

CHAPTER 34 – CONTRACTOR PERFORMANCE EVALUATION

The Agency has implemented a process to evaluate the performance of the Contractor on each Project. As specified in Section 00120.00, the Agency will consider the results of those evaluations, and, if necessary, may require corrective action of affected Contractors or revoke bidding privileges. Oregon Administrative Rule 734-010-0290 through 731-010-0380 describes the process under which the Agency will evaluate the performance of the Contractor on each Project.

The Project Manager (PM) must complete a Prime Contractor Performance Evaluation at the following times:

1. Annually on the anniversary date of the Notice to Proceed (NTP) for a Project, until the final Second Notification is issued, and
2. Within 60 Calendar Days after the date of the final Second Notification.

For Projects with NTP prior to August 1, 2006, complete both the original [Prime Contractor Evaluation form 734-2469](#) and the new [Prime Contractor Evaluation form 734-2469B](#). For projects with a NTP on or after August 1, 2006, only the [Prime Contractor Evaluation form 734-2469B](#) need be prepared. (See Exhibits 34(A) and 34(B)).

The PM should try to secure the signature of the designated Contractor representative on the Evaluation. Send the original Evaluation to the Construction and Materials Engineer, care of the Contract Administration Unit (CAU), with a copy to the Region/Bridge Delivery Unit (BDU). If the Contractor does not agree with the evaluation, it may discuss it with the PM. If it still disagrees, it may appeal to the Region/BDU, whose decision is final. If the form is not signed by the Contractor and returned within 15 days, the PM must submit the unsigned form to the CAU.

The Construction and Materials Engineer will evaluate a 12-month rolling average of the percentage scores from the evaluations to determine if the Agency must require the Contractor to implement corrective action or if the Agency will revoke the Contractor's bidding privileges.

If the Agency determines that it must revoke a Contractor's bidding privileges, the Contractor may request to appeal that determination before a Department of Administrative Services hearings officer.

At the same time the Prime Contractor Evaluation Form is submitted to the Contractor, the PM will also send a copy of the [Contractor's Construction Process Feedback, form 734-2469A](#). (See Exhibit 34(C)). This gives the Contractor an opportunity to provide feedback on the construction process for that Project. The PM will sign the Evaluation

and submit the original form to the Construction and Materials Engineer, care of the CAU with a copy to the Region/BDU.

If there are questions regarding this process, please contact the Construction Program Analyst at (503) 986-3007.

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

OREGON DEPARTMENT OF TRANSPORTATION



PRIME CONTRACTOR PERFORMANCE EVALUATION

		OFFICE USE ONLY	
		SENT TO CONTRACTOR ON	DATE RECEIVED
		FINAL % SCORE	
PROJECT MANAGER	PROJECT NAME	EVALUATION YEAR	
CONTRACTOR	CONTRACT NO.		

INSTRUCTIONS TO PROJECT MANAGER (PM): Answer questions 1-20, determine appropriate points to be assigned to each question and enter in the box next to the question. For questions that do not apply, enter '0' in the score box. A) If an authorized contractor representative is available, review the completed evaluation with the representative. Both PM and contractor representative are to sign and date the form. Forward the signed and dated original to the Contract Administration Engineer. Send a copy to the contractor's home office and ODOT Region office. B) If an authorized representative is unavailable to review the evaluation, sign and date the evaluation, fax a copy to the home office for their review and signature. After receiving a signed copy from contractor, send the original evaluation to the Contract Administration Engineer. Send a copy to the appropriate Region office. If the contractor does not return a signed copy within 15 calendar days, send copy to the Contract Administration Engineer and Region office.

SUPERVISION

1. Was the superintendent on the job at all critical times? (00150.40b)

If the superintendent was not available at critical times, the problem was serious enough for the PM to send a written notice to the contractor

0 Notice = 3 pts. 1-2 Notices = 2 Pts. 3+ Notices = 1 Pt.

ENTER '0' FOR
NON-APPLICABLE

SCORE	POSSIBLE
3	3

2. Did the contractor comply with directions of PM or inspector(s) in areas other than those already covered in this evaluation form? (00150.00)

If the contractor disregarded directions, the problem was serious enough for the PM to send a written notice to the contractor.

