

Contractor Evaluation - Design/Bid/Build

Instructions: This evaluation tool should be used with its supporting scoring rubric. The rubric will further define the intention and range of each particular criteria listed. An interim evaluation should be executed on all projects using this form along with providing comments and feedback to the evaluated entity. This effort allows open communications amongst the project team and provides opportunities for improvements, if needed, before the execution of the final, and documented evaluation. Each criteria will be ranked numerically and supporting comments offered. Each field is fillable and scoring is automatically tabulated and averaged below with the total average score. Please use only whole numbers, as decimals are not allowed.

Evaluator Name

Evaluator Discipline

Evaluator Firm

Project SBC#

Project Name

Evaluation Date

Choose Evaluation Phase

Excellent/Strong = 10-8
Proficient = 7-5 **Weak = 4-0**

Evaluation Category

Comments

1. Construction: Off-Site Operations

a. Exhibited sound project management practices, timely communications, accurate reporting and documentation. Thorough cost control practices such as change order evaluation and management.

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b. Timely, thorough understanding of contract document drawings/specs. Early, proactive assessment of any design discrepancies such as: scope gaps, lacking or vague details or constructability issues.

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c. Evidence of fully engaged and committed executive management. Minimal, if any staff changes occurred throughout the project.

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d. Timely, well-managed close-out process producing all required deliverables, warranty point of contact. Seamless commissioning activities and coordination.

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Total:	0
Average:	#DIV/0!
(20%) weighting factor x 1.2	#DIV/0!

2. Construction: Field Operations

a. Sound leadership by superintendent and field staff orchestrating on-site operations toward an on-time or early project completion. Minimal, if any staff changes throughout project.

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b. Exhibited operational awareness and courtesy during construction phase. Communication and flexibility were observed during phasing, work sequencing, utility disruptions, etc.

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c. Self-directed in quality control and punch list management.

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d. Well managed close-out activities enabling smooth facility turnover. Efficient management and coordination of Owner installed equipment.

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Total: 0
Average: #DIV/0!
(50%) weighting factor x 1.5 #DIV/0!

3. Professionalism

a. Responsive to Owner/Agency and project team needs

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b. Worked collaboratively toward the success of the project.

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c. Clear, proactive emphasis. Timely and forward thinking in decision making.

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Total: 0
Average: #DIV/0!
(10%) weighting factor x 1.10 #DIV/0!

Total Score Average: #DIV/0!