



DEPARTMENT OF HIGHWAYS' PERFORMANCE REPORT

☐ Prime Contractor ☐ Subcontractor

Name of Contractor:_____ PCN:_____

Contractor's Address:_____ Phone No.:_____

City:_____ State:_____ Zip Code:_____

Project ID No.:_____ Completion Date:_____

Type of Work:_____ Cost:_____

Evaluation of the Department of Highways' Performance on this Project by the Contractor:

1. Quality of Plans and Proposals (including Addendums)

- ☐ 5. Exceeded contractor requirements without contractor follow-up and in a timely manner.
- ☐ 4. Met contractor requirements with little need for clarification.
- ☐ 3. Met contractor requirements with moderate contractor follow-up for clarification.
- ☐ 2. Required extensive contractor follow-up for clarification.
- ☐ 1. Unsuitable for contractor's requirements.

Comments:

2. Pre-Construction Submittals Approval

- ☐ 5. Always approved and returned in a timely manner without follow-up required.
- ☐ 4. Approved and returned in a timely manner with little contractor follow-up required.
- ☐ 3. Usually approved in a timely manner, but required moderate contractor follow-up.
- ☐ 2. Frequently late and required contractor follow-up to maintain project schedule.
- ☐ 1. Constantly late and required contractor hassling to maintain project schedule.

Comments:

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Evaluation of the Department of Highways' Performance on this Project by the Contractor (continued):

3. Department of Highways Provided Control Points and Permits to Start Work

- ☐ 5. Provided in a timely and accurate manner without corrections required.
- ☐ 4. Provided in a timely and accurate manner with few corrections required.
- ☐ 3. Provided in a timely and accurate manner with moderate corrections required.
- ☐ 2. Late and required continual revisions.
- ☐ 1. Extremely late and required contractor hassling to obtain correct information.
- ☐ N/A

Comments:

4. Approval of Shop Drawings

- ☐ 5. Always approved and returned in a timely manner without contractor follow-up required.
- ☐ 4. Approved and returned in a timely manner with few contractor follow-ups required.
- ☐ 3. Usually approved in a timely manner, but required moderate contractor follow-up.
- ☐ 2. Frequently late and required major follow-up.
- ☐ 1. Constantly late and required contractor hassling to maintain project schedule.
- ☐ N/A

Comments:

5. Response to Contractor Requests

- ☐ 5. Always addressed in a timely manner.
- ☐ 4. Usually addressed in a timely manner.
- ☐ 3. Periodically not addressed in a timely manner.
- ☐ 2. Frequently not addressed in a timely manner.
- ☐ 1. Constantly not addressed in a timely manner.

Comments:

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Evaluation of the Department of Highways' Performance on this Project by the Contractor (continued):

6. Coordination and Cooperation with Utilities and Other Government Agency Personnel

- ☐ 5. Interaction was excellent throughout the project and was a strong contribution to the success of the project.
- ☐ 4. Interaction was timely and satisfactory throughout the project.
- ☐ 3. Interaction was adequate but slightly impeded the success of the project.
- ☐ 2. Interaction was poor and caused periodic problems for the project.
- ☐ 1. Interaction was the cause of constant problems and strongly impacted the success of the project.
- ☐ N/A

Comments:

7. Coordination and Cooperation with General Public (motorist and property owners)

- ☐ 5. Interaction was excellent throughout the project and was a strong contribution to the success of the project.
- ☐ 4. Interaction was timely and satisfactory throughout the project.
- ☐ 3. Interaction was adequate but slightly impeded the success of the project.
- ☐ 2. Interaction was poor and caused periodic problems for the project.
- ☐ 1. Interaction was the cause of constant problems and strongly impacted the success of the project.
- ☐ N/A

Comments:

8. Department of Highways' Supervisory Personnel (Resident Engineer and District Office Personnel)

- ☐ 5. Demonstrated extraordinary skill and were available to the contractor.
- ☐ 4. Demonstrated adequate skill and usually were available to the contractor.
- ☐ 3. Skill and/or availability periodically hindered the contractor's progress.
- ☐ 2. Skill and/or availability often hindered the contractor's progress.
- ☐ 1. Skill and/or availability constantly hindered the contractor's progress.