0 Notice = 4 pts. 1 Notice = 2 Pts. 2+ Notices = 1 Pt.

4	4
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3. Did any of the contractor's supervisors have to be removed from the job? (00180.30)

If so, the PM sent written notice to the contractor directing removal of one of the subcontractor's supervisors and/or one of the contractor's supervisors from the project.

0 Notice = 5 Pts. 1 Notice Re Sub's Supv. = 4 Pts. 1 Notice Re Prime's Supv. = 2 Pts. 1 Notice each Re Sub & Prime Supv. = 1 Pt.

5	5
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PROGRESS SCHEDULE

4. Was the contract completed within the allotted contract time and without liquidated damages? (00180.85)

If not, at the conclusion of the project, calculate the total number of days in liquidated damages divided by adjusted contract time (in days).

0% = 5 Pts. >0-2% = 4 Pts. >2-5% = 3 Pts. >5-10% = 2 Pts. >10% = 1 Pt.

5	5
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5. Did the contractor submit the required schedules and narrative reports? (00180.41)

If not, the problem was serious enough for the PM to withhold progress payment(s) and send a written notice to the contractor.

0 Notice = 3 Pts. 1+ Notice = 1 Pt.

3	3
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QUALITY OF MATERIALS & WORKMANSHIP

6. Was the work completed with the quality of materials, workmanship or other quality specifications required? (00150.00 and 00180.70)

If not, the problem was serious enough for the PM to send a notice to the contractor to suspend work.

0 Notice = 3 Pts. 1-2 Notices = 2 Pts. 3+ Notices = 1 Pt.

3	3
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7. Was all work completed on the project without the assessment of negative price adjustment(s) for materials or work that did not comply with contract quality requirements? (00150.25 through 00165)

If not, calculate the percentage as a total of the negative price adjustment divided by total contract payments.

0% = 4 Pts. >0-1% = 3 Pts. >1-3% = 2 Pts. >3% = 1 Pt.

4	4
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8. Did ODOT allow non-specification work (quality of workmanship) to remain, even though no price adjustment was assessed? (00150.25 and 00165)

If so, it was serious enough that the PM sent written notice to the contractor to allow non-specification work to remain in place.

0 Notice = 3 Pts. 1+ Notice = 2 Pts. 2+ Notices = 1 Pt.

3	3
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9. Did the contractor provide proper certification documents (00165.02 and 00180.70)

If not, the problem was serious enough for the PM to send a written notice to suspend work.

0 Notice = 3 Pts. 1+ Notice = 2 Pts. 2+ Notices = 1 Pt.

3	3
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10. Was the project cleaned up and the final punch list completed in a timely manner? (00140.90)

If not, the problem was serious enough for the PM to send a written notice to the contractor to provide the necessary resources to complete cleanup and punchlist work.

0 Notice = 3 Pts. 1+ Notice = 1 Pt.

3	3
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TOTAL THIS PAGE

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PAYMENT

- 11. Did the contractor comply with subcontractor and supplier payment requirements? (00170.10 and ORS 279.314)**
If not, ODOT sent written notice to the contractor or receipt of bond claim filing(s) from first tier suppliers and subcontractors. (This excludes retainage or monies which were actually in dispute.)
0 Notice = 3 Pts. 1-2 Notices = 2 Pts. 3+ Notices = 1 Pt.
- 12. Did the contractor comply with wage payment requirements for this project? (00170.65b)**
If not, ODOT had to send funds to BOLI so they could pay workers directly after the contractor refused to pay wages or correct underpayment.
No funds sent to BOLI = 3 Pts. 1+ times funds sent to BOLI = 1 Pt.

3	3
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3	3
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AFFIRMATIVE ACTION

- 13. Did the contractor meet the Commercially Useful Function (CUF) requirements for this project? (Disadvantaged Business Enterprise Provisions)**
If not, the problem was serious enough for the PM to send a written notice notifying the contractor of the CUF violation.
0 Notice = 3 Pts. 1+ Notice = 1 Pt.

