



CONTRACTOR EVALUATION FORM

PURPOSE

The purpose of this program is to foster positive working relationships through evaluation and communication with contractors working with the City of Pueblo. The program will also communicate expectations regarding timely, cost-effective, and quality service for the citizens of the City of Pueblo.

PROGRAM

This form shall be referenced in the Invitation for Bid Contract book and shall be available online at www.pueblo.us/purchasing under Information. Within 30 days of project completion, the Project Manager shall complete the evaluation form and discuss the results with the contractor. (At the Project Manager discretion, this form may be utilized more frequently to provide benchmarks of progress during a construction project.)

Project information, contractor information, and the evaluation forms are maintained by the Project Manager and the City’s Purchasing Department. The information will be utilized as part of the review process for awarding future bids for the City Pueblo projects.

Project No.:_____ Project Name:_____

Contractor Name:_____

Project Award Amount:_____ Contingencies Amount:_____

Contract Start Date:_____ Contract End Date:_____ Actual Completion Date:_____

Project Manager Signature:_____

Project Manager Name/Title:_____

Contractor’s Representative Signature:_____

Contractor’s Representative Name/Title:_____

Total Score All Questions _____ ÷ Total Possible Points _____ = Overall Average Score _____
 (Indicate Overall Average Score in chart below)

Overall Average Score (points)	0	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10
<i>Denotes Quality</i>	<i>Unacceptable</i>	<i>Poor</i>	<i>Fair</i>	<i>Average</i>	<i>Very Good</i>	<i>Excellent</i>

Instructions: Please provide a score of 0-10 and comments for each question as applicable.

Category	I. ORGANIZATION AND MANAGEMENT					
Score (points)	0	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10
<i>Denotes Quality</i>	<i>Unacceptable</i>	<i>Poor</i>	<i>Fair</i>	<i>Average</i>	<i>Very Good</i>	<i>Excellent</i>

Score

1. To what degree are management personnel authorized and available to execute the directions of the engineer?

Comments: _____

Score

2. To what degree are management personnel competent and effective in scheduling and organizing construction operations (including starting/completing the work on time and meeting critical phases in accordance with the approved progress schedule)?

Comments: _____

Score

3. To what degree did the management personnel have adequate knowledge and experience working with specifications, special provisions, City's construction requirements, plans, and drawings?

Comments: _____

Score

4. How adequately was the project staffed with competent workers and were they monitored?

Comments: _____

Score

5. To what degree did the contractor furnish the required documentation and reports in a timely manner (i.e., certification of materials, delivery tickets, progress schedule, shop drawings, material sampling, potential claims, etc.)?

Comments: _____

Instructions: Please provide a score of 0-10 and comments for each question as applicable.

Category	I. ORGANIZATION AND MANAGEMENT					
Score (points)	0	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10
<i>Denotes Quality</i>	<i>Unacceptable</i>	<i>Poor</i>	<i>Fair</i>	<i>Average</i>	<i>Very Good</i>	<i>Excellent</i>

Score _____ 6. Did the contractor inform project personnel in advance of scheduled day-to-day items of work?
 Comments: _____

Score _____ 7. To what degree was the chain of authority in the City of Pueblo respected by the contractor?
 Comments: _____

Score _____ 8. To what degree did the contractor treat the project personnel with respect and maintain a positive attitude with them.
 Comments: _____

Score _____ 9. Did the contractor comply with the direction of project personnel without delay?
 Comments: _____

Score _____ 10. To what degree did the contractor cooperate with other contractors/consultants/agencies performing work on adjacent or related projects?
 Comments: _____

Score _____ 11. Did the contractor comply with all wage rates and labor regulations/provisions and submit accurate payrolls?
 Comments: _____

Instructions: Please provide a score of 0-10 and comments for each question as applicable.

Category	I. ORGANIZATION AND MANAGEMENT					
Score (points)	0	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10
<i>Denotes Quality</i>	<i>Unacceptable</i>	<i>Poor</i>	<i>Fair</i>	<i>Average</i>	<i>Very Good</i>	<i>Excellent</i>

Score _____ 12. To what degree did the contractor inform the adjacent residents/business owners of the different phases of construction?

