

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

<b>A. SAFETY &amp; COMPLIANCE - Laws &amp; Standards</b>	sub-score	3.00	Weight	25%
--	-----------	------	--------	-----

1. Did the contractor comply with OHSA requirements?									
2. Did the contractor adhere to environmental, (non-OHSA) safety requirements, and other laws & policies?				✓					
3. Did the contractor take adequate precautions with any hazardous materials and designated substances?				✓					

<b>B. QUALITY - Compliance with Contract Standards &amp; Specifications</b>	sub-score	3.00	Weight	25%
---	-----------	------	--------	-----

1. Did the contractor comply with standards and specifications in the contract?									
2. Was the quality and workmanship in compliance with the contract documents?				✓					
3. Did the contractor promptly & effectively correct defective work as the project progressed?				✓					

<b>C. ORGANIZATION - Work Plan and Management</b>	sub-score	3.00	Weight	12.5%
---	-----------	------	--------	-------

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 schedule updates in accordance with the contract?				✓					
4. Did the contractor adequately staff and resource the project in compliance with the contract?				✓					
5. Did the contractor provide adequate & competent 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 pay/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?				✓					

<b>D. EXECUTION - Work Performance</b>	sub-score	3.00	Weight	25%
--	-----------	------	--------	-----

1. Did the contractor 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, and RFQs?				✓					
6. Did the contractor seek authorization to perform extra or additional work?				✓					
7. Did the contractor adequately address disputes, damages and claims with third parties to City PM's knowledge?				✓					
8. Was the quality and submission timelines of the following items acceptable?									
8.1 Look ahead schedules or work plans				✓					
8.2 Accurate and complete record documents (as-builts)				✓					
8.3 Complete operations and maintenance manuals and closeout documents				✓					
8.4 Secure and/or closed applicable municipal permits				✓					
8.5 Startup testing and commissioning reports				✓					
8.6 Training plan and manuals				✓					

<b>E. ADMINISTRATION - Contractor Performance and Diligence</b>	sub-score	3.00	Weight	12.5%
---	-----------	------	--------	-------

1. Did the contractor communicate, cooperate, collaborate with the contract administrator, project team & stakeholders?									
2. Did the contractor participate 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 competitive change order pricing?				✓					
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?				✓					

	<b>3.00</b>	<b>Total Score (weighted)</b>
--	-------------	-------------------------------

	Name (Print or Type)	Signature	Date
<b>Project Manager:</b>			
<b>Manager:</b>			
<b>Director:</b> <small>(required for Final only)</small>			

**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)