0	0
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- 14. Did the contractor meet the Equal Employment Opportunity (EEO) requirements for this project? (EEO Provisions)**
If not, the contractor had to submit a corrective action plan.
0 Notice = 3 Pts. 1+ Notice = 1 Pt.

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- 15. Did the contractor fulfill the On-The-Job Training (OJT) requirements for this project? (OJT Provisions)**
If not, at the conclusion of the project the PM sent written notice to the contractor notifying the contractor that the OJT provisions had not been met.
0 Notice = 2 Pts. 1+ Notice = 1 Pt.

0	0
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SAFETY

- 16. Did the contractor comply with OSHA and contract safety regulations for this project? (00170.60)**
If not, the problem was serious enough for the PM to send a written notice to the contractor to take corrective action.
0 Notice = 3 Pts. 1+ Notice = 1 Pt.

3	3
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TRAFFIC CONTROL

- 17. Did the contractor provide and comply with the Traffic Control Plan? (00220.00 - 00225.97 and 00180.70)**
If not, the problem was serious enough for the PM to send a written notice to the contractor to correct or suspend work.
0 Notice = 3 Pts. 1 Notice = 2 Pts. 2+ Notices = 1 Pt.

3	3
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- 18. Were traffic restrictions on this project in accordance with contract allowances? (00220.00 - 00220.90)?**
If not, the problem was serious enough for the PM to send a written notice to the contractor.
0 Notice = 5 Pts. 1 Notice = 3 Pts. 2+ Notices = 1 Pt.

5	5
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COMPLIANCE WITH REGULATIONS

- 19. Did the contractor comply with the requirements referenced in (00290.00 through 00290.91) and any related permits acquired for the project?**
If not, the PM sent a written notice to the contractor after the contractor disregarded contract requirements, or because the contractor failed to correct deficiencies.
0 Notice = 3 Pts. 1+ Notice = 1 Pt.

3	3
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MAJOR BREACH

- 20. Did the contractor receive a breach of contract letter for this project from the Chief Engineer?**
0 Breach = 6 Pts. 1 Breach = 1 Pt.

6	6
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<p>CONTRACT REPRESENTATIVE SIGNATURE AND DATE (Signature indicates that contractor has reviewed evaluation.)</p> <p align="right"> <input type="checkbox"/> Agree <input type="checkbox"/> Disagree </p>
<p>PROJECT MANAGER SIGNATURE AND DATE</p>

TOTAL SCORE	TOTAL POSSIBLE
65	65

<p>Percentage Score 100.00%</p> <p>Percentage Score (TOTAL SCORE/TOTAL POSSIBLE)X100</p>
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NOTE: Use a separate sheet for additional comments and staple to the back of this document.

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Part B

PRIME CONTRACTOR PERFORMANCE EVALUATION

		OFFICE USE ONLY	
SENT TO CONTRACTOR ON		DATE RECEIVED	FINAL % SCORE
PROJECT MANAGER	PROJECT NAME	EVALUATION YEAR	
CONTRACTOR		CONTRACT NO.	

INSTRUCTIONS TO PROJECT MANAGER (PM): Answer all questions in Part B determining and entering the appropriate points to be assigned to each question in the box next to the question. For questions that do not apply, enter '0' in the score box. Review the completed evaluation with the Prime Contractor. If the Contractor is unavailable, sign and date the evaluation, and send a copy to the Prime Contractor office for their review and signature. The Contractor will return the completed copy to the PM and the PM will distribute copies.

FOR PURPOSE OF COMPLETING THIS EVALUATION: Verbal notice is defined as a formal notice documented in meeting minutes, speed memo or Project Manager's diary. Written notice is defined as a formal written letter signed by the Project Manager.

SUPERVISION

1. Was the superintendent on the job at all critical times? (00150.40b)

If the superintendent was not available at critical times, the problem was serious enough for the PM to send a written notice to the contractor

SCORE	POSSIBLE
[]	5

- 5 - Superintendent was available at all critical times
- 4 - PM had to give verbal notice regarding unavailability
- 3 - PM had to send written notice to contractor
- 2 - PM had to send 2nd written notice to contractor
- 1 - PM had to send 3 or more written notices

2. Did the PM need to have any of the contractor's staff or subcontractors staff removed from the job? (00180.30)

If so, the PM sent written notice to the contractor directing removal of one of the subcontractor's staff and/or one of the contractor's staff from the project.

