

Construction Advisory

CA 2014-10
July 2, 2014

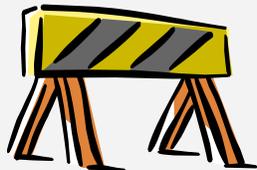
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Construction Advisory
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BJO:JJG

Processing of Contractor Performance Evaluations

The purpose of this construction advisory is to remind construction staff of processing guidelines for contractor performance evaluations.

The final approving signature on a contractor performance evaluation is the respective TSC Manager. It must be noted that this signature is not to be delegated to staff that report to the TSC Manager. The signature must be the respective TSC Manager or another TSC Manager in the region or an equivalent position or higher in the region office. This signature requirement ensures an independent review of the contractor evaluation by a person not directly managing or providing oversight of the project.

Interim contractor evaluations are strongly encouraged to provide feedback on performance issues or to immediately note performance deficiencies. Construction staff should not wait until the end of a project to provide extremely low ratings. MDOT's goal is to provide contractor evaluations upon discovery of performance challenges, open communications and work cooperatively to improve performance. Final contractor performance evaluations with very low numbers may be appropriate if interim evaluations have been disregarded by the contractor.

If a contractor performance evaluation appeal proceeds to central office the appeal hearing binder must be prepared as a central office claim review hearing binder is prepared. The region is to create the central office binder with both the engineer and contractor's positions included and tabbed for reference. All documentation to address the position of each party must be included in the binder.

The construction manual will be updated with this information.

Please share this construction advisory with local agencies and consultants within your jurisdiction, as well as TSC staff.