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Index: Operations Reviews

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## Contractor Performance Evaluations

This construction advisory serves as a reminder to submit and approve contractor performance evaluations in a timely manner. Recent reviews of project/resident engineer construction project files revealed this is not always happening.

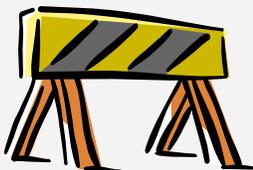
Project management staff is to evaluate the prime and subcontractor(s) performance on each project at the completion of each project, or at the end of each year for multiple year projects. A project will not be finalized without the appropriate evaluations on file. Therefore, timely evaluation of the contractor is important. In addition, complete a Contractor Performance Evaluation (Form 1182) at the end of a warranty period, or at any interim project date management staff deems appropriate.

The contractor's performance is rated on a scale on 1 (Unsatisfactory) to 10 (Excellent), in 15 categories. Consider each category separately, although one may influence another. Please be sure to give accurate ratings for each category and contractor. Although this may require some extra effort on the evaluator's part when providing supporting documentation for unfavorable ratings, it is essential in ensuring a quality product is provided to Michigan citizens.

In cases where the evaluator gives the contractor a rating of 7 or below, documentation to support the rating is critical. Supporting documentation may include IDR comments, meeting minutes and work orders; however, it must include direct engagement documents sent to contractor management personnel, such as correspondence with the contractor or shut down notices. Photographs of substandard work are also key in documenting problems. Documentation made at the time of, or soon after the problems occur, will be the most accurate.

Make sure the evaluation is approved in FieldManager before you send the ORIGINAL to the Construction and Technology Division. Send COPIES of the completed evaluations to the respective contractor and subcontractor(s) by certified mail.

Please share this information with consultants and local agencies in your area.



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