



TRANSPORTATION CABINET

Frankfort, Kentucky 40622
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Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Secretary

CONSTRUCTION MEMORANDUM

No. 02-12

TO: Chief District Engineers
District TEBMs for Project Delivery and Preservation
District Section Engineers

FROM: Steve Criswell, P.E. Director *Steve Criswell*
Division of Construction

DATE: March 21, 2012

SUBJECT: Contractor Performance Reports

The Auditor of Public Accounts recently brought the lack of completed Contractor Performance Reports to the attention of Cabinet personnel. The audit completed by their office showed issues that were in need of improvement within the Cabinet. This office is implementing a new procedure in an attempt to address the issue with the lack of completed performance reports that were noted during the audit.

This memorandum changes the procedure on how the reports are distributed to Central Office. Effectively immediately, the Section Engineer shall place a completed copy of the signed contractor performance report in the ProjectWise contract file. The District shall continue to submit the original signed report to the Division of Construction Procurement to the address below.

Kentucky Transportation Cabinet
Division of Construction Procurement
Attn: Brent Kropf
200 Mero Street, 3rd Floor
Frankfort, Kentucky 40622

The Division of Construction will review the ProjectWise contract file for the completed contractor's performance report when a request for formal acceptance is submitted to this office. The Section Engineer and the District Branch Manager for Project Delivery and Preservation will be notified if the performance report is not complete and in ProjectWise. This new procedure is a step to ensure deficiencies found during the audit are being addressed and the performance reports are being completed according to policy.

Contractor Performance Reports are also required for projects that last multiple years. According to policy, a report must be completed at the end of each calendar year for these projects. The Section Engineer is responsible for completing these reports. As with the final performance reports, a copy of year-end reports shall be stored in the ProjectWise contract file with the original copy sent to the Division of Construction Procurement.



Please contact this office with any questions concerning this memorandum.

Cc: B. Lewis KAHC
S. Waddle FHWA
PAIKY A. Myers
R. Griffith