



## TRANSPORTATION CABINET

Frankfort, Kentucky 40622  
www.transportation.ky.gov/

Steven L. Beshear  
Governor

Michael W. Hancock, P.E.  
Secretary

### CONSTRUCTION MEMORANDUM

No. 01-2014

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

**FROM:** Ryan Griffith, P.E. *RCG*  
Director, Division of Construction

**DATE:** April 4, 2014

**SUBJECT:** Revised Contractor's Performance Evaluation (TC 14-19)

The Contractor's Performance Evaluation has recently been revised. The new form is online and available for use beginning today. The revised evaluation report can be found at <http://transportation.ky.gov/Construction/Pages/Contractors-Performance-Evaluation-Report.aspx>. Along with the revision to the Contractor's Performance Evaluation, there have also been changes in the procedure for the completion of the form.

The main change is the elimination of the requirement to complete an evaluation on every subcontractor involved on a project. The Cabinet will continue to require a performance evaluation at the end of the calendar year for contracts lasting multiple years and upon completion of the project for every prime contractor. Subcontractors performing \$50,000 or more of work will be evaluated in the same format as the prime contractor for the contract. The new procedure no longer requires a performance evaluation to be completed for any subcontractor who performs less than \$50,000 of work on the project.

Subcontractors may request a performance evaluation on subcontracts less than \$50,000. Also, the Engineer may elect to complete an evaluation on subcontracts less than \$50,000. All contractor performance evaluations for the previous year will be utilized by the Division of Construction Procurement for purposes of determining the Contractor's Maximum Bidding Eligibility.

The steps for completing the evaluation form within the section office have been slightly revised. The Contractor's Performance Evaluation needs to be signed by the Section Engineer but no longer requires the Chief District Engineer's signature. However, the revised form requires the signature of the Branch Manager for Project Delivery and Preservation. A copy of the completed performance evaluation shall be mailed to the contractor along with an appeal form.

There have been no changes to the appeals process for the Contractor's Performance Report. The appeal form (TC 14-20) and procedure remain unchanged. This process is outlined in detail in the Instructions & Guidelines for the Contractor's Performance Evaluation. These documents can be found at the address listed above.



The Division of Construction will continue review the project file in Project Wise for the completed copy of the Contractor's Performance Report when a request for formal acceptance is submitted to this office. The Section Engineer, District Branch Manager for Project Delivery and Preservation, and Chief District Engineer will be notified if the performance report is not completed and in the Project Wise folder. This procedure is an attempt to address deficiencies found during previous audits and helps to ensure that the performance reports are being completed according to Cabinet policy.

The district shall continue to submit original signed reports to the Division of Construction Procurement to the address below.

Kentucky Transportation Cabinet  
Division of Construction Procurement  
Attn: Prequalification and Compliance Branch  
200 Mero Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40622

Please contact this office with any questions.

C:	S. Waddle	KAHC
	B. Lewis	PAIKY
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