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- 5 - None removed or removed without direction from PM
- 4 - Subcontractor staff removed @ direction from PM
- 3 - Prime contractor staff removed @ direction from PM
- 2 - PM had to send multiple written notice to contractor for different topics
- 1 - PM had to send multiple written notices for one directive

3. Did contractor provide adequate supervision of all subcontractors? (00150.40)

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- 5 - Good Supervision
- 4 - PM had to give verbal notice to prime contractor regarding supervision of subcontractors
- 3 - PM sent written notice regarding supervision of subcontractors
- 1 - PM sent multiple notices to contractor regarding supervision of subcontracts

4. Did contractor manage communication between subcontractors and PM office? (00150.40)

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- 5 - Managed communications adequately
- 4 - PM had to provide verbal direction to contractor regarding communication of subs
- 3 - PM had to send written notice to contractor regarding communication of subs
- 1 - PM had to send multiple written notice regarding communication with subs

PROGRESS SCHEDULE

5. Was the contract completed within the adjusted contract time and without liquidated damages? (00180.85)

If not, at the conclusion of the project, calculate the total number of days in liquidated damages divided by adjusted contract time (in days).

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- 5 - 0% (No liquidated damage)
- 4 - 0 - 2 %
- 3 - 2 - 5%
- 2 - 5 - 10%
- 1 - > 10%

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6. Did the contractor submit the required schedules and narrative reports? (00180.41)

If not, the problem was serious enough for the PM to withhold progress payment(s) and send a written notice to the contractor.

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- 5 - The contractor made appropriate submittals and regularly updated schedules without reminders from PM
- 4 - The contractor made appropriate submittals but required regular reminders from PM
- 3 - The problem was serious enough for PM to withhold progress payment and sent written notice to contractor
- 2 - PM had to send 2nd written notice to contractor
- 1 - PM had to send more than two written notices to contractor

7. Did the contractor comply with directions of PM or inspector(s) in areas other than those already covered in this evaluation form? (00150.00)

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- 5 - Contractor complied with virtually all directions
- 4 - Contractor disregarded directions and caused PM to re-issue direction
- 3 - PM had to send written notice to contractor
- 2 - PM had to send multiple written notice to contractor for different topics
- 1 - PM had to send multiple written notices for one directive

QUALITY OF MATERIALS & WORKMANSHIP

8. Was the work completed with the quality of materials, workmanship or other quality specifications required? (00150.00 and 00180.70)

If not, the problem was serious enough for the PM to send a notice to the contractor to suspend work.

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- 5 - Virtually all materials and workmanship met required specs
- 4 - PM required to repeatedly verbally caution contractor regarding materials and workmanship quality
- 3 - PM required to send written notice to the contractor to suspend work
- 2 - PM required to send 2nd written notice to the contractor suspending work
- 1 - PM required to send 3 or more written notice to the contractor suspending work

9. Was all work completed on the project without the assessment of negative price adjustments for material or work that did not comply with contract quality requirements?

If not, calculate the percentage as a total of the negative price adjustment divided by total contract payments.

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- 5 - 0 - 1% (No negative price adjustments)
- 4 - 1 - 2 %
- 3 - 2 - 3%
- 2 - 3 - 4%
- 1 - > 4%

10. Did the contractor provide proper material certification documents in a timely fashion? (00165.02 and 00180.70)

If not, the problem was serious enough for the PM to send a written notice to suspend work.

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- 5 - Contractor regularly provided timely certification documents
- 4 - PM had to regularly remind contractor to turn in documents, documents provided after materials had been incorporated.
- 3 - PM had to send written notice to contractor regarding timely submission of documents
- 2 - PM had to send 2nd written notice

11. Was the project cleaned up and the final punch list completed in a timely manner? (00140.90)

If not, the problem was serious enough for the PM to send a written notice to the contractor to provide the necessary resources to complete cleanup and punch list work.

