



Project Information

Project Name: _____ Date of Evaluation: _____

Project Number: _____ Evaluator(s): _____

OPP Project Leader: _____

Campus: _____

Project Start Date: _____ Substantial Completion: _____

Contractor: _____ Prequalification Trade Category: _____

Original Contract Amount: _____ Total Change Order Amount: _____

Contractor Project Manager: _____ Preliminary Evaluation

Contractor Superintendent: _____ Final Evaluation

Type of Contract

Prime Contractor

Subcontractor

Construction Management

Project Comments/Description:

Performance Evaluation

Please give one rating for each category. Add comments as required to justify your rating.

	Unacceptable	Poor	Average	Very Good	Excellent	
1 Quality of Workmanship <i>Rate this contractor's performance in regards to quality of work.</i> a. Compliance with project drawings and specifications b. Workmanship quality and accuracy c. Tools – quality and sufficient quantity d. Equipment – sufficient quantity and operating condition e. Quality of jobsite craft personnel Comments:	0	25	50	75	100	<input type="text"/>
2 Scheduling/Productivity <i>Rate this contractor's performance with regard to producing and meeting contract schedules and milestones.</i> a. Project schedule quality and completeness b. Controlling of project schedule c. Manpower allocation for maintaining project schedule d. Material deliveries to support project schedule e. Ability to meet substantial completion date and project milestones f. Productivity of work force Comments:	0	25	50	75	100	<input type="text"/>
3 Subcontractor Management <i>Rate this contractor's ability, effort and success in managing and coordinating subcontractors (if no subcontractors, rate this contractor's overall project management performance).</i> Comments:	0	25	50	75	100	<input type="text"/>
4 MBE/WBE Participation <i>Rate the contractor's MBE/WBE solicitation effort and participation for this project.</i> Comments:	0	25	50	75	100	<input type="text"/>
5 Safety <i>Rate this contractor's performance in regards to project safety.</i> a. Timely submission of site specific safety program b. Knowledge of OSHA standards c. Implementation of safety rules and regulations d. Promotion and creation of safety awareness e. Daily and overall housekeeping f. Safety record g. Response to safety concerns h. Awareness of public safety Comments:	0	25	50	75	100	<input type="text"/>

Unacceptable	Poor	Average	Very Good	Excellent
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6 Contract Administration

0	25	50	75	100
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Rate this contractor's performance in regards to contract administration as per criteria below.

- a. Timely submission of complete and correct documentation required for NTP
- b. Change order processing
- c. Timely submission of RFIs, Shop Drawings, and Change Orders
- d. Subcontractor payments made promptly
- e. Timely submission of complete and correct payment applications
- f. Quality of paperwork

Comments:

7 Working Relationships

0	25	50	75	100
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Rate this contractor's working relationships with other parties (i.e., PSU, design professional, subcontractors, etc.)

Comments:

8 Supervisory Personnel Rating

0	25	50	75	100
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Rate the overall performance of this contractor's on-site supervisory personnel and project management staff.

Comments:

9 Contract Close-Out

0	25	50	75	100
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Rate this contractor's overall ability to efficiently close out the project.

- a. Timely completion of all punchlist items
- b. Timely resolution of all outstanding change orders
- c. Timely submission of all close-out documents (O&Ms, As-Builts, Warranties, etc.)
- d. Quality of close-out documentation

Comments:

Summary Sheet

Project: _____
 Contractor: _____

	Performance Categories	Rating per Category	Weight (%)	Scoring
1	Quality of Workmanship		15	
2	Scheduling		10	
3	Subcontractor Management		10	
4	MBE/WBE Participation		10	
5	Safety		10	
6	Contract Administration		10	
7	Working Relationships		10	
8	On-Site Supervisory Personnel Rating		18	
9	Contract Close-Out		7	
Overall Company Rating				

Comments:

Rating Reference	
Unacceptable:	0
Poor:	25
Average:	50
Very Good:	75
Excellent:	100

Project Leader: _____ Signature: _____ Date: _____