Contractor Performance Evaluations

This construction advisory serves as advanced notification of minor changes on an upcoming Bureau of Highway Instruction Memorandum on Contractor Performance Evaluations (CPEs). These changes will reflect the current business practices we use on all MDOT projects.

A project let through the MDOT letting process will require the project management staff to evaluate the prime and subcontractor(s) performance at the completion of each project, or at the end of each year for multiple year projects. A final estimate cannot be produced until all CPEs are approved in FieldManager; therefore, timely evaluation of the contractor is important. A CPE shall also be completed at the end of a warranty period or at any interim project date management staff deems appropriate. Instructions and rating criteria for completing the CPE are available in FieldManager.

Forward the completed CPEs to the respective contractor or subcontractor(s) by regular mail or electronic mail (e-mail) if there are no ratings of 7 or below.

If there are any ratings of 7 or below, forward the completed evaluations to the respective contractor and subcontractor(s) by certified mail. Send original CPEs to the Construction and Technology Division after the CPE is approved in FieldManager, and in accordance with the following paragraph.

Within 21 days of the date of receipt of a performance evaluation, the contractor may make a written request to meet with project management staff to review an evaluation. As a result of this meeting, the evaluation may be left unchanged or may be revised as deemed appropriate by the engineer. The engineer will then give the contractor written notice with the final performance evaluation. If the meeting is not requested within the 21 day period, the original evaluation becomes final and will not be subject to later contest or appeal.

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