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- 5 - Punch List items were taken care of quickly
- 4 - PM had to repeatedly contact the contractor regarding punch list work
- 3 - PM had to send written notice to contractor to complete punch list items
- 2 - PM had to send 2nd written notice
- 1 - PM had to send 3 or more written notices

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PAYMENT

12. Did the contractor comply with subcontractor and supplier payment requirements? (00170.10 and ORS 279.314)

If not, ODOT sent written notice to the contractor or receipt of bond claim filing(s) from first tier suppliers and subcontractors. (This excludes retainage or monies which were actually in dispute.)

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- 5 - No issues regarding payment to subs
- 4 - PM sent written notice to contractor of receipt of bond claim filings from subcontractor or supplier
- 3 - PM had to send 2nd written notice
- 2 - PM had to send 3rd written notice
- 1 - PM had to more than 3 written notices

13. Did the contractor comply with wage payment requirements for this project? (00170.65b)

If not, ODOT had to send funds to BOLI so they could pay workers directly after the contractor refused to pay wages or correct underpayment.

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- 5 - No significant issues regarding wage payments
- 4 - ODOT had to send written notice regarding subcontractor wage payments
- 3 - ODOT had to send written notice to the prime contractor regarding wage payments
- 2 - ODOT had to send multiple written notice regarding subcontractor wage payments
- 1 - ODOT had to send multiple written notice to the prime contractor regarding wage payments

14. Did the contractor and subcontractor submit required certified payrolls in a timely fashion?

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- 5 - Contractor and Subcontractors regularly submitted payroll documents in a timely fashion
- 4 - PM had to give numerous verbal reminders regarding submission of payrolls
- 3 - PM sent written notice regarding timely submittal of payrolls
- 2 - PM sent 2nd written notice
- 1 - PM sent 3 or more written notice

AFFIRMATIVE ACTION

15. Did the contractor meet the Commercially Useful Function (CUF) requirements for this project? (Disadvantaged Business Enterprise Provisions)

If not, the problem was serious enough for the PM to send a written notice notifying the contractor of the CUF violation.

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- 5 - No issues
- 4 - PM sent written notice to contractor
- 2 - PM sent more than one notice to contractor

16. Did the contractor meet the Equal Employment Opportunity (EEO) requirements for this project? (EEO Provisions)

If not, the contractor had to submit a corrective action plan.

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- 5 - No issues
- 2 - If not, PM sent written notice to the contractor

17. Did the contractor fulfill the On-The-Job Training (OJT) requirements for this project? (OJT Provisions)

If not, at the conclusion of the project the PM sent written notice to the contractor notifying the contractor that the OJT provisions had not been met.

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- 5 - No Issues
- 4 - Contractor met requirements, but required significant effort by PM to obtain documentation
- 3 - PM sent written notice to the contractor to obtain required documentation
- 1 - Contractor failed to meet OJT/Apprenticeship requirements

SAFETY

18. Did the contractor comply with OSHA and contract safety regulations for this project? (00170.60)

If not, the problem was serious enough for the PM to send a written notice to the contractor to take corrective action.

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- 5 - Contractor met contract safety requirements with limited input from PM
- 4 - PM regularly provided verbal notice of safety concerns on the project
- 3 - PM sent written notice of safety violations to the contractor
- 1 - PM sent more than one notice of safety violations to the contractor

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TRAFFIC CONTROL

19. Did the contractor provide and comply with the Traffic Control Plan? (00220.00 - 00225.97 and 00180.70)

If not, the problem was serious enough for the PM to send a written notice to the contractor to correct or suspend work.

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- 5 - Contractor provided and was in compliance with TCP
- 4 - Contractor complied after verbal direction was provided by the PM
- 3 - PM sent written notice of TCP violation
- 2 - PM sent 2nd written notice of TCP violation
- 1 - PM sent more than 2 written notice of TCP violation

20. Were traffic restrictions on this project in accordance with contract allowances? (00220.00 - 00220.90)?

If not, the problem was serious enough for the PM to send a written notice to the contractor.