Comments: _____

Score _____ 13. Did the contractor effectively handle situations involving problem employees that were brought to their attention by the City of Pueblo?

Comments: _____

Score _____ 14. To what degree did contractor handle change orders? Was the price and timing reasonable?

Comments: _____

Additional Comments Regarding Contractor's Organization and Management:

(Continue to next page)

Instructions: Please provide a score of 0-10 and comments for each question as applicable.

Category	II. EQUIPMENT					
Score (points)	0	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10
<i>Denotes Quality</i>	<i>Unacceptable</i>	<i>Poor</i>	<i>Fair</i>	<i>Average</i>	<i>Very Good</i>	<i>Excellent</i>

Score

1. Did the contractor provide the appropriate number and type of equipment necessary for performance for the work?

Comments: _____

Score

2. Did the contractor provide reliable equipment so as not to impede the progress of the project?

Comments: _____

Additional Comments Regarding Contractor's Equipment:

(Continue to next page)

Instructions: Please provide a score of 0-10 and comments for each question as applicable.

Category	WORK PERFORMANCE					
Score (points)	0	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10
<i>Denotes Quality</i>	<i>Unacceptable</i>	<i>Poor</i>	<i>Fair</i>	<i>Average</i>	<i>Very Good</i>	<i>Excellent</i>

Score _____ 1. To what degree was the work site maintained in a safe, clean and orderly condition?
Comments: _____

Score _____ 2. To what degree did the contractor maintain adequate signs, lights, barricades and properly trained flag persons in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, traffic control plan and approved revisions?
Comments: _____

Score _____ 3. To what degree did the contractor meet contract requirements including standard specifications, technical specifications, general provisions, special provisions, plans and supplementary documents with minimal instruction from the City of Pueblo?
Comments: _____

Score _____ 4. To what degree was the overall quality of work performed by the contractor?
Comments: _____

Score _____ 5. To what degree did the contractor properly notify and coordinate work with other agencies/utility companies in protection of existing facilities?
Comments: _____

Instructions: Please provide a score of 0-10 and comments for each question as applicable.

Category	III. WORK PERFORMANCE					
Score (points)	0	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10
<i>Denotes Quality</i>	<i>Unacceptable</i>	<i>Poor</i>	<i>Fair</i>	<i>Average</i>	<i>Very Good</i>	<i>Excellent</i>

Score _____ 6. To what degree did the contractor minimize urgencies of construction or consultations that required the City of Pueblo to compromise the quality of work or abandon good construction/engineering practices in order to complete the project?

Comments: _____

Score _____ 7. Did the contractor finish the work by the contract end date? (The contractor should not be penalized for delays caused by the City.)

Comments: _____

Score _____ 8. Did the contractor finish the work on budget? (The contractor should not be penalized for cost overruns as a result of a change in project scope requested by the City.)

Comments: _____

Score _____ 9. To what degree was final clean up and punch list items complete?

Comments: _____

Additional Comments Regarding Contractor's Work Performance:

Instructions: Please provide a score of 0-10 and comments for each question as applicable.

Category	IV. SUBCONTRACTOR MANAGEMENT					
Score (points)	0	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10
<i>Denotes Quality</i>	<i>Unacceptable</i>	<i>Poor</i>	<i>Fair</i>	<i>Average</i>	<i>Very Good</i>	<i>Excellent</i>

Score _____ 1. To what degree did the contractor coordinate work with subcontractors' work?
 Comments: _____

Score _____ 2. To what degree did the contractor exercise authority over subcontractors and provide notice of subcontractor work schedule?
 Comments: _____

Score _____ 3. To what degree did the contractor monitor subcontractor activities to ensure approved materials were supplied and incorporated into the project?
 Comments: _____

Score _____ 4. To what degree did the contractor ensure that subcontractors submitted all paperwork required for approvals, materials and payrolls?
 Comments: _____

Score _____ 5. To what degree did the contractor meet the level of Disadvantaged Business Enterprise utilization which they indicated they would use at the time of contract award?
 Comments: _____

Additional Comments Regarding Contractor's Subcontractor Management:

Project Manager: Total all scores; total all possible points; then complete Page 1.