

INSTRUCTIONS AND GUIDELINES FOR DEPARTMENT OF HIGHWAYS' PERFORMANCE REPORT*

POLICY STATEMENT:

The Kentucky Transportation Cabinet (KYTC) invites Contractors to provide feedback on the Cabinet's performance by filling out a Department of Highways' Performance Report form. To support the Cabinet's goal of continuous quality improvement, the KYTC is allowing each Contractor the opportunity to evaluate the performance of the Department of Highways on each project.

SCOPE:

Every Contractor or Subcontractor may submit a Department of Highways' Performance Report for every project which they performed work. In the event of multi-year projects, evaluations can be completed at the end of the calendar year and upon project completion. The Department of Highways' Performance Report should be submitted to the Deputy State Highway Engineer for Project Delivery and Preservation at the address below.

Kentucky Transportation Cabinet
State Highway Engineer's Office
Attn: Deputy State Highway Engineer for Project Delivery and Preservation
200 Mero Street, 6th Floor
Frankfort, Kentucky 40622

The project performance ratings will be used by both District and Central Office staff to determine quality improvements needed, personnel training needs, topics for discussion at the annual meetings with the Highway Contractor's Association.

RESPONSIBILITIES:

The Contractor will be made aware of the Department of Highways' Performance Report (TC14-22) during the pre-construction or pre-work meeting. A copy of the report is available at <http://transportation.ky.gov/kytci-forms/formslibrary.htm>. The Contractor will need to complete all contract specific information so the evaluation data may be properly stored.

The Contractor may submit a Department of Highways' Performance Report annually or at the end of a project to reflect the quality of the Department's performance on a given project.

COMPLETING THE DEPARTMENT OF HIGHWAYS' PERFORMANCE REPORT:

The Department of Highways' Performance Report (TC 14-22) can be found at <http://transportation.ky.gov/kytci-forms/formslibrary.htm>.

Contract Information:

The Contractor or Subcontractor will be responsible for completing the heading information and should indicate whether they are the prime contractor or subcontractor for the project.

Evaluation Items:

A manager for the Prime Contractor or Subcontractor should complete the Department of Highways' Performance Evaluation. The evaluation portion consists of sixteen (16) questions. All questions should be completed or marked "N/A" if the topic is not relevant or applicable.

Each question consists of a topic, five (5) rating scores or descriptors and a section for write in comments. The Manager shall choose a descriptor that best fits the Department of Highways' performance with respect to the topic. Ratings of "1" and "5" require supporting comments, but other comments are always encouraged.

Signatures and Review:

Once an evaluation has been completed it should be signed and dated by the Project Manager and the appropriate Contractor's Officer. It should then be submitted to the Deputy State Highway Engineer for Project Delivery and Preservation, where it will then be forwarded to the appropriate Chief District Engineer. If there appears to have been issues or problems, the Chief District Engineer may request to meet with the Contractor and/or the Manager completing the form to obtain more details concerning the project.

*These guidelines were developed using the information published in the Kentucky Transportation Center Research Report KTC-01-24/SPR-212-00-1F, Quality Based Prequalification of Contractors.