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- 5 - No significant Issues
- 4 - Contractor cautioned verbally with respect to the traffic restrictions not in compliance with contract requirements
- 3 - PM sent written notice of non-compliance
- 2 - PM sent 2nd written notice of non-compliance
- 1 - PM sent more than 2 written notice of non-compliance

COMPLIANCE WITH REGULATIONS

21. Did the contractor comply with the requirements referenced in (00290.00 through 00290.91) and any related permits acquired for the project?

If not, the PM sent a written notice to the contractor after the contractor disregarded contract requirements, or because the contractor failed to correct deficiencies.

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- 5 - No significant Issues
- 4 - PM provided regular verbal notice to correct deficiencies
- 3 - PM sent written notice to correct deficiencies
- 2 - PM sent 2nd written notice to correct deficiencies
- 1 - PM sent more than 2 written notice to correct deficiencies

22. Did the contractor submit all required environmental reports (i.e. PCP, ECP, etc.) in a timely fashion?

If not, the PM sent a written notice to the contractor after the contractor disregarded contract requirements, or because the contractor failed to correct deficiencies.

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- 5 - No significant Issues
- 4 - PM provided regular verbal notice
- 3 - PM sent written notice
- 2 - PM sent 2nd written notice
- 1 - PM sent more than 2 written notice

MAJOR BREACH

23. Did the contractor receive a breach of contract letter for this project?

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- 5 - No
- 3 - Breach letter from Project Manager
- 1 - Breach letter from Chief Engineer

TOTAL SCORE	TOTAL POSSIBLE
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0	115
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SECTION B SCORE

CONTRACT REPRESENTATIVE SIGNATURE AND DATE (Signature indicates that contractor has reviewed evaluation.)	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
PROJECT MANAGER SIGNATURE AND DATE	

Percentage Score 0.00%

Percentage Score
(TOTAL SCORE/TOTAL POSSIBLE)X100

NOTE: Use a separate sheet for additional comments and staple to the back of this document.

Distribution (Include Part A and Part B):

- Construction Section (Original)
- Region Manager
- Prime Contractor

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**Part A
CONTRACTOR'S CONSTRUCTION PROCESS FEEDBACK**

		OFFICE USE ONLY	
SENT TO CONTRACTOR ON		DATE RECEIVED	FINAL % SCORE
PROJECT MANAGER	PROJECT NAME	EVALUATION YEAR	
CONTRACTOR			CONTRACT NO.

INSTRUCTIONS TO PRIME CONTRACTOR REPRESENTATIVE: Answer all questions in Part A determining and entering the appropriate points to be assigned to each question in the box next to the question. For questions that do not apply, enter '0' in the score box. Review the completed evaluation with the PM. If the PM is unavailable, sign and date the evaluation, and send a copy to the ODOT PM office for their review. The PM will review and distribute copies.

QUALITY OF PLANS & SPECIFICATIONS:

1. Were the details of the Contract Plans adequate to construct the project?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

SCORE	POSSIBLE
	5

2. Were the specifications for the project clear on what was required?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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3. Were the specifications for the project clear on how the contractor would be paid for the various bid items?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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4. Were the plans & specifications organized in a manner that made them easy to understand and follow?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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5. How well did the plan details match with field conditions?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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6. Were utility conflicts dealt with prior to pre-construction?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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Provide specific example resulting in the Very Good rating:

Provide specific examples of issues that resulted in the Needs Improvement rating:

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QUALITY PLANS AND SPECIFICATIONS (CONT.)

Suggestions for Improving Plans and Specifications:

CONSTRUCTIBILITY:

1. Was the project constructible within the time allowed for in the contract documents?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

SCORE	POSSIBLE
	5

2. Were seasonal restrictions adequately defined and provide a reasonable opportunity to construct the project on time?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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3. Were staging details adequate to complete the project?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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4. Were allowable traffic restrictions adequately detailed and reasonable to construct the project safely?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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5. How well were utility conflicts addressed during construction?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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Provide specific example resulting in the Very Good rating:

Provide specific examples of issues that resulted in the Needs Improvement rating:

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ENVIRONMENTAL/CONTEXT SENSITIVE AND SUSTAINABLE SOLUTIONS:

1. Were environmental constraints adequately communicated in the contract documents?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