Comments:

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Evaluation of the Department of Highways' Performance on this Project by the Contractor (continued):

9. Department of Highways Technical Staff (Inspectors, Materials Personnel, etc.)

- ☐ 5. Demonstrated extraordinary skill and were available to the contractor.
- ☐ 4. Demonstrated adequate skill and usually were available to the contractor.
- ☐ 3. Skill and/or availability periodically hindered the contractor's progress.
- ☐ 2. Skill and/or availability often hindered the contractor's progress.
- ☐ 1. Skill and/or availability constantly hindered the contractor's progress.

Comments:

10. Notification of Defective Work

- ☐ 5. Specific and addressed in a timely manner.
- ☐ 4. Usually specific and addressed in a timely manner.
- ☐ 3. Periodically unclear and/or not addressed in a timely manner.
- ☐ 2. Frequently unclear and/or not addressed in a timely manner.
- ☐ 1. Constantly unclear and/or not addressed in a timely manner.
- ☐ N/A

Comments:

11. Inspector Interaction with Contractor's Personnel

- ☐ 5. Outstanding
- ☐ 4. Effective
- ☐ 3. Less than effective
- ☐ 2. Ineffective
- ☐ 1. Negative and a hindrance to the project.

Comments:

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Evaluation of the Department of Highways' Performance on this Project by the Contractor (continued):

12. Department of Highways' Conflict Resolution Process on this Project (formal or informal)

- ☐ 5. Outstanding
- ☐ 4. Effective
- ☐ 3. Less than effective
- ☐ 2. Ineffective
- ☐ 1. Negative and a hindrance to the project.
- ☐ N/A

Comments:

13. Final Inspection Process

- ☐ 5. Specific and addressed in a timely manner.
- ☐ 4. Usually specific and addressed in a timely manner.
- ☐ 3. Periodically unclear and/or not addressed in a timely manner.
- ☐ 2. Frequently unclear and/or not addressed in a timely manner.
- ☐ 1. Constantly unclear and/or not addressed in a timely manner.

Comments:

14. Contractor Payments

- ☐ 5. Timely, accurate and in accordance with project requirements.
- ☐ 4. Usually timely, accurate and in accordance with project requirements.
- ☐ 3. Periodically not timely, accurate and in accordance with project requirements.
- ☐ 2. Frequently late, inaccurate, and not in accordance with project requirements
- ☐ 1. Constantly late with corrections required, and seldom in accordance with project requirements.

Comments:

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Name of Contractor:_____ PCN:_____

Evaluation of the Department of Highways' Performance on this Project by the Contractor (continued):

15. Approval of Change Orders

- ☐ 5. Timely, accurate and in accordance with project requirements.
- ☐ 4. Usually timely, accurate and in accordance with project requirements.
- ☐ 3. Periodically not timely, accurate and in accordance with project requirements.
- ☐ 2. Frequently late, inaccurate, and not in accordance with project requirements
- ☐ 1. Constantly late with corrections required, and seldom in accordance with project requirements.
- ☐ N/A

Comments:

16. Payments of Change Orders

- ☐ 5. Timely, accurate and in accordance with project requirements.
- ☐ 4. Usually timely, accurate and in accordance with project requirements.
- ☐ 3. Periodically not timely, accurate and in accordance with project requirements.
- ☐ 2. Frequently late, inaccurate, and not in accordance with project requirements
- ☐ 1. Constantly late with corrections required, and seldom in accordance with project requirements.
- ☐ N/A

Comments:

Project Manager:_____ Office:_____

Signature:_____ Date:_____

Contractor's Officer:_____

Signature:_____ Date:_____