A. Superintendent in charge with authority.

- 5 Contractor has knowledgeable superintendent on project, start to finish, with authority to solve problems and schedule the work.
- 3 Contractor superintendent available most of the time, with limited authority.
- 0 Contractor failed to properly designate authority for project supervision or superintendent is routinely unavailable on the project site.

B. Coordination with suppliers, other contractors, and utilities.

- 5 All coordinating done at proper time by contractor.
- 3 Some coordinating necessary by contracting authority with timely notification in all instances.
- 0 Lack of timely coordination.

C. Adequate and competent labor force.

- 5 Contractor has adequate number of people; labor force is knowledgeable of proper procedures and consistently does complying work with limited supervision.
- 3 Number of people is adequate, some training is needed, supervision of routine items is necessary occasionally.
- 0 Insufficient number or inadequate training or lack of proper supervision for many portions of the project.

D. Processing paperwork.

- 5 All paperwork completed and submitted in a timely manner throughout project. Pay item disputes/CO's are resolved with no delay to progress of the work.
- 3 Minor delays in finalizing out the project, some disputes/CO's have delayed resolution, but most of paperwork is consistent and timely.
- 1 Pattern of unnecessary delays in paperwork; contractor needs to improve in more than one area.
- 0 Contractor was unable to provide all required paperwork.

E. Attitude and cooperation.

- 10 Quick response to concerns of the contracting authority, extra effort made by contractor's personnel in public relations, problems are resolved amicably.
- 5 Periodic delays in responding to engineer/inspector, public concern. Most problems resolved amicably.
- 0 Pattern of slow response of concerns, or poor public relations effort.

WORK PERFORMANCE

F. Completion on schedule.

- 20 Work completed in less than 90% of working days.
- 15 All project work is completed within contract time period (including number of working days).
- 10 Completion date met, some problems with working days or intermediate dates.
- 5 Contract time period is exceeded by at least 10% of working days.
- 0 Contract time period is exceeded by at least 50% of working days.

G. Compliance of work.

- 10 All work complies with the plan and specifications and no price adjustments are assessed.
- 5 Minor noncompliances, with some delays in resolution or some repeated violations. No individual price adjustments exceed 5%.
- 0 Price adjustments exceed 5% of individual prices or corrective work required on much of the project.

H. Quality of the finished product.

- 15 Excellent appearance of all portions of the work. No deducts for deficient work. Only one final check necessary on each portion of the work.
- 10 Adequate appearance of the work with some non-uniformity. No more than 5% of the items have deficient work in the finished product.
- 5 Poor appearance of work, or more than 5% of the items have deficient work, or repeated final checks necessary.
- 0 Much of the project is borderline acceptable or life of finished project has been shortened due to poor workmanship.

SAFETY PRACTICES

I. Administration and general project safety.

- 5 Active safety officers. Timely inspection and reports without prompting. No noncomplying equipment. Safety concerns are addressed and corrected promptly. All personnel trained and following good safety practices.
- 3 Safety is adequate. Minor problems with paperwork, equipment, training or practices.
- 0 Documented need for improvement that did not occur by completion of the project, or any failure to immediately repair/correct unsafe equipment, or any repeat violation of a safety rule or practice.

J. Signing and traffic control.

- 10 Signing is properly placed and maintained at all times. Signing material is above average. Contractor makes documented routine and night checks of signs. Flaggers and pilot car meet standards at all times. No noncompliances for signing or traffic control.
- 7 Some minor problems with sign placement or maintenance, or lack of consistent documented routine and night sign checks, or some instances of failure to meet standards in flagging or pilot car operation.
- 4 One or more major problems with signing or traffic control, or failure to document signing, or any repeat noncompliance on a safety item.
- 0 Contractor showed repeated total disregard of signing and traffic control.

EQUIPMENT

K. Equipment on the project.

- 10 Equipment sufficient for timely completion of the work. Good repair and upkeep. No work delays due to equipment problems.
- 5 Only minor work delays due to equipment problems. Reasonable efforts made to obtain needed equipment. No repeat use of noncomplying equipment.
- 0 Lack of equipment necessary to adequately perform the work, or excessive down-time of available equipment so work is delayed, or repeat use of noncomplying equipment.