SCORE	POSSIBLE
	5

2. Did environmental constraints allow for reasonable construction practices to be followed in completing the project?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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3. Were any unknown environmental conditions discovered during construction?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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4. Were mobility requirements adequately communicated in the contract documents?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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5. Did mobility requirements allow for reasonable construction practices?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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Provide specific example resulting in the Very Good rating:

Provide specific examples of issues that resulted in the Needs Improvement rating:

APPROVAL OF SUBMITTALS:

1. Were shop drawings reviewed and returned in a timely manner with specific, clear comments?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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2. Were falsework, formwork, and shoring drawings reviewed and returned in a timely manner with specific, clear comments?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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3. Were material sources and preliminary material samples reviewed and returned in a timely manner with specific, clear comments?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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4. Were mix designs reviewed and returned in a timely manner with specific, clear comments?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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APPROVAL OF SUBMITTALS (Cont.):

5. Were construction plan and progress schedules reviewed and returned in a timely manner with specific, clear comments?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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6. Was the contractor's written quality plan reviewed and returned in a timely manner with specific, clear comments?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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7. Was the contractor's Traffic Control Plan reviewed and returned in a timely manner with specific, clear comments?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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Provide specific example resulting in the Very Good rating:

Provide specific examples of issues that resulted in the Needs Improvement rating:

MANAGEMENT & ADMINISTRATION:

1. Did the PM help facilitate contact with utilities, railroads, and other government agencies?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

SCORE	POSSIBLE
	5

2. How well did the PM anticipate problems?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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3. What was the availability of the PM and were decisions communicated in a timely accurate manner?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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4. What was the cooperation of the PM to address CCO, EWO, RFI's, etc?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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5. How was the accuracy and timeliness of Contract Change Orders and Progress Payments?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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6. How well did the PM respond to Pre-bid questions?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

MANAGEMENT & ADMINISTRATION (Cont.):

Provide specific example resulting in the Very Good rating:

Provide specific examples of issues that resulted in the Needs Improvement rating:

QUALITY INSPECTION & COMPLIANCE VERIFICATION:

1. How was the knowledge and training of the inspectors and quality compliance personnel?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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2. How was the objectivity and fairness of inspectors regarding the compliance of materials and workmanship with contract quality requirements?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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3. How was the timeliness and availability of inspectors and quality compliance personnel?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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4. What was the timeliness and accuracy of verification sample and test results for comparison to contractor's results?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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5. How was the attitude of the PM and inspection staff regarding Project Safety, Public Safety, and Work Zone Traffic Control?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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Provide specific example resulting in the Very Good rating:

**OREGON DEPARTMENT OF TRANSPORTATION
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QUALITY INSPECTION & COMPLIANCE VERIFICATION (Cont.):

Provide specific examples of issues that resulted in the Needs Improvement rating:

COMPLIANCE WITH REGULATIONS AND RESTRICTIONS

1. Were limitations on project traffic restrictions and mobility delay thresholds communicated adequately by the PM?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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2. How was the PM's support in helping the contractor comply with the requirements referenced in (00290.00 through 00290.91) and any related permits required for the project?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

	5
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Provide specific example resulting in the Very Good rating:

Provide specific examples of issues that resulted in the Needs Improvement rating:

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

FINAL INSPECTION AND PROJECT CLOSEOUT

1. How was the PM's coordination and effectiveness regarding final inspection and closeout of the project?

Very Good = 5 pts. Satisfactory = 4 pts. Needs Improvement = 3 pts.

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Provide specific example resulting in the Very Good rating:

Provide specific examples of issues that resulted in the Needs Improvement rating:

SECTION A SCORE

TOTAL SCORE	TOTAL POSSIBLE
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0	185
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CONTRACT REPRESENTATIVE SIGNATURE AND DATE
PROJECT MANAGER SIGNATURE AND DATE (Signature indicates that Project Manager has reviewed evaluation.)

Agree
 Disagree

Percentage Score
0.00%

Percentage Score
(TOTAL SCORE/TOTAL POSSIBLE)X100

NOTE: Use a separate sheet for additional comments and staple to the back of this document.

