PROJECT TEAM’S EVALUATION OF THE CONTRACTOR

Wisconsin Department of Transportation

DT2510 1/2018

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| Report Date (m/d/yyyy) | Project Engineer (and Firm if Consultant) | Project Manager | | Highway | Project ID |
| WisDOT Region | Contractor | | Construction Year | Form filled out by | |

This report is intended to provide feedback to WisDOT management on the prime contractor’s performance. Please return this evaluation form to the Region Contract Specialist along with the project finals box.

Please provide a rating in the box provided for the following categories.

**Rate: 1** = Strongly Disagree, **2** = Disagree, **3** = Agree, **4** = Strongly Agree

**1. Communication:** The Contractor used good communication skills throughout the project. The Foreman was always available to talk to, and listened to our concerns. The Contractor coordinated all work effectively and efficiently and communicated well with all subcontractors. The Contractor invited appropriate staff and subcontractors to the weekly meetings. The Contactor successfully used the RFI process to resolve issues/questions with the plans and specifications.

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| **Rate (1–4)** |  | **Comments** (required): |
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**2. Knowledge:** The Contractor had a clear understanding of the scope of work and the level of effort required to complete the work. The Contractor was experienced with the type of work included in the contract. The Contractor anticipated issues, and worked to resolve them before they became problems.

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| **Rate (1–4)** |  | **Comments** (required): |
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**3. Timely Payment to Subcontractors and Suppliers:** The Contractor paid all subcontractors and suppliers within ten (10) days of receiving payment from WisDOT. If for any reason, payment was withheld, proper notification and justification was provided to the Project Engineer. The Contractor released retainage to subcontractors in accordance with ASP-4.

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| **Rate (1–4)** |  | **Comments** (required): |
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**4. Timely Completion of Work:** The Contractor submitted schedules for completing the work as requested by the Project Engineer. The work was performed promptly unless there were delays caused by weather or other factors outside of the Contractor’s control. All work was performed in accordance with contract time. The Contractor appointed a Designated Materials Person at the beginning of the project, and followed the process for timely submittal of material certifications and testing. The Contractor quickly responded to all requests associated with the tentative final and final closeout of the project.

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| **Rate (1–4)** |  | **Comments** (required): |
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**5. Changes in the Field:** The Contractor promptly addressed changes in scope and changes in condition. The Contractor responded in the appropriate timeframe to all requests for pricing, justification, and other change order documentation. The Contractor was open to discussion of alternative methods of completing the work and any associated costs. Upon receipt of the “prior approval”, the Contractor performed the contract change order work in a timely fashion.

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| **Rate (1–4)** |  | **Comments** (required): |
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**6. Fairness / Conflict Resolution:** The Contractor was fair and reasonable. All communication was respectful and professional. When a conflict of any nature arose, the Contractor listened to all concerns expressed by the parties involved and worked cooperatively toward an acceptable solution.

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| **Rate (1–4)** |  | **Comments** (required): |
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**7. Adequacy of Workforce:** The Contractor had enough people onsite to effectively build the project. The workers of the Prime and Subcontractors were knowledgeable and competent and acted professionally. The amount and condition of all equipment was adequate for the work that had to be done.

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| **Rate (1–4)** |  | **Comments** (required): |
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| **Average**  **Rating** |  | **AVERAGE RATING:** Add up the seven ratings and divide by seven. (Round to the nearest tenth